



## REGULAR MEETING OF COUNCIL

George Fraser Community Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet, and  
Electronically via Zoom ([Ucluelet.ca/CouncilMeetings](https://ucluelet.ca/CouncilMeetings))  
**Monday, March 10, 2025 @ 4:00 PM**

### AGENDA

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1. CALL TO ORDER	
1.1. ACKNOWLEDGEMENT OF THE YUULU?I?ATH	
Council would like to acknowledge the Yuulu?i?ath, on whose traditional territories the District of Ucluelet operates.	
1.2. NOTICE OF VIDEO RECORDING	
Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.	
2. LATE ITEMS	
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<i>Duane Lawrence, CAO</i>	

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11. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS
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*Deputy Mayor, April 1 - June 30, 2025*
- 11.2. Councillor Jennifer Hoar  
*Deputy Mayor, January 1 - March 31, 2025*
- 11.3. Councillor Mark Maffei  
*Deputy Mayor, October 1 - December 31, 2025*
- 11.4. Mayor Marilyn McEwen
12. QUESTION PERIOD
13. CLOSED SESSION
- 13.1. Procedural Motion to Move In-Camera  
**THAT** the March 10, 2025, Regular Council Meeting be closed to the public pursuant to the following sections of the Community Charter:
- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and  
90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
14. ADJOURNMENT







# DISTRICT OF UCLUELET

## Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 12:00 p.m. five clear days before a Council Meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

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

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

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

Requested Council Meeting Date: March 10, 2025

Organization Name: Alberni Clayoquot Health Network

Name of person(s) to make presentation: Marcie DeWitt

Topic: 2024 Update

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

Please describe:

Annual update on the Alberni Clayoquot Health Network and Poverty Reduction activities.

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

Telephone Number and Email: 250-726-5019/achn@acrd.bc.ca

- Will you be providing supporting documentation?  Yes  No
- If yes, what are you providing?  Handout(s)  PowerPoint Presentation

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

The personal information you provide on this form is collected under s. 26(c) of the FOIPPA and will be used for the purpose of processing your application to appear as a delegation before the District of Ucluelet Council. The application will form part of the meeting's agenda and will be published on the website. Your personal telephone number and e-mail address will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Manager of Corporate Services 200 Main Street, PO Box 999, Ucluelet BC, V0R 3A0 or by telephone at 250-726-7744.





# Alberni Clayoquot Health Network

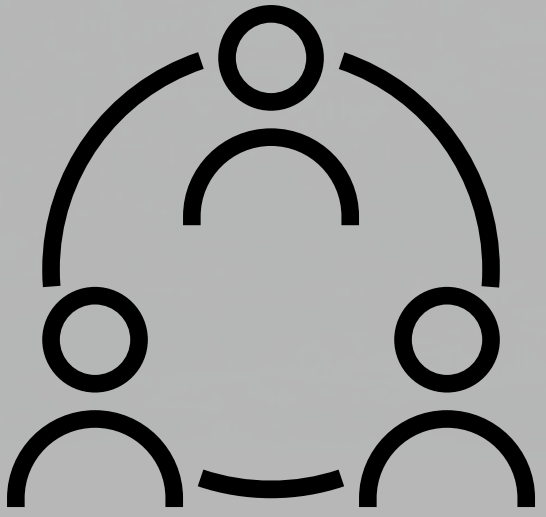
# 2024 Highlights

## Who Are We



- Multi-disciplinary network hosted through the ACRD since 2011
- Members from local leadership, community and representation from across the Alberni- Clayoquot Region

## Network Mechanisms



- Monthly meetings of our Table of Partners, guests welcome!
- Data collection and dissemination to support healthy communities
- Network and project development to advance healthy community goals.

## Network Development



- New governance statements and structure to reflect collaborative structure and increase capacity.
- Formation of an Executive Committee to replace chairs and further support the Coordinator
- Huge uptake for the ACHN Table of Partners 2025 intake.

## West Coast Transportation



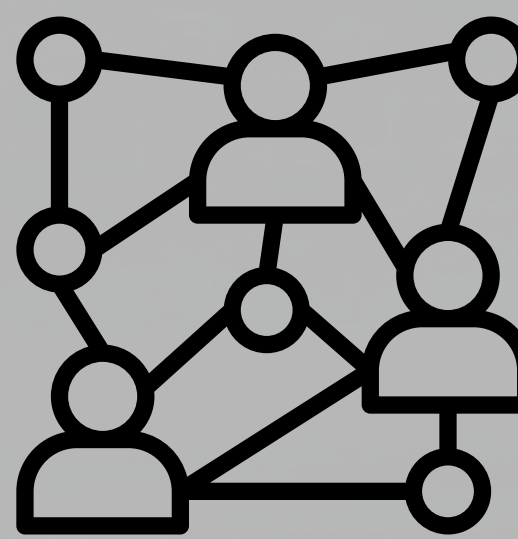
- Implementation of West Coast Transit service connecting Tofino, TyHistanis, Hitacu and Ucluelet
- Support launch and communications of Island Health Non Emergency Transportation program for health appoint access in rural and remote communities.

## Our Focus



- Social Determinants of Health and Upstream interventions which increase health in the population
- Goal to stimulate change at the systems level through advocacy and research
- Building healthy equitable communities

## Networking the Networks



- Support collaboration(s)
- Convene action tables and working groups when no leadership is present
- Connect people, idea's and initiatives with resources
- Support projects and program implementation which aligns with Health Network goals

## Building Regional Prosperity



- Building Equity in the Alberni Clayoquot Toolkit launch
- Wrap up Communities Building Youth Futures project with over \$700 000 invested in youth capacity building.
- Maintained investment in Youth Safe Spaces and rural Youth Facilitator roles with a \$60 000 network contribution.
- Ongoing youth capacity building and community engagement

## 2024 Strategic Plan



- New strategic plan to put focus on what matters most!
- Three priority areas - Network Development, Communications and Outreach and Poverty Reduction to refine and streamline work in coming years.



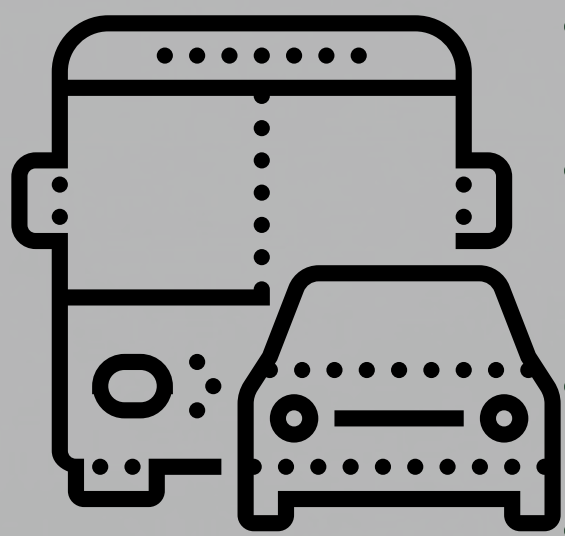


# Alberni Clayoquot Health Network

Greatest Hits

Changing systems to increase health equity is work that takes time and effort. Through collaboration and regional planning the ACHN challenges our region to keep up the momentum to address complex social issues, one step at a time.

## Transportation Planning



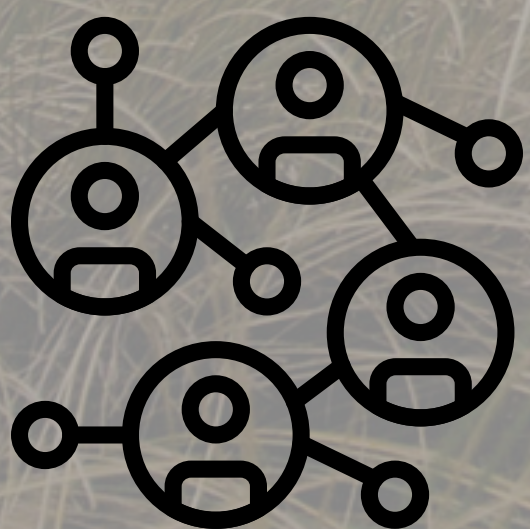
- 2014 Regional Transportation Consultation
- 2015 Transportation Planning to Action Meeting and Report
- West Coast Transportation Working Group
- West Coast BC Transit System Planning Support

## Poverty Reduction



- Community Engagement from 2015 - Present
- Poverty Reduction Protocol with participation from MLA, MP and all Municipalities
- 2022 Building Prosperity in the Alberni Clayoquot - Poverty Reduction Action Plan

## Network Development



- Effective consensus based governance model
- Embedded community engagement and support mechanisms
- Priority around equity, community development and support for grassroots initiatives
- Ongoing support and engagement from all local levels of government

## Transportation Action



- West Coast Wheels For Wellness Program Implementation and inclusion of rural and remote communities in the IH Non-Emergency Transportation Program
- Transportation Assets Map Development and Advocacy
- Advocacy around transportation and health equity for healthy communities and regions.

## Regional Capacity Building



- Support four local Art of Hosting Training's to build capacity around hosting and facilitating
- Support for the West Coast Coming Together Health Forums
- Convening conversations that matter - from youth to housing to equity and everything between
- Equity workshops- Decolonize first, decolonizing community networks, etc.

## Want to Know More?

Check out our Planning and Governance Documents



- ACHN Plans, Governance Documents and Communications Plans
- Annual Reports
- Array of Regional Planning Reports conducted and/or supported by the ACHN and partners

For more information and links to work in our region - [www.achn.ca](http://www.achn.ca)  
Email the ACHN Coordinator - [achn@acrd.bc.ca](mailto:achn@acrd.bc.ca)









**DISTRICT OF UCLUELET****Bylaw No. 1370, 2025**

A Bylaw to Adopt the Five-Year Financial Plan  
for the Period 2025 to 2029 Inclusive

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**WHEREAS** Section 165 of the Community Charter requires a Municipality to annually prepare and adopt a financial plan, by bylaw, in each year; and

**WHEREAS** expenditures not provided for in the financial plan or the financial plan as amended, are not lawful except in the event of an emergency;

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

**Citation**

1. This bylaw may be cited for all purposes as the "**District of Ucluelet 2025 - 2029 Financial Plan Bylaw No. 1370, 2025**".

**Objectives and Policies**

2. Schedule "A" attached to and forming part of this bylaw, sets out the objective and polices for the period January 1, 2025 to December 31, 2029.

**Consultation**

3. Pursuant to Section 166 of the Community Charter, public consultation occurred throughout the budget process beginning in November 2024. As well, online feedback took place until February 10, 2025.

**Repeal**

4. The District of Ucluelet 2024 - 2028 Financial Plan Bylaw No. 1339, 2024 is repealed.

**READ A FIRST TIME** this 11 day of **February, 2025**.

**READ A SECOND TIME** this 11 day of **February, 2025**.

**READ A THIRD TIME** this 11 day of **February, 2025**.

**ADOPTED** this \*\* day of \*\*\*, \*\*\*\*.

**CERTIFIED CORRECT;** "District of Ucluelet 2025 – 2029 Financial Plan Bylaw No. 1370, 2025.

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Marilyn McEwen  
Mayor

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Duane Lawrence  
Corporate Officer

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

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Duane Lawrence  
Corporate Officer



**Schedule "A"**  
**"District of Ucluelet 2025 - 2029 Financial Plan Bylaw No. 1370, 2025"**

**Statement of Objectives and Policies:**

In accordance with Section 165(3.1) of the Community Charter, municipalities are required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:

- 1) For each of the funding sources described in Section 165(7) of the Community Charter, the proportion of total revenue that is proposed to come from that funding source;
- 2) The distribution of property value taxes among the property classes that may be subject to taxes; and
- 3) The use of permissive tax exemptions.

The current financial plan provides for \$27,247,993 to be generated for the 2025 year.

**Revenue Objectives**

- a) The District will review fees and charges regularly to maximize recovery of the cost of service delivery;
- b) The District will actively pursue alternative revenue sources to help minimize property taxes;
- c) The District will consider market rates and charges levied by other public and private organizations for similar services in establishing rates, fees and charges;
- d) The District will establish cost recovery policies for fee-supported services, and these policies will consider whether the benefits received from the service are public and/or private;
- e) The District will establish cost recovery policies for the services provided for other levels of government;
- f) General Revenues will not be dedicated for specific purposes, unless required by law or generally accepted accounting practices (GAAP); and
- g) The District will develop and pursue new and creative partnerships with government, community institutions (schools, churches), and community groups as well as private and non-profit organizations to reduce costs and enhance service to the community.

<u>REVENUE</u>	<u>2025</u>	<u>Percent of total</u>
Property Taxes	\$6,144,351	22.55%
1% Utility Taxes	47,155	0.17%
Federal/Provincial in Place of Taxes	92,033	0.34%
Total Taxes	\$6,283,539	23.06%
Business Licences	223,000	0.82%
Cemetery	4,080	0.01%
DCC	0	0.00%
Debt Funding	4,014,029	14.73%
Grants from other levels of government	6,779,965	24.88%
Harbour	440,889	1.62%
Interest	535,444	1.97%
Permits	158,250	0.58%
Protective Service Agreements	81,280	0.30%
Parking Program	400,000	1.47%
Miscellaneous Fees & Cost Recovery	52,339	0.19%
Recreation Fees	522,576	1.92%
Sewer System	613,600	2.25%
Transfers from Surplus/Reserves	6,273,002	23.02%
Water System	866,000	3.18%
Total Revenue	\$27,247,993	100.00%

### Surplus Funds Objective

The Community Charter does not allow municipalities to plan for an operating deficit (i.e. where expenditures exceed revenues). To ensure this situation does not occur, revenue projections are conservative and authorized expenditures will be closely monitored. The combination of conservative revenue projections and controlled expenditures should produce a modest annual operating surplus.

### Debt Objective

- a) One-time capital improvements and unusual equipment purchases;
- b) When the useful life of the capital project will exceed the term of financing;
- c) Major equipment purchases;
- d) The maximum borrowing amount to be limited to what is allowed under the Community Charter; and
- e) Reserves are to be considered as a funding source before debt.

### **Reserve Funds Objective**

- a) Provide sources of funds for future capital expenditures;
- b) Provide a source of funding for areas of expenditure that fluctuate significantly from year to year (equipment replacement, special building maintenance, etc.);
- c) Protect the District from uncontrollable or unexpected increases in expenditures or unforeseen reductions in revenues, or a combination of the two;
- d) Provide for working capital to ensure sufficient cash flow to meet the District's needs throughout the year; and
- e) Staff will facilitate Council's review of the amount of reserve funds available on an annual basis.

### **Proportion of Taxes Allocated to Classes Objective**

Council's goal is to ensure that there is a fair and equitable apportionment of taxes to each property class. The apportionment to each class is calculated using the multipliers determined by Council prior to preparing the annual tax rate bylaw. The tax multipliers will be reviewed and set by Council annually.

### **Permissive Tax Exemptions Objective**

The District of Ucluelet Council reviews and passes a permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out under Sections 220 and 224 of the Community Charter. Although there is no legal obligation, Council may choose to grant exemptions as a method of recognizing organizations within our community which enhance the quality of life for community residents.

The permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

### **Development Cost Charges Objective**

Development cost charges will be used to help fund capital projects deemed to be required in whole or in part due to development in the community. These charges will be set by a bylaw and reviewed regularly as outlined in the bylaw to ensure that the project estimates remain reasonable and the development costs charged are aligned with the strategic goals of Council.

REVENUE	2025	2026	2027	2028	2029
Property Taxes	\$6,144,351	\$6,513,012	\$6,838,663	\$7,043,823	\$7,255,138
1% Utility Taxes	47,155	47,352	47,852	48,352	48,852
Federal/Provincial in Place of Taxes	92,033	93,874	95,751	97,666	99,620
<b>Total Taxes</b>	<b>\$6,283,539</b>	<b>\$6,654,238</b>	<b>\$6,982,266</b>	<b>\$7,189,841</b>	<b>\$7,403,610</b>
Business Licences	223,000	227,460	232,009	236,649	241,382
Cemetery	4,080	4,162	4,245	4,330	4,416
DCC	0	0	2,500,000	0	0
Debt Funding	4,014,029	7,229,611	11,217,052	4,636,848	9,248,803
Grants from other levels of government	6,779,965	4,772,944	1,473,094	949,271	949,271
Harbour	440,889	449,707	458,701	467,875	477,233
Interest	535,444	120,728	123,143	125,605	128,118
Permits	158,250	161,395	164,603	167,875	171,213
Protective Service Agreements	81,280	81,566	81,857	82,154	82,757
Parking Program	400,000	500,000	500,000	500,000	500,000
Miscellaneous Fees & Cost Recovery	52,339	53,444	55,622	56,756	20,000
Recreation Fees	522,576	533,123	543,891	554,885	566,111
Sewer System	613,600	687,613	704,473	722,019	740,282
Transfers from Surplus/Reserves	6,273,002	440,000	100,000	50,000	51,000
Water System	866,000	883,300	900,946	918,944	937,303
<b>Total Revenue</b>	<b>\$27,247,993</b>	<b>\$22,799,291</b>	<b>\$26,041,902</b>	<b>\$16,663,052</b>	<b>\$21,521,499</b>

<u>Expenses</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
<b>Operational Expenses</b>					
Administration Expenses	\$2,105,878	\$2,167,197	\$2,205,775	\$2,241,798	\$2,291,006
Amortization	1,491,750	1,536,118	1,580,700	1,625,428	1,665,364
Building Inspection Expenses	145,020	149,831	154,804	159,944	165,257
Bylaw Expenses	220,767	251,427	259,900	268,662	277,723
Fiscal Services (Debt)	119,669	968,957	968,957	1,676,697	1,676,697
Harbour Expenses	396,935	404,874	413,284	421,630	430,145
Planning Expenses	587,079	605,272	620,694	635,673	651,015
Protective Services Expenses	551,070	596,752	611,426	626,466	641,882
Public works Expenses	1,715,249	1,737,451	1,770,303	1,803,808	1,843,941
Recreation Expenses	1,297,596	1,332,711	1,362,436	1,392,839	1,394,013
Sewer Expenses	625,378	642,366	658,425	674,886	691,758
Water Expenses	907,549	1,131,901	1,155,198	1,178,078	1,203,555
<b>Total Operations Expenses</b>	<b>\$10,163,940</b>	<b>\$11,524,857</b>	<b>\$11,761,902</b>	<b>\$12,705,909</b>	<b>\$12,932,356</b>

Capital Expenses					
Affordable Housing	\$1,025,000	\$0	\$0	\$0	\$0
Buildings	325,000	219,000	0	50,000	3,070,000
Emergency Services	950,000	600,000	10,000,000	0	0
Fleet	480,000	50,000	0	120,000	120,000
Parks & Recreation	720,000	140,000	200,000	450,000	0
Roads	0	0	300,000	50,000	300,000
Harbour	499,000	300,000	0	0	0
Water	5,820,000	4,616,000	2,520,000	55,000	20,000
Sewer	7,265,053	5,349,434	1,260,000	3,232,143	5,079,143
<b>Total Capital Expenses</b>	<b>\$17,084,053</b>	<b>\$11,274,434</b>	<b>\$14,280,000</b>	<b>\$3,957,143</b>	<b>\$8,589,143</b>
<b>Total Expenses</b>	<b>\$27,247,993</b>	<b>\$22,799,291</b>	<b>\$26,041,902</b>	<b>\$16,663,052</b>	<b>\$21,521,499</b>





## REPORT TO COUNCIL

Council Meeting: February 11, 2025  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JEFFREY CADMAN, DIRECTOR OF FINANCE

**FILE No:** 3900-25 BYLAW No. 1370

**SUBJECT: 2025 – 2029 FIVE-YEAR FINANCIAL PLAN**

**REPORT No:** 25-13

**ATTACHMENT(s):** APPENDIX A – DISTRICT OF UCLUELET 2025-2029 FINANCIAL PLAN BYLAW No. 1370, 2025  
APPENDIX B – BUDGET FEEDBACK 2025

### RECOMMENDATION(s):

**THAT** Council give first, second and third reading to *District of Ucluelet 2025 - 2029 Financial Plan Bylaw No. 1370, 2025*.

### BACKGROUND:

#### **Five-Year Financial Plan Bylaw**

Section 165 of the *Community Charter* states:

*165 (1) A municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted.*

The financial planning period is five years and must set out the objectives and policies of the municipality in relation to each of the funding sources, the distribution of property tax values for each of the classes that are subject to tax, and the use of permissive tax exemptions.

The Financial Plan must also set out the proposed expenditures, funding sources, and transfers between funds. The proposed expenditures must have separate amounts for principal and interest on municipal debt, capital additions, and any amounts required for deficiencies from one year to another.

In addition, the Financial Plan must set out separate funding sources for property taxes, parcel taxes, fees, borrowing, and all other sources. Transfers between funds must set out separate amounts for each reserve fund and accumulated surplus.

If actual expenditures and transfers to other funds for a year exceed actual revenues and transfers from other funds for the year, the deficiency must be included in the next year's financial plan as an expenditure in that year.

Further, under Section 166 of the *Community Charter*, a Council must undertake a process of public consultation regarding the proposed Financial Plan before the bylaw can be adopted. Public consultation was undertaken throughout the budget process beginning in November

2024. This included Council Meetings on November 26, 2024, December 10, 2024 and January 30, 2025. All presentations to date are accessible on the District's website. An in person open house was also held January 30, 2025, and online feedback was invited until February 10, 2025. All written feedback is included in this agenda package for review.

**POLICY OR LEGISLATIVE IMPACTS:**

The 2025-2029 Financial Plan Bylaw completes the Financial Plan process for 2025 and enables the District of Ucluelet to execute the budget as proposed. The Tax rate bylaw will be presented as soon as the ACRD tax rates are available.

**Respectfully submitted:      Jeffrey Cadman, Director of Finance**



**Keely Mullane**

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**From:** Mayco Noel [REDACTED]  
**Sent:** March 4, 2025 4:23 PM  
**To:** Info Ucluelet  
**Subject:** 2025-2030 budget comments

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**[External]**

March 5 , 2025

Mayor and Council

District of Ucluelet

500 Matterson Drive

Ucluelet, BC V0R 3A0

Re: Fiscal Responsibility, Revenue Generation & Strategic Planning for Ucluelet's 2025 Budget

Mayor and Council,

I am writing to express my concerns and recommendations regarding the 2025 municipal budget. As Ucluelet faces rising costs and financial pressures, we must take a proactive approach to ensure long-term fiscal sustainability while prioritizing essential services.

### 1. Leadership Accountability & Budget Discipline

Ucluelet's budget must be managed with the same discipline and efficiency that businesses and households apply to their own financial decisions. The burden of increased costs cannot continually fall on taxpayers. Council must critically assess spending, eliminate inefficiencies, and ensure that every dollar allocated drives measurable value for the community.

### 2. Revenue Generation: Thinking Beyond Tax Increases

Instead of solely relying on property tax increases to balance the budget, the District must explore alternative revenue streams. This includes:

**Fee-for-Service Partnerships:** Implementing cost recovery models for services provided to ICBC, insurance companies, and provincial agencies.

**Maximizing Government Funding:** Pushing for expanded eligibility under the Resort Municipality Initiative (RMI) to include infrastructure investments that directly support tourism, such as emergency services and transportation.

**Strategic Land Development:** Leveraging municipal lands for projects that generate long-term revenue while addressing community needs.

### 3. Proactive Economic Preparedness

Ucluelet must be positioned to navigate future economic uncertainties. This means prioritizing initiatives that create resilience, such as:

Strengthening public-private partnerships to reduce financial risks on taxpayers.

Supporting workforce housing solutions that retain employees and sustain local businesses.

Investing in infrastructure that enhances economic growth without overburdening the tax base.

### 4. Urgent Action on Fire Service Funding

Our fire department plays a critical role in public safety and should not be subject to annual budget constraints. As previously discussed, the District should formalize a funding model that includes external revenue sources such as RMI and fee-for-service arrangements with ICBC and insurers.

### Conclusion: A Call for Forward-Thinking Leadership

This budget cycle is an opportunity for Ucluelet to move beyond reactive decision-making and embrace a results-driven approach. I urge Council to demonstrate leadership by prioritizing financial sustainability, identifying new revenue sources, and taking decisive action to protect both residents and businesses from unnecessary tax increases.

I appreciate your time and consideration and look forward to seeing a strategic, balanced approach reflected in the final budget.

Sincerely,

Mayco Noël



**Keely Mullane**

---

**From:** Mayco Noel [REDACTED]  
**Sent:** March 4, 2025 4:04 PM  
**To:** Info Ucluelet  
**Subject:** Feb 25 - council meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**[External]**

Dear Mayor and Council,

On February 25, I made the effort to leave work early to speak about our community's budget for the next five years.

I am horrified that this Council is ignoring the economic realities we are facing both globally and here at home. Our economy is vulnerable, yet I watched the five of you debate whether to move forward with 10 below-market units, as if there's no urgency or consequence to your inaction. Yes, this housing is long overdue, but the way you are making these decisions is reckless.

The next election in 2026 may seem far off, but the damage you're doing now will make it impossible to avoid hard cost-cutting when that time comes. What's more concerning is that there has been zero discussion about cost reductions, efficiency, or fiscal responsibility. Instead, I watched you base a major financial decision on a Zoom call with a faceless authority who made sweeping claims with no supporting data, no case studies, and no financial assurances. A vague promise from someone who isn't even accountable to this community should never be the foundation of a multi-million-dollar decision.

Beyond that, the conversation around infrastructure for new lots was incomplete. You discussed sewer and water, but there was no mention of the cost of HYDRO services, which will likely exceed anything else in the budget. How do you justify approving a project without even addressing that?

I voted for many of you, and quite frankly, I'm disappointed. You have spent over two years distracted by behind-the-scenes issues instead of leading this community forward. Now, we find ourselves in a leadership crisis, with no real direction at that council table.

Shame on you.

Sincerely,

Mayco Noël

**Keely Mullane**

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**From:** Mayco Noel [REDACTED]  
**Sent:** March 4, 2025 4:29 PM  
**To:** Info Ucluelet  
**Subject:** Fire Services Budget 2025

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**[External]**

## Request for a New Funding Model for Fire Department Services

Dear Mayor and Council,

I am writing regarding the 2025–2039 budget, which identifies the need for additional fire trucks and a new fire hall. While I fully support these critical initiatives to ensure our community is properly equipped for emergencies, I am deeply concerned about the long-term financial impact these acquisitions will have on local taxpayers. It is imperative that we consider alternative revenue streams and develop a new funding model that aligns with our community’s needs and fiscal realities.

Over the years, the current fee structure for fire department services has proven insufficient given the extensive resources required for effective emergency response. As we plan significant infrastructure investments, it is essential to re-examine how our fire services are funded. The costs associated with operating our department—fuel, equipment, maintenance, and the opportunity costs of our volunteer personnel—far exceed the fees we currently collect. This disconnect is particularly evident in responses to motor vehicle accidents (MVAs), where our services extend well beyond a simple tow.

I have several key points I would like to emphasize:

- **Unclear Statutory Requirements:**

It appears that our fire department is often operating based on aspirational goals rather than clear statutory mandates. I have yet to see a detailed report from our fire chief outlining the legally required standards for equipment and staffing for a town of our size. Without this clarity, we risk overcommitting to upgrades that exceed our true operational needs.

- **Inadequate Fee-for-Service Model:**

When a fire truck leaves its base with a fully trained crew to respond to an MVA, the costs incurred are substantial—far exceeding the fees currently charged. In comparison, a tow truck service might cost between \$750 and \$1,200 for a simple removal, yet our department’s response is far more complex and resource-intensive. Given that our services contribute directly to reducing liability and claim costs for insurers like ICBC, it is only fair that these entities help shoulder a portion of the expense.

- **ICBC’s Financial Capacity:**

With ICBC reporting net income in the billions over the past 24 months, it is unreasonable for local governments to absorb the full cost of emergency responses that benefit their financial outcomes. A fee-

for-service model, where responsible parties or their insurers are billed for the comprehensive services provided, would relieve taxpayers of an undue burden.

• **Exploring Alternative Revenue Streams:**

I strongly recommend that we explore all available funding mechanisms, including the Resort Municipality Initiative (RMI). Tourism is a cornerstone of Ucluelet's economy and brings with it additional strain on emergency services. Expanding RMI eligibility to cover essential fire services could provide a vital funding supplement and help balance the budget impact.

In light of these considerations, I urge the Council to take a comprehensive approach by:

- Working closely with the fire chief to clearly delineate the statutory requirements for our fire department.
- Reviewing and adjusting the fee-for-service model for emergency responses, particularly for MVAs, house fires, and medical assist calls.
- Engaging with insurers and provincial agencies, such as ICBC and the Ministry of Health, to ensure they contribute fairly to the cost of emergency services.
- Investigating the potential of RMI and other alternative revenue streams to offset the financial impact of our planned infrastructure investments.

A new funding model that incorporates these elements is not only logical but necessary to safeguard the sustainability of our fire department while ensuring that our community's essential services are maintained without placing an unsustainable burden on local taxpayers.

Thank you for your thoughtful consideration. I look forward to discussing this proposal further and working together to implement a fair and sustainable funding strategy for our emergency services.

Sincerely,

Mayco Noël

From: [Community Input Mailbox](#)  
 To: [Community Input Mailbox](#)  
 Subject: FW: Report to Mayor & Council for the February 25th., 2025 Council Meeting and now to the Deferred March Meeting  
 Date: March 6, 2025 10:25:33 AM  
 Attachments: [Property Tax Increases 2023-2025 Council Submission 02-2025.docx](#)  
[PROPERTY TAXES - Impact of Increases 2024 - 2025.xlsx](#)

From: Geoff Lyons <[REDACTED]>  
 Sent: March 5, 2025 2:47 PM  
 To: Info Ucluelet <[info@ucluelet.ca](mailto:info@ucluelet.ca)>  
 Subject: RE: Report to Mayor & Council for the February 25th., 2025 Council Meeting and now to the Deferred March Meeting

[External]  
 Hello,

I sent the attached submission to Council for the last Council Meeting, which was subsequently deferred to the upcoming Meeting in March. On my original submission, the spreadsheet attachments included a third document, which should not have been included (see below)

**Please remove this sheet**

COMPARISON OF PROPERTY TAXES 2022-2025

<b>190 Alder Street</b>		\$ 2,022	%	2023	% Increase	2024	% Increase	2025 Projected	% Increase
Property Valuation		\$ 712,000		\$ 740,000		\$ 767,000		\$ 712,000	
Residential (All jurisdictions)		\$ 3,447	Base	\$ 3,522	102.18%	\$ 4,122	119.58%	\$ 4,075	118.22%
District of Ucluelet Portion		\$ 1,738	Base	\$ 1,720	98.96%	\$ 2,227	128.14%	\$ 2,442	140.51%

109.65%

Thank you,  
 Geoff Lyons

From: Geoff Lyons <[REDACTED]>  
 Sent: February 19, 2025 11:11 AM  
 To: [info@ucluelet.ca](mailto:info@ucluelet.ca)  
 Subject: Report to Mayor & Council for the February 25th., 2025 Council Meeting

Hello,

Please find, attached, a report and spreadsheet for the upcoming February 25<sup>th</sup>, Council Meeting (5 pages). Would you please add this to the Meeting Agenda. Unfortunately, I will be out of town on that date, and therefore unavailable to talk to the submission; however, I believe it is self-explanatory. If there are any problems, please feel free to contact me via email, or at the cell phone number identified below.

Sincerely,  
 Geoff Lyons





## Keely Mullane

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**From:** Tracy Eeftink <[REDACTED]>  
**Sent:** February 26, 2025 10:16 AM  
**To:** Info Ucluelet  
**Cc:** Shawn Anderson (Ucluelet Council); Jennifer Hoar (Ucluelet Council); Ian Kennington (Ucluelet Council); Mark Maftai (Ucluelet Council); Marilyn McEwen (Ucluelet Mayor)  
**Subject:** New budget proposal

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### [External]

Hello Mayor and Council:

I have concerns with the District Of Ucluelet proposing an expanded budget and 5 year plan.

This would see our taxes go up this year and moving forward. I would like to see the municipality adjust the new proposal by coming up with more affordable options.

Our District needs to stop the overspending, pushing property taxes up and up.

Thank you for your consideration. It would be very good to hear of some innovative concepts in managing the District's finances moving forward.

Tracy Eeftink  
[REDACTED]

Ucluelet, BC

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## REPORT TO COUNCIL

Council Meeting: March 10, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** DUANE LAWRENCE, CAO **FILE No:** 2600-20

**SUBJECT:** DEPUTY CORPORATE OFFICER AND  
FREEDOM OF INFORMATION AND PRIVACY PROTECTION HEAD **REPORT No:** 25-23

**ATTACHMENT(S):** n/a

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**RECOMMENDATION(S):**

**THAT** Council appoint Mr. Ed Chow as Deputy Corporate Officer; and,

**THAT** Council appoint Mr. Ed Chow as the Freedom of Information and Privacy Protection Head; and further,

**THAT** Council rescind the appoint of Ms. Nancy Owen as Deputy Corporate Officer and Mr. Duane Lawrence as Freedom of Information and Privacy Protection Head.

**BACKGROUND:**

The Deputy Corporate Officer (Manager of Corporate Services), under the direction of the Corporate Officer, supports the administrative duties and responsibilities outline under section 148 of the Community Charter. With the hiring of Mr. Ed Chow as the Manager of Corporate Services, Mr Chow will be undertaking the roles and responsibilities of the Deputy Corporate Officer.

The Manager of Corporate Services is also assigned under Bylaw 1279, 2020 and Bylaw 1353, 2024 as the person responsible for Privacy Protection and Freedom of Information and Privacy Protection Head.

With Mr. Chow taking undertaking the roles of Deputy Corporate Officer and Privacy Protection and Freedom of Information and Privacy Protection Head Mr. Lawrence and Ms. Owen appointments to these positions should be rescinded.

**Respectfully submitted:** Duane Lawrence, CAO





## REPORT TO COUNCIL

Council Meeting: March 10, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

**FILE NO:** 5210-01

**SUBJECT:** ACRD MULTIUSE PATH (**?aps?iik t'a?ii trail**)

**REPORT NO:** 25- 24

**ATTACHMENT(S):** APPENDIX A – MAPS  
APPENDIX B – LEVEL OF SERVICE

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**RECOMMENDATION(S):**

**THAT** Council direct staff to engage with ACRD to negotiate a cost-sharing maintenance agreement inclusive of service levels and future capital requirements for the multi-use path.

**BACKGROUND:**

The West Coast Regional Pathway is a multi-use trail spanning the length of the West Coast Peninsula, connecting Ucluelet, Millstream, Alberni-Clayoquot Regional District (ACRD) Area C (Long Beach), First Nations, and Tofino. Over the years, this pathway has evolved through multi-jurisdictional collaboration and various infrastructure investments, leading to the present-day regional connectivity.

The pathway's recent extension to PRNPR raises questions regarding the financial and operational responsibilities associated with its ongoing maintenance. Historically, Ucluelet has maintained portions of the pathway despite its regional function, and ACRD has contributed funding at a limited level. With the pathway now extending beyond the Junction, a determination is required regarding Ucluelet's continued involvement in maintenance beyond its municipal boundary.

As Council deliberates on this matter, it is important to acknowledge that Ucluelet's Parks Department is already managing a substantial workload within the municipality and up to the Junction. Council may wish to evaluate whether the long-term financial and operational responsibility for a regional asset should remain with Ucluelet or if a more regionally coordinated approach would be more appropriate.

It is also important to note that there is currently no agreement in place regarding capital replacement and refurbishment of the asset. It is understood by ACRD that these costs are a

municipal responsibility, which may create significant future financial obligations for Ucluelet if no formalized capital agreement is reached.

Formalized agreements regarding service levels, financial commitments, and capital investment responsibilities remain necessary to ensure the long-term sustainability of the pathway.

**HISTORICAL DEVELOPMENT**

- 1996: The District of Ucluelet installed a new water supply line from the Lost Shoe Creek Aquifer, located at the Junction, to the Ucluelet municipal boundary. This infrastructure project presented an opportunity to install a paved multi-use path along the corridor, complementing the West Coast Regional Trail.
- 1998: The ACRD Board established the South Long Beach Multi-Purpose Path Local Service (Bylaw E1001), setting an annual contribution of \$3,600 for Ucluelet’s maintenance of the path.
- 2011: A report from the former Chief Administrative Officer (CAO) estimated annual maintenance costs between \$6,500 and \$39,000.
- 2013: ACRD updated Bylaw E1001-2, increasing the maximum contribution to \$7,000 annually. Ucluelet, in return, obtained a License of Occupation (File No. 1407317) from the Province, allowing the District to occupy and maintain the path. Despite the lack of a formal maintenance agreement, Ucluelet has continued maintaining the path to ensure safety and usability.
- 2019-2020: ACRD initiated plans to extend the pathway from the Junction to PRNPR. Ucluelet Council passed a resolution in 2020 supporting the extension in principle and applied to amend the License of Occupation to maintain the additional section.
- 2024: The extension to PRNPR was completed, and ACRD proposed increasing their contribution from \$7,000 to \$14,000 annually to support maintenance of the full 4.4 km pathway from Ucluelet to PRNPR.

**CURRENT & PROPOSED MAINTENANCE COSTS & FUNDING**

Section	Distance	District Cost (Mth)	Cost/Km/Mth	District Cost (Yr)	ACRD Cost (Mth)	Cost/Km/Mth	ACRD Cost (Yr)	ACRD % Contribution (Total/Yr)	Ucluelet % Contribution (Total/Yr)
Millstream to Junction	3.2	\$1,401	\$438	\$16,813	\$7,000	\$2,188	\$84,000	83%	17%
Proposed Millstream to PRNPR	4.4	\$1,927	\$438	\$23,119	\$14,000	\$3,182	\$168,000	88%	12%

**ANALYSIS OF OPTIONS:**

**Option A – Extend Ucluelet’s Maintenance Service to PRNPR, Contingent on Full ACRD Funding**

This would ensure that Ucluelet does not assume an unfunded responsibility while allowing for a seamless maintenance experience along the entire pathway. The key requirement under this option is securing a firm financial commitment from ACRD to prevent any unexpected financial burden on Ucluelet taxpayers.

**Option B – Extend Ucluelet’s Maintenance Service to PRNPR with Current ACRD Contribution**

Under this option, Ucluelet would take on PRNPR maintenance with the current ACRD funding contribution, even if it does not fully cover costs. This would ensure that the pathway remains under a unified maintenance standard but could result in the municipality covering any funding gaps. The long-term sustainability of this arrangement would depend on whether operational costs increase over time and whether ACRD adjusts its contribution accordingly.

**Option C – Decline to Extend Maintenance Beyond the Junction**

This option keeps Ucluelet’s maintenance responsibilities up to the Junction, leaving ACRD responsible for the PRNPR segment. Under this scenario, ACRD would be responsible for establishing its own maintenance arrangements, whether through direct service provision or by contracting another entity. While this approach ensures that Ucluelet’s municipal resources remain focused on local services, it could result in differing maintenance standards between the two jurisdictions.

**Option D – Withdraw Ucluelet’s Parks Maintenance Service Beyond the Municipal Boundary**

This option removes Ucluelet’s maintenance role beyond its municipal boundary, making ACRD fully responsible for the pathway’s upkeep. This approach would reinforce the pathway as a regional responsibility while freeing Ucluelet’s Parks Department from additional workload. However, this could lead to gaps in maintenance if ACRD does not establish an alternative service provider.

<b>A</b>	Extend Ucluelet’s Maintenance Service to PRNPR, Contingent on Full ACRD Funding	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>Ensures that Ucluelet is not financially burdened by the maintenance of a regional asset while still enabling continued service provision if adequately funded</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>Requires ACRD to agree to an increased contribution, which may not be guaranteed, potentially delaying implementation.</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>Ucluelet would continue to maintain its portion of the pathway while negotiations with ACRD determine the viability of future extensions. If ACRD does not commit to additional funding, service expansion would not proceed.</li> </ul>

<b>B</b>	Extend Ucluelet's Maintenance Service to PRNPR with Current ACRD Contribution	<u>Pros</u>	<ul style="list-style-type: none"> <li>Provides a consistent maintenance standard along the entire pathway, preventing any service discrepancies that may arise from multiple jurisdictions handling different segments.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>The \$7,000 increase in ACRD funding may not be sufficient, potentially leaving Ucluelet responsible for covering shortfalls in maintenance costs.</li> </ul>
		<u>Implications</u>	Ucluelet would extend its service but could experience financial strain unless further cost-sharing adjustments are negotiated with ACRD in future budget cycles.
		<u>Suggested Motion</u>	<b>THAT</b> Council authorize the Ucluelet Parks Department to extend maintenance service to the Pacific Rim National Park Reserve (PRNPR) segment of the regional multi-use pathway under the current ACRD funding contribution, with any additional costs beyond ACRD's contribution to be funded by the District of Ucluelet.
<b>C</b>	Decline to Extend Maintenance Beyond the Junction	<u>Pros</u>	<ul style="list-style-type: none"> <li>Allows Ucluelet to focus its resources on municipal infrastructure rather than regional assets, ensuring that municipal service levels are maintained within its boundaries.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>The pathway beyond the Junction may not be maintained to the same standard as the Ucluelet-managed sections, which could create an inconsistent user experience.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>ACRD would need to establish its own maintenance plan, potentially leading to service inconsistencies along the regional pathway, unless a formalized approach is implemented by the regional district.</li> </ul>
		<u>Suggested Motion</u>	<b>THAT</b> Council decline to extend the Ucluelet Parks Department's maintenance service beyond the Junction, and direct staff to notify ACRD that responsibility for the Pacific Rim National Park Reserve (PRNPR) segment of the regional multi-use pathway remains with ACRD.
<b>D</b>	Withdraw Ucluelet's Parks Maintenance Service to the Municipal Boundary	<u>Pros</u>	Completely removes Ucluelet's financial and operational responsibility for maintaining a regional asset, ensuring municipal resources are allocated only to municipal services within the district's boundaries
		<u>Cons</u>	The ACRD may need to seek an alternative maintenance arrangement, which could cause delays or inconsistencies in service, particularly in the short term
		<u>Implications</u>	The maintenance of the regional pathway would become fully the responsibility of ACRD, with no municipal involvement beyond Ucluelet's boundary. This could set a precedent for how the regional service is managed going forward.
		<u>Suggested Motion</u>	<b>THAT</b> Council direct staff to withdraw Ucluelet's Parks Department maintenance services from all portions of the regional multi-use pathway beyond the municipal boundary and notify ACRD that the District of Ucluelet will no longer provide maintenance services outside its jurisdiction.

**POLICY OR LEGISLATIVE IMPACTS:**

N/A

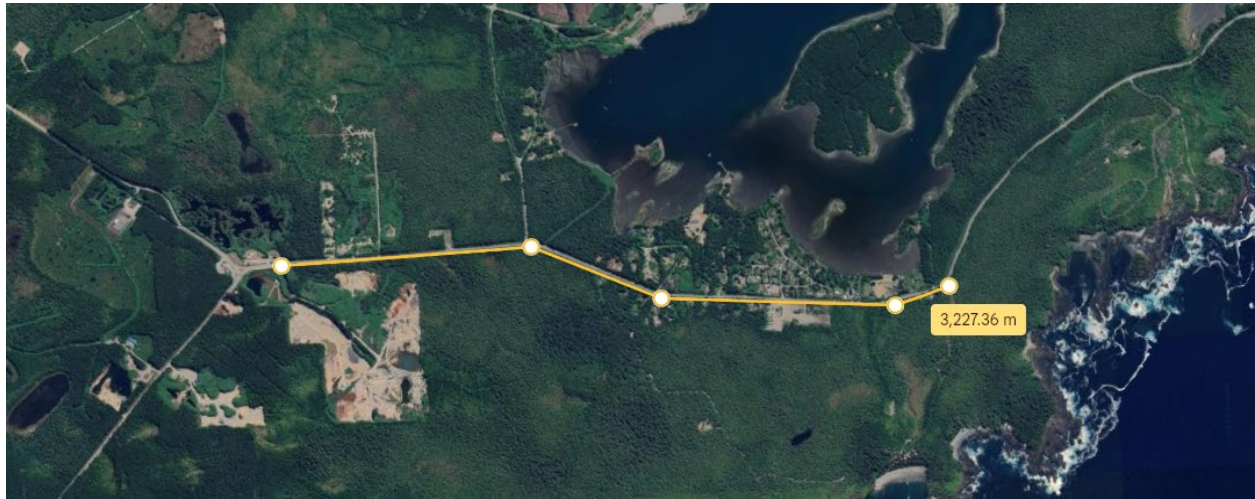






## APPENDIX A – MAPS

Ucluelet Boundary to Junction (Current Service)



Junction to PRNPR (Proposed Extended Service)





## Appendix B – Level of Service

### 2023 Annual Maintenance Costs

Removal of debris on asphalt with blowers and manual litter pickup **weekly** (300+hrs)

2 Workers Wages + Equipment and Vehicle Fuel \$9000.00

Mowing/trimming grass along 8km of path **three times per year** (120+hrs)

3 Workers Wages + Equipment and Vehicle Fuel \$10,080.00

Routine brushing of overgrowth **quarterly** (80+hrs)

2 Workers + Equipment and Vehicle Fuel + Wear and Tear (replacing blades etc.) \$3000.00

Shouldering and drainage maintenance **twice a year**

2 Workers + Equipment and Fuel \$2000.00

Sanding and salting (winter) **as required**

2 Workers + Equipment and Fuel \$2000.00

Storm damage and danger tree removal **as required**

2-3 Workers + Professional Tree Service contractors \$5000.00+

**Estimated Total = \$31,080.00**





## REPORT TO COUNCIL

Council Meeting: March 10, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

**FILE No:** 5210-01

**SUBJECT:** CONTRACT AUTHORIZATION FOR GENERAL ENGINEERING SERVICES

**REPORT No:** 25 - 25

**ATTACHMENT(S):** N/A

---

**RECOMMENDATION(S):**

**THAT** Council authorizes the Mayor and Corporate Officer to enter into an agreement between the District of Ucluelet and Koers & Associates Engineering Ltd. for general engineering consulting services for a period of three years.

**BACKGROUND:**

Municipalities commonly establish general engineering consulting agreements to:

- Streamline engineering services for capital projects through direct award;
- Reduce procurement complexities and administrative burdens;
- Increase cost predictability and lower costs;
- Obtain unbiased engineering advice for development reviews;
- Support grant applications for infrastructure funding;
- Access specialized engineering expertise beyond municipal staff capacity;
- Maintain digital engineering records for long-term asset management.

The District of Ucluelet historically maintained a general engineering services contract, but this agreement expired in 2022 and was not renewed. Since then, the District has relied on case-by-case service procurement, leading to inefficiencies, increased costs, and delays in project execution. Given the imminent need for development and sanitary sewer projects, reinstating this agreement is timely.

## **PROCUREMENT PROCESS**

In January 2025, the District issued a Request for Proposals (RFP) # ENG-2025-JAN-22 to secure a qualified engineering firm. Five competitive proposals were received and evaluated based on:

- Firm qualifications and relevant experience;
- Proposed pricing and value to Ucluelet;
- Demonstrated ability to meet key municipal engineering objectives.

Following evaluation, Koers & Associates Engineering Ltd. ranked highest, offering the best combination of experience, value proposition for the District, cost-efficiency, and immediate availability to begin critical infrastructure projects.

The District of Ucluelet's standing general engineering services agreement will be a three-year, non-exclusive contract, providing a structured yet flexible framework for securing civil engineering services. Under this agreement, Koers & Associates Engineering Ltd. will be granted first right of refusal for municipal civil engineering work, ensuring efficiency and continuity while allowing the District to engage specialty sub-consultants for disciplines such as environmental, structural, architectural, and electrical engineering as needed. The nature of this agreement ensures that Koers will honor its standing personnel fee structure, but there is no guarantee of a fixed annual workload, as assignments will be based on the District's dynamic project needs, funding availability, and evolving infrastructure priorities.

## **WHY KOERS & ASSOCIATES ENGINEERING LTD.**

Koers & Associates has been a trusted relationship of the District of Ucluelet for over 30 years, completing more than 130 engineering assignments that have shaped the community's infrastructure. They bring deep institutional knowledge, a strong local presence, and a commitment to delivering cost-effective and timely engineering solutions tailored to Ucluelet's needs. Their client-focused approach ensures that small coastal communities receive reliable and future-ready designs, making them an invaluable asset to the District.

Koers has successfully executed key projects such as the Sanitary Master Plan (2023), Bay Street Lift Station Upgrade (\$700,000), and the Sewage Lagoon Upgrade (\$1.1 million). Their expertise in municipal infrastructure planning, water and wastewater system upgrades, stormwater management, and transportation infrastructure extends beyond Ucluelet. They have led significant projects across Vancouver Island, including water treatment plant upgrades in Qualicum Beach, the Deep Bay Sewer Expansion, and the multi-phase Memorial Avenue Infrastructure Renewal in Parksville. Their ability to manage complex, multi-phase infrastructure projects highlights their technical capacity and reliability.



In addition to their engineering expertise, Koers is highly effective in securing grant funding for municipal infrastructure projects, helping reduce financial burdens on communities. Their highly competitive pricing ensures maximum value for public investments. Most critically, Koers is ready to immediately begin designing essential infrastructure to support Ucluelet’s housing developments and other priority projects, ensuring that much-needed growth can proceed without delay.

**ANALYSIS OF OPTIONS:**

<b>A</b>	<b>Authorize the Agreement with Koers &amp; Associates</b>	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Provides continuity in municipal engineering services with an experienced firm;</li> <li>• Reduces procurement costs and project delays;</li> <li>• Ensures access to specialized expertise for development reviews and capital projects;</li> <li>• Supports long-term planning and regulatory compliance;</li> <li>• Immediate availability to begin infrastructure work for housing developments.</li> <li>• Immediate availability to begin infrastructure work for housing developments.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Limits flexibility in seeking alternative engineering providers, though the agreement is non-exclusive.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Ensures timely project execution and cost savings through an established service provider, reducing administrative overhead and procurement expenses.</li> </ul>
<b>B</b>	<b>Reissue the RFP or Delay Agreement</b>	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Allows further review of potential alternatives.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Leads to further delays in engineering services;</li> <li>• Increases administrative burden and procurement costs;</li> <li>• Risks inefficiencies in planning and infrastructure project execution.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Results in delayed project starts and increased costs, requiring additional staff time and resources for re-evaluating proposals.</li> </ul>
		<u>Suggested Motion</u>	<p><b>THAT</b> Council direct Staff to reissue the RFP.</p>
<b>C</b>	<b>Do Not Proceed</b>	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Avoids entering into a long-term agreement if Council prefers a different procurement model.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Loss of dedicated engineering support for infrastructure projects;</li> <li>• Increased costs and delays due to project-by-project procurement;</li> <li>• Higher risk of inconsistent engineering quality and lack of historical knowledge on municipal infrastructure;</li> <li>• Inefficiencies in responding to urgent engineering needs;</li> </ul>



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**FROM:** JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICE

**FILE NO:** 1290-04

**SUBJECT:** PENINSULA ROAD 4-WAY STOP SIGN

**REPORT NO:** 25- 26

**ATTACHMENT(S):** APPENDIX A – 4-WAY STOP SIGN

---

**RECOMMENDATION(S):**

THAT Council support the continued use of the 4-way stop sign at the intersection of Peninsula Road and Bay Street.

**BACKGROUND:**

Prior to 2019, a general scope of work was developed to address known transportation and traffic concerns on Peninsula Road. During this process, the intersection of Peninsula Road and Bay Street was identified as having extended wait times for vehicles turning from Bay Street onto Peninsula Road, particularly during peak season.

In 2019, a concept design was prepared and presented to the community for improvements to Peninsula Road. During public engagement, residents highlighted concerns regarding long wait times at the intersection when turning from Bay Street onto Peninsula Road.

In 2022, a preliminary design was developed and presented to the community. Feedback received included specific requests to consider a 4-way stop at this intersection to improve traffic flow and reduce wait times.

In 2023, further consideration was given to options for addressing traffic concerns at this location. The following key factors supported the installation of a 4-way stop:

1. Improved Traffic Flow – A 4-way stop distributes wait times more evenly across all directions, reducing delays for vehicles exiting Bay Street onto Peninsula Road.
2. Community-Driven Solution – The installation responded to concerns raised by the public regarding excessive wait times.

3. Pedestrian Safety Enhancements – The introduction of a 4-way stop creates periodic breaks in traffic flow, improving pedestrian crossings along Peninsula Road, especially with the planned installation of a new pedestrian path and bus stop on the eastern side, which is expected to increase foot traffic.

As part of the process, the Ministry of Transportation and Infrastructure (MoTI) was engaged to review the intersection and provide approval for the conversion from a 2-way stop to a 4-way stop. Once approved, the 4-way stop was incorporated into project planning and implemented as part of scheduled construction work.

In 2024, the installation of the 4-way stop at Peninsula Road and Bay Street was completed.

### ADDRESSING CONCERNS ABOUT 4-WAY STOPS

While 4-way stops are effective at providing equal traffic distribution and reducing wait times, they do come with certain challenges. Frequent stopping can disrupt traffic flow, leading to congestion during peak hours. Additionally, unnecessary stops may contribute to driver frustration, which can increase the likelihood of non-compliance, such as rolling stops or failure to yield. There is also a potential for rear-end collisions when drivers do not anticipate vehicles stopping ahead of them. However, in the case of Peninsula Road and Bay Street, the benefits of the 4-way stop—enhanced pedestrian safety, improved access for side street traffic, and more predictable vehicle movements—outweigh these concerns.

#### **ANALYSIS OF OPTIONS:**

<b>A</b>	Maintain the 4-Way Stop	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>Improves pedestrian safety and provides better access for vehicles turning from Bay Street, reducing long wait times and improving overall traffic equity.</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>May cause minor delays for through-traffic on Peninsula Road, particularly during off-peak hours when fewer vehicles are using Bay Street.</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>No additional costs; routine maintenance of signage and road markings only</li> </ul>
<b>B</b>	Remove the 4-Way Stop and Restore the 2-Way Stop	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>Allows for continuous traffic flow on Peninsula Road, reducing travel time for through-traffic.</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>Increased wait times for vehicles turning from Bay Street onto Peninsula Road, potentially leading to driver frustration and unsafe gap selection when turning.</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>Additional cost for removal of existing signage, reinstallation of previous traffic control, and potential repainting of road markings</li> </ul>

	<b><u>Suggested Motion</u></b>	<b>THAT</b> Council direct Staff to return the 4-way stop to it's 2-way stop configuration.
--	--------------------------------	---

**POLICY OR LEGISLATIVE IMPACTS:**

N/A

**NEXT STEPS:**

- Monitor Traffic Patterns – Continue to assess traffic flow and pedestrian activity at the intersection, collecting data on vehicle wait times, peak-hour congestion, and overall safety.
- Council has expressed interest in a broader review of traffic management, including District-wide speed limits and potential reductions. The Ministry of Transportation and Infrastructure (MoTI) has been engaged to consider a speed reduction on Peninsula Road, and a response is anticipated shortly. A more comprehensive traffic study, including district-wide speed adjustments and broader intersection reviews, would require Council's direction and funding to proceed as a full-scale project. Additionally, a draft Traffic Mitigation Policy is in development and could be brought forward to provide a structured approach to addressing localized concerns, ensuring a consistent framework for evaluating and responding to traffic-related issues across the community.

**Respectfully submitted:** James Macintosh, Director of Engineering Services  
 Duane Lawrence, CAO



Appendix A – 4-Way Stop Sign







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**FROM:** ANNELIESE NEWEDUK, PLANNER

**FILE No:** 3070 TUP25-01

**SUBJECT:** TEMPORARY USE PERMIT FOR 1054 HELEN ROAD

**REPORT No:** 25-28

**ATTACHMENT(s):** APPENDIX A – APPLICATION  
APPENDIX B – TEMPORARY USE PERMIT 25-01  
APPENDIX C – RELATED CORRESPONDENCE

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**RECOMMENDATION(S):**

**THAT** Council authorize the Director of Community Planning to issue Temporary Use Permit 25-01 to allow one vacation rental unit at 1054 Helen Road for a period of three years.

**BACKGROUND:**

A Temporary Use Permit (TUP) application was received January 29, 2025, for the property at 1054 Helen Road (See **Figure 1**); PID 026170744, Lot B, Plan VIP78215, District Lot 543, Clayoquot Land District, NATIVE ISLAND (the “**subject property**”).



Figure 1. The Subject Property.

The subject property is located on Hyphocus Island and is zoned R-1 Single Family Residential, a zone intended for traditional low-density residential development with accessory uses such as *Bed and Breakfast (B&B)*, *Home Occupation*, *Secondary Suites (SS)*, and *Accessory Residential Dwelling Units (ADU)*. The property currently has a *Single Family Dwelling (SFD)* as well as a *Secondary Suite (SS)*. Of the 12 properties on the Hyphocus Island portion of Helen Road (excluding the subject property) four are single family residences, two are vacant undeveloped properties, and the remaining six have a mix of residential and commercial tourist accommodation through *B&B* use within the R-1 zone or through *Guest House* zoning. Please note that in the letter of intent, the applicant indicates that *B&B*'s in the area have been grandfathered in, but it should be noted that the Province's enactment of the *Short Term Rentals Accommodation Act (2024)* removed lawful non-conforming protection for short-term accommodation, prohibiting the ability for short term accommodation to be "grandfathered in".

### TEMPORARY USE PERMIT

A Temporary Use Permit is a regulatory tool that allows a flexible and circumstantial use of land, on a temporary basis, not otherwise permitted in the District of Ucluelet's Zoning Bylaw. Temporary Use Permits may be issued for a period of up to three years from the date the permit was approved by Council and may be renewed once subject to Council approval. Conditions under which a temporary use may be allowed are established in the permit and security deposits and letters of undertaking may also be required to ensure conditions are met.

The applicant is seeking allowance through a Temporary Use Permit (See **Appendix A and B**) to permit *Vacation Rental* use in **either** the *SFD* **or** the secondary suite for a period of three years while the owners live in the other unit. The owner intends to renovate their home alternately between the house and suite during this period, and wishes to rent the vacant unit periodically for short-term stays. Only one unit could be used as *Vacation Rental* at any given time.

### DISCUSSION

While commercial tourist accommodation is already permitted on the subject property through the *B&B* use, the applicants have a young child, and as new parents, providing commercial tourist accommodation through the *B&B* use is not feasible or desirable for the family or future potential *B&B* guests. Commercial tourist accommodation within a secondary suite, or areas of a house that was formerly a secondary suite, is also not supported as per Zoning Bylaw Section 404.2, which aims to limit the decommissioning of suites and protect long-term rental housing stock in Ucluelet. While an additional commercial tourist accommodation unit on the subject property would align with neighbouring land uses, the applicants' ability to achieve this goal within the context of what works for their family does not line up well with the land uses allowed within the subject property's zoning designation.

The applicant's request to use either the main dwelling unit or secondary suite of their property for *Vacation Rental* use through a Temporary Use Permit is supportable for a variety of reasons. In this instance, the owners have provided below-market rental units to community members since purchasing the house in 2018. To continue providing housing, certain house upgrades and renovations are needed in the foreseeable future. The TUP would allow the owners to flexibly and periodically rent whichever dwelling unit they are not occupying, so that these upgrades could be completed in a timely manner. The applicants are long-term Ucluelet residents, and approval of the TUP would assist with the cost of renovations and enable them to remain in the community. Once the TUP time period is complete, the unit would return to the long-term rental stock or could be used to house aging relatives.

#### **PARKING AND ACCESS**

While TUP25-01 will permit temporary *Vacation Rental* land use on the property, the owners are still required to demonstrate operational feasibility through adequate pedestrian walkways, parking, and emergency access. The applicant has shown that their property can suitably meet parking needs for the proposed vacation rental. The property can accommodate six parking spaces plus a designated turn around spot for vehicles and emergency access. The upper suite would allow a maximum of three vehicles and the lower suite would allow for two, which leaves 2-3 spaces for the owners to use. This meets the parking requirements as per section 505.1 in the Zoning Bylaw. There is a pedestrian pathway marked from the parking area to the main dwelling as well as the secondary suite.

#### **FIRE**

The fire department has no immediate concerns with this application. The units are required to successfully complete a fire safety inspection prior to occupancy. The applicant is encouraged to engage the fire department for specific code requirements.

#### **BUILDING**

There are no known outstanding bylaw issues on this property. The maintenance-related issues noted in the letter of intent may require a building permit for their remediation should they be of a structural nature or involve substantial reconstruction or layout changes to the building or the building's plumbing systems.

#### **ANALYSIS OF OPTIONS:**

It should be noted that within the letter of intent the applicant proposed a primary option, which this report and the TUP25-01 conditions reflect, as well as a secondary option. The secondary option proposes a back-up alternative in case Council were hesitant to support the primary

option. The secondary option would allow *Vacation Rental* solely within the secondary suite. As the ratio of long-term housing to vacation rental is the same in both options (1:1), there are no land-use implications between the two options, therefore the primary option is supported as it is the preferred option of the applicant. However, if Council preferred to see the *Vacation Rental* in the secondary suite only, Option B outlines the motion that would amend TUP25-01 so that it is reflective of this.

A	Authorize the issuance of TUP25-01	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Would allow applicant to achieve desired outcome and help to offset home renovation costs.</li> <li>• Land-use would be permitted temporarily therefore the suite would return to long-term rental stock in 3-6 years.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Approval would temporarily remove a long-term housing unit from Ucluelet’s rental stock.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Approval will allow the application to proceed.</li> <li>• Approving the TUP would temporarily add a commercial tourist accommodation unit within the community in place of a long-term housing unit.</li> <li>• Staff time required to process the permit.</li> </ul>
B	Modify conditions prior to approval of TUP25-01	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Council could add conditions to address additional concerns of community members or Council with respect to issuance of the TUP.</li> <li>• Council could limit the <i>Vacation Rental</i> use to the secondary suite.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Unknown at this time.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Staff time would be required to process the permit.</li> </ul>
		<u>Suggested Motion</u>	<p><b>THAT</b> Council, with regards to Temporary Use Permit 25-01 (<i>provide alternative direction here</i>).</p> <p>Or</p> <p><b>THAT</b> Council amend Temporary Use Permit 25-01 such that <i>Vacation Rental</i> use is permitted only in the secondary suite.</p>
C	Reject TUP25-01	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Unknown at this time.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Applicants would not achieve desired outcome and may no longer be able to fund renovations or stay in the community.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• The Application would not proceed.</li> <li>• Staff time may be required to follow up with applicant.</li> </ul>
		<u>Suggested Motion</u>	<p><b>THAT</b> Council reject the application for Temporary Use Permit 25-01.</p>

**POLICY OR LEGISLATIVE IMPACTS:**

Pursuant to section 494 of the *Local Government Act*, notification for this application has been completed. Council should provide an opportunity for anyone wishing to speak to the application to be heard prior to making a decision on the requested permit.

It should be noted that certain TUPs can be issued through delegated authority as per Section 31(j) of the *Development Application Procedures Bylaw No. 1350, 2024*. However, Section 32(5)(c) states that the Manager will refer a TUP to Council if “the consideration of the proposed use, in the opinion of the Manager, would be in the public interest to be considered by Council”. This application was brought forward to Council as it related to commercial tourist accommodation within Ucluelet. With recent Council discussion of growth and the circumstances for when new tourist accommodation should be approved, staff felt it timely to bring this application forward for discussion.

**NEXT STEPS:**

If the application is approved:

- The attached TUP will be signed by the Director of Community Planning, issued to the applicant, and notice then filed with the Land Title Office.
- The applicant will be required to meet all conditions of the permit and any other conditions set out by Council for the proposed permit, including passing a fire inspection and obtaining a business license.

**Respectfully Submitted:**           Anneliese Neweduk, Planner  
Bruce Greig, Director of Community Planning  
Duane Lawrence, CAO



Jan. 29, 2025

Ayla and Donald Morrison  
 1054 Helen Road, Ucluelet, BC, V0R3A0  
 Phone: [REDACTED]  
 Email: [REDACTED]

### Written Statement of Intent Re: Temporary Use Permit

Dear Mayor and Council.

Please find enclosed our Written Statement of Intent which is accompanying our Temporary Use Permit (TUP) application.

#### **Purpose of application:**

We are submitting a TUP in hopes of being able to use one of the two self-contained suites in our home as a short-term rental (STR). Of note, in this letter, we have used the terms STR, nightly rental and Bed and Breakfast (BnB) interchangeably.

#### **A little bit about us:**

Our names are Ayla and Don and we live in our home at 1054 Helen Road in Ucluelet. We purchased the home in 2018 and had intended to move to Ucluelet for many years, however our jobs kept us away for longer than we would have liked. Fortunately, we were able to move to Ucluelet after the birth of our daughter in 2023. Don was able to find full-time employment here this past fall and we are thankful to be able to call Ucluelet our permanent home.

A few years ago, we missed the deadline to apply to have our suite used for STR before the change of bylaw 404.2 (4). Ayla was facing health issues that kept us in Vancouver at this time. We did not know the bylaw was facing a pending change; had we known we would have applied. As a result, we have never been able to use our secondary suite as a STR.

We love our home and love living in this community. We intend to be long-term Ucluelet residents and contribute to the community through work, volunteering and starting a business that will employ locals. We have a young daughter and we feel lucky that we can raise her in this beautiful west coast community that is filled with lovely humans, young families, supportive community members and programs.

Unfortunately, Ayla has experienced a trio of hardships over the past few years. I was working as a Registered Nurse in Vancouver (in the Emergency Room and at Insite Supervised Injection Site). I acquired Covid at work at Insite, then was diagnosed with long-haul Covid after the symptoms didn't dissipate. This post-viral illness has no known cure and has prevented me from returning to work at all as a nurse despite multiple attempts. Due to this, I was not able to receive a paid maternity leave after the birth of our daughter in the spring of 2023. Just before our daughter's birth, I was scammed of my life savings by Greg Martel (Shop Your Own Mortgage); this was devastating loss with extremely difficult financial and mental health impacts.

#### **About our home and the existing building:**

Our home is located on the Hyphocus Island portion of Helen Road and is zoned R-1. The home was built in 2004 and has two separate units, consisting of the main home (first and second floors) and a basement (lower) suite. We understand our property zoning would allow us to build an Accessory Dwelling Unit (ADU), however this is a cost-prohibitive venture that we simply cannot afford.

Since taking ownership of the home in 2018, we have rented both units out long-term, housing up to seven people at a time between the two suites. We provided below-market rent to our tenants. Due to affordable rent, multiple tenants have been able to save for their own down payments whilst renting our home. Over the years our long-term tenants have included individuals and couples that have worked at local restaurants, motels, boutique nightly accommodation, cafes, in tourism and for environmental groups. Some of these businesses ran short-term rentals whilst we provided long-term accommodation for their employees.

Our home has endured many years of use, wear and tear by previous owners and tenants and the home now requires extensive remediation and repairs. The original owner built a legal greenhouse/atrium attached to the home wherein water was directed from the roof inside to a temporary cistern to use for indoor gardening. Though an interesting and noble project, the reality is that this atrium area of the home has left significant water and humidity damage requiring both internal and external work on the house (please see the three photos attached to the end of this document). We have been quoted upwards of \$100,000 for potential work on this remediation project alone. Our goal is to remove the damage-causing features of this space, remediate current moisture issues, prevent any further damage and renovate this space into part of the liveable area of our home. Additional work to our home includes updating multiple non-functioning heating systems, soundproofing, replacing siding and some window replacement. This past week we dealt with a leak from an upstairs shower through the ceiling of the kitchen below. This will require a complete shower renovation and extensive ceiling repairs. In recent years we have had to replace almost every appliance, fix leaks and plumbing issues caused by items being flushed down the toilet, and replace the roof and decks, which were extremely large expenses for us and ate through our remaining savings.

Our goal is to be able to renovate the atrium area into a usable area of our home where one of our parents could live. Ayla's mom is getting older, currently lives alone further away, and wants to be closer to her only grandchild.

Our home is located on Hyphocus Island, where the majority of the homes have multiple nightly rental units, either through Guest House Zoning or being grandfathered in under the former BnB bylaws to allow nightly rentals (please see attached zoning map below). Across from Spring Cove we look out at the complex of dozens of multi-cabin nightly rental cabins. It has been very difficult to make ends meet on one income as the majority of our neighbours, some who do not live in town, benefit from their multi-unit nightly rental properties.

**Proposed TUP use:**

We would like to request a three-year TUP allowing nightly rentals in our home. At the end of the TUP term (or, if needed and granted, the second TUP term) we will return the lower suite to the long-term affordable rental market. This TUP would allow us to apply income earned from a STR to the necessary and extensive home repairs we are facing.

**For this TUP we are requesting:**

**Option A (This is our preferred option):** A TUP allowing nightly rentals in either the main suite or the lower suite of our home, at our discretion, whilst we live in the other suite.

(Only one suite would be used at one time for a STR, we would never rent out both suites short term at the same time and would be living in the other suite full time. This configuration allows us to complete necessary home repairs sooner and the potential to return the suite to the long-term rental market sooner. Additionally, when in the lower suite there is absolutely no soundproofing from any noise upstairs including any talking, walking, water use, toddler, dog, etc.)



**Option B:** *If Option A is not approved, we kindly ask if you would approve a TUP for nightly rentals in the secondary (lower) suite of our home only.*

For the upper suite portion of our home, we would like to allow a *maximum* of eight guests (preferable six or less; sleeping arrangements include three bedrooms plus a pull-out couch in the living room). For the secondary suite we would like to allow up to six guests (two bedrooms plus pull-out couch in living room). These numbers are less than or in line than similarly sized STRs in Ucluelet.

We have six parking spots plus a designated turn around spot on our property. For the upper suite we would allow a maximum of three vehicles and for the lower suite, two. This accommodates parking for both ourselves and guests, and leaves a designated turn-around spot vehicles at the bottom of our driveway. There is access for emergency vehicles if ever required. Garbage, recycling and green waste will be disposed of using our two sets of secured bins that we will manage.

If granted this TUP, we will endeavour to attract quiet and respectful guests. We want to be mindful neighbours, and we have a young family. We are not interested in hosting guests that wish to party or smoke, and this will be clear in our booking information. We will also vet interested guests before booking and we will be living onsite to manage any issues should they arise. We have discussed STRs with our closest neighbours who have said they would be supportive with the idea so long as guests are quiet and respectful. We have emailed our other neighbours to inform them of this TUP application and invite any needed dialogue and we have received replies with their support (see images below on page 8).

**Conclusion:**

In your decision regarding this TUP application, we hope that you will take into consideration that we have contributed two long-term, affordable rental suites to Ucluelet residents for the past seven years, that our home requires extensive repairs, Ayla's recent and devastating financial hardships resulting in living on one income, that we are Ucluelet residents and that the majority of our neighbours have multi-unit nightly rental accommodations. Additionally, we are facing an approaching high interest mortgage renewal. Following the TUP term(s) we will return the lower two-bedroom suite to the affordable, long term Ucluelet rental market.

Thank you for your time and consideration.

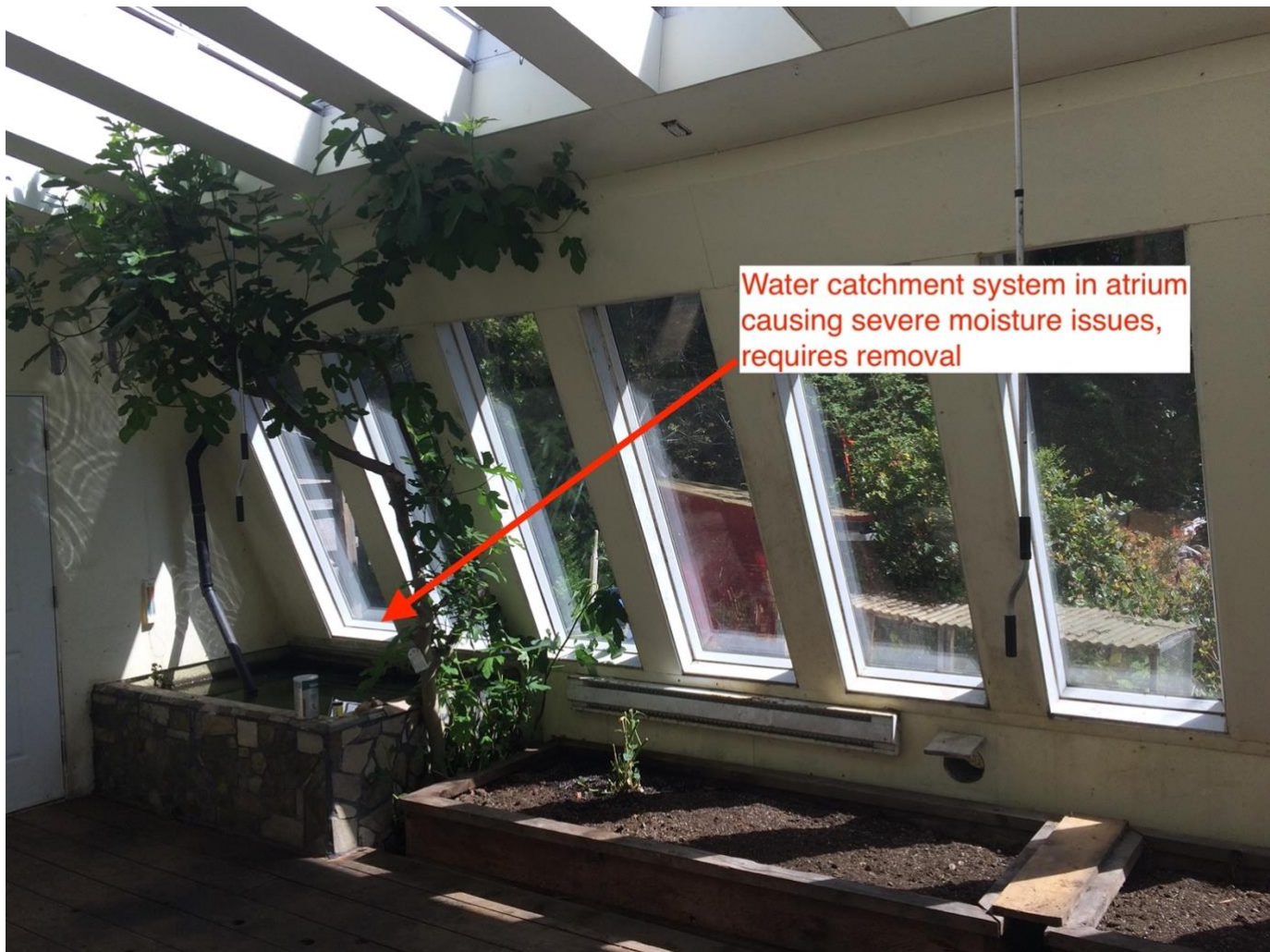
Sincerely,

Ayla and Don Morrison, and baby Charlie.

*Ayla and Don Morrison*



Photos of Atrium: Exterior of atrium, requiring new siding and complete repair/renovation to mitigate moisture issues in home.

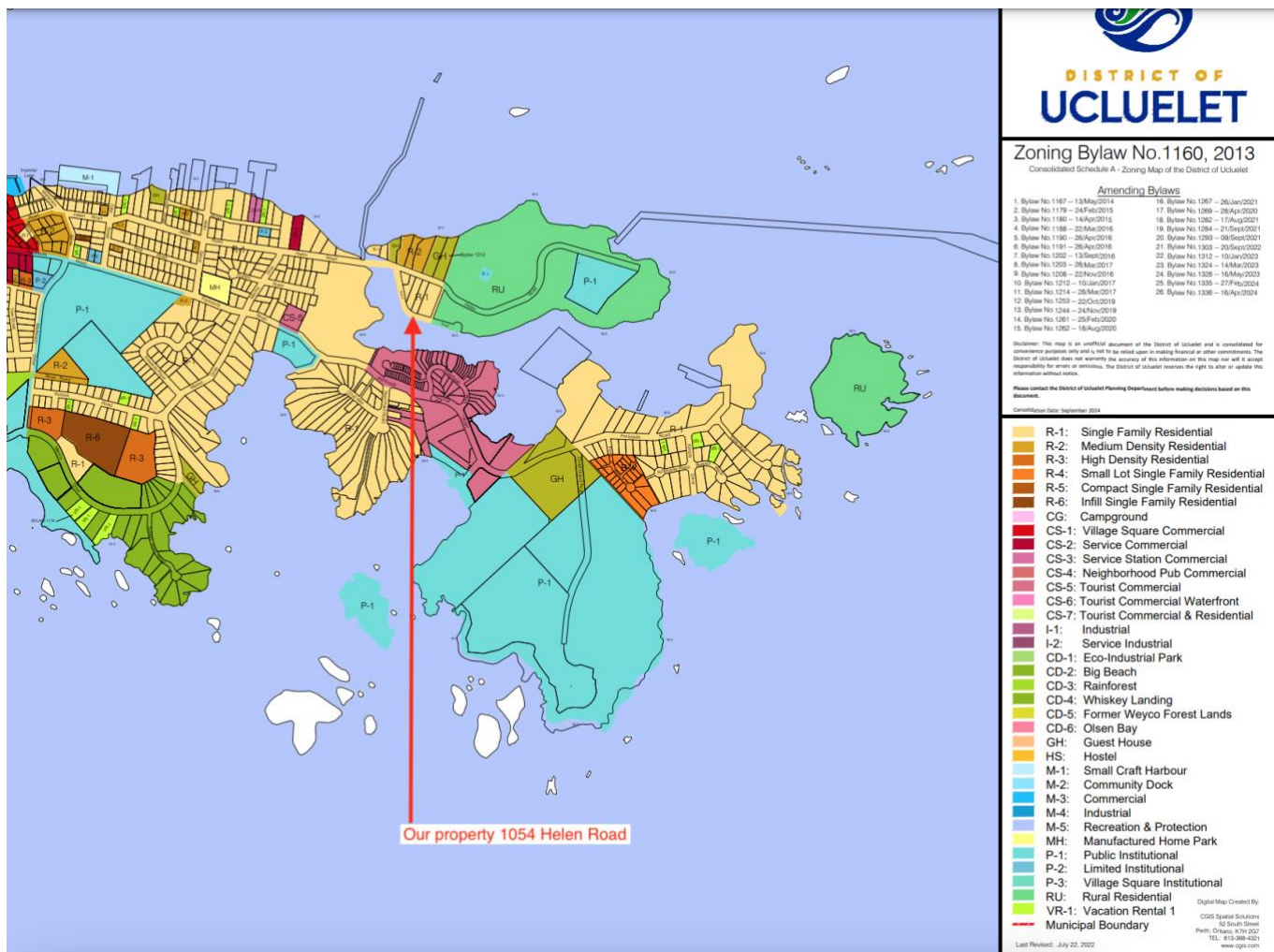


Atrium water catchment area: This photo was taken many years ago when the room was more intact. There has been extensive water damage and moisture issues since then, please see next photo.



Atrium Interior: Moisture issues (mold, mildew) can be noted on walls and ceiling in atrium.






Zoning map showing our property location on Hyphocus Island.

Our home on Hyphocus Island. All properties across the street from our property are either Medium Density Residential or Guest House zoning. Properties across from Spring Cove are nightly rental cabins zoned Tourist Commercial.

## Emails of Support from Neighbours

 **Lindsey Black**  
to me, Shawn ▾

Wed, Jan 29, 5:21 PM ☆ 😊 ↶ ⋮


Hey Don,

Thanks for reaching out and yes, would be great together again soon! I have heard about the troubles you have had with the district regarding your TUP and this is indeed unfortunate. I fully agree with you that you should be granted permission for this and support you in this matter.

Please let me know what I can do that would be most helpful for you and Ayla.

Cheers,  
Lindsey

**Reno and rental** Inbox x ✕ 🖨 🔗

 **ashley towers** <liahonaguesthouse@gmail.com>  
to me ▾

Tue, Feb 25, 8:31 AM (1 day ago) ☆ 😊 ↶ ⋮

Hi Don and Ayla,

Glad to hear you are looking to move forward with your plan to create a short term rental in your home. This summer when we spoke, it sounded like there was a need for you to have the extra income that a short term rental would generate, to be able to afford to raise your young family in Ukee.

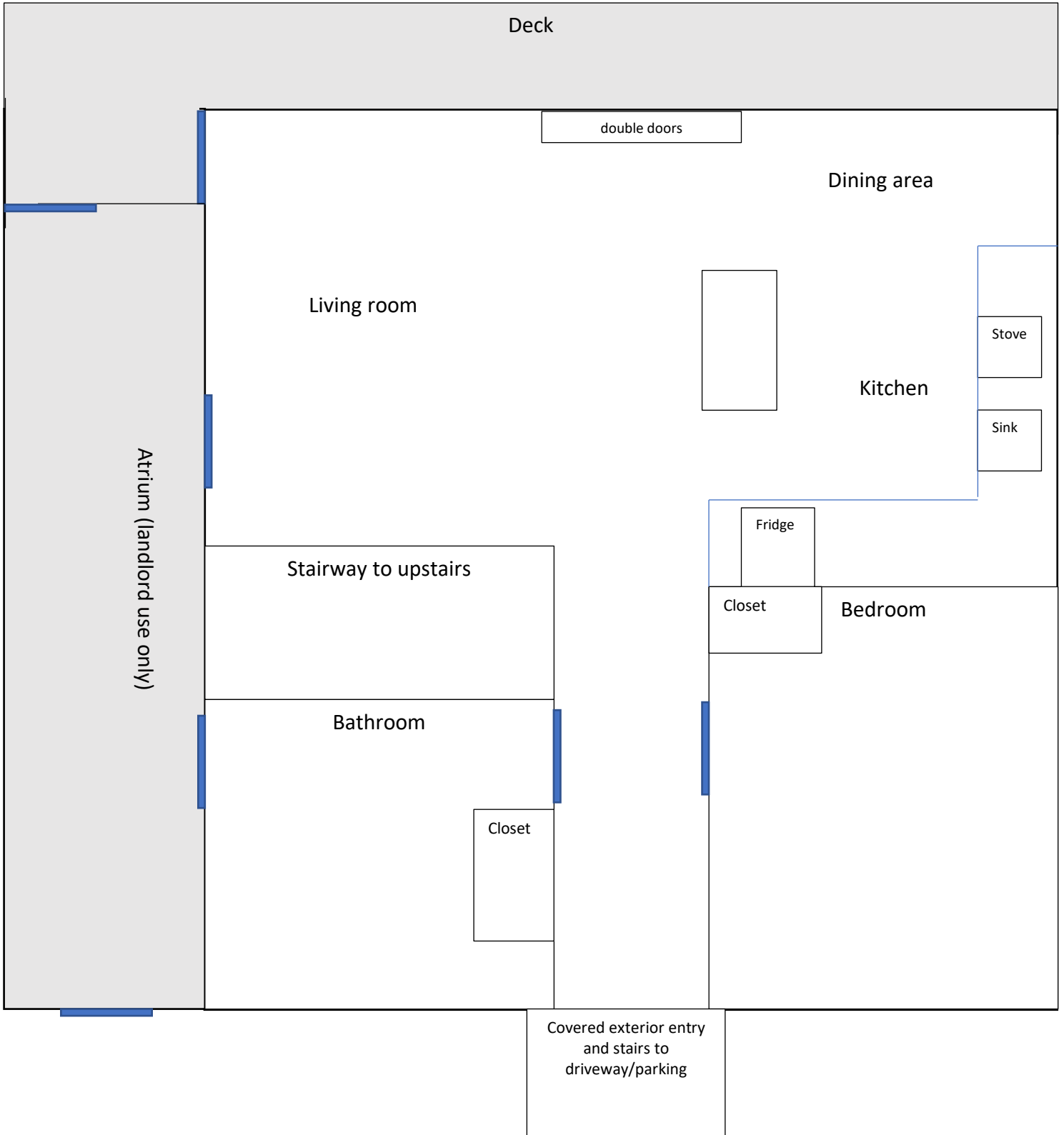
We 100% support you in your endeavor to create a short term rental space, to allow your family to afford to stay in the community.

Let us know if there is anything we can do to help you with this venture.

Best regards,  
Ashley and Meghan

Zoned R-1. Single Family Home with Secondary Suite. *Site plan: Floor plan*

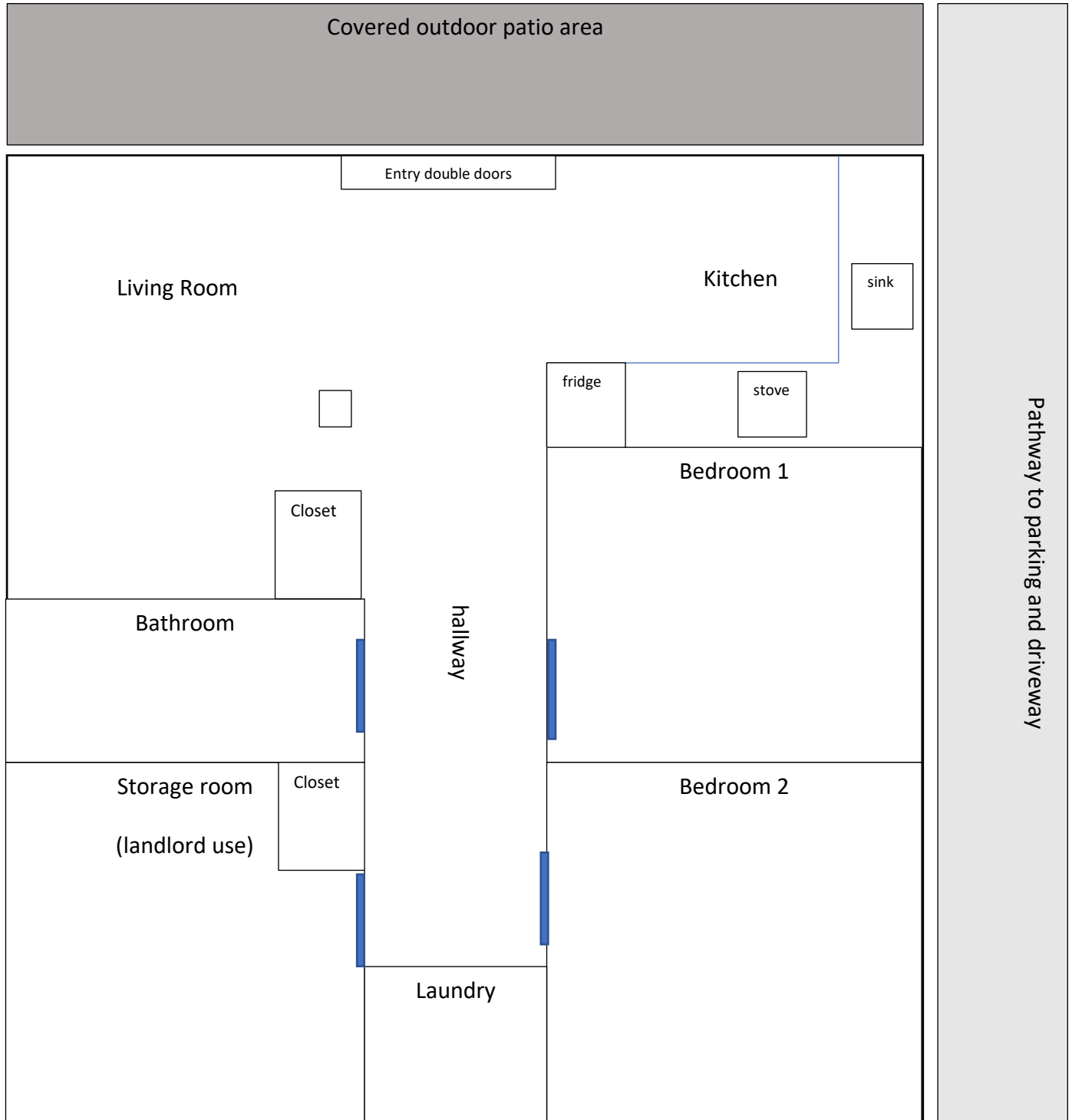
**MAIN FLOOR LAYOUT**



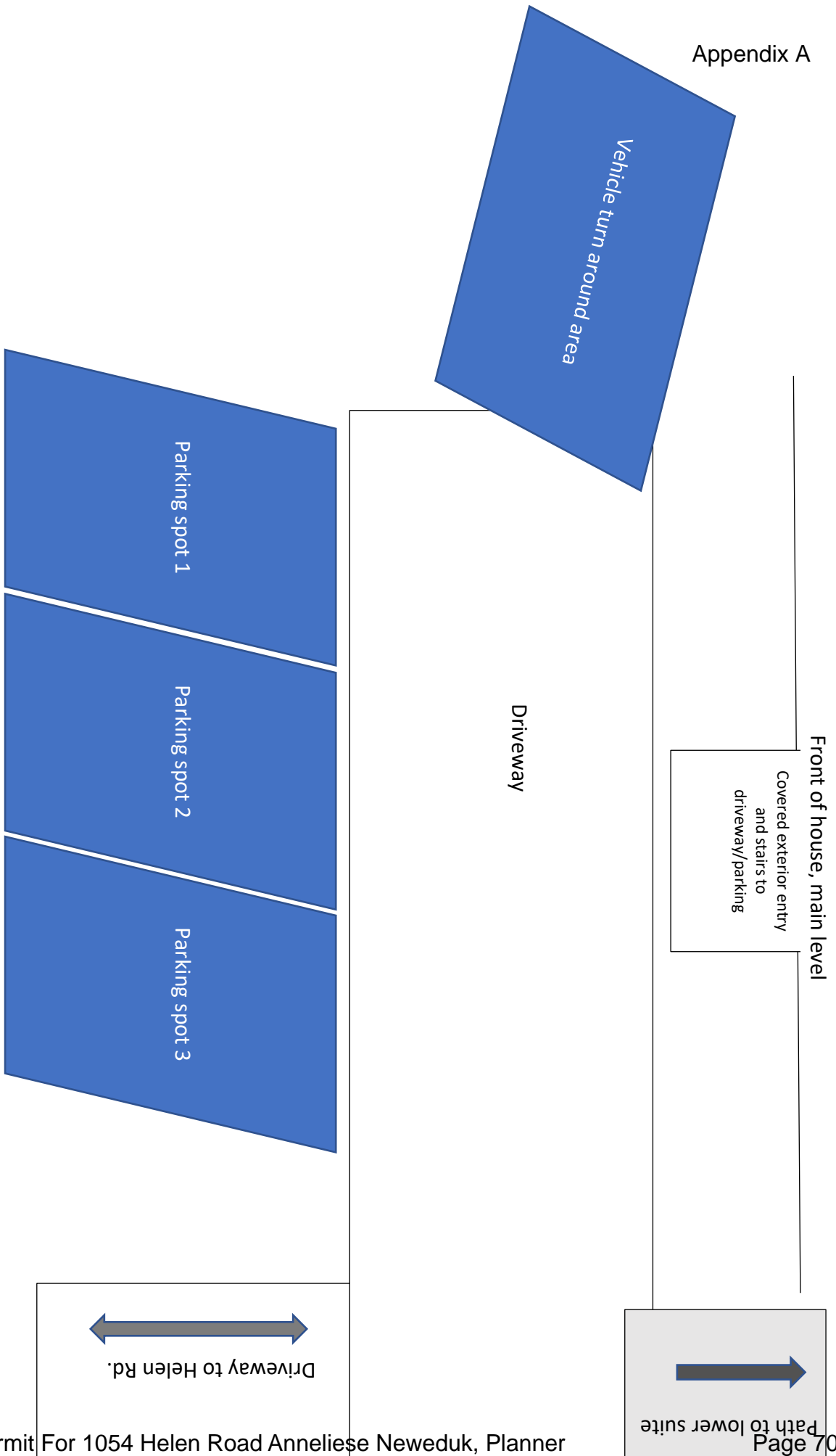
**UPPER FLOOR LAYOUT**



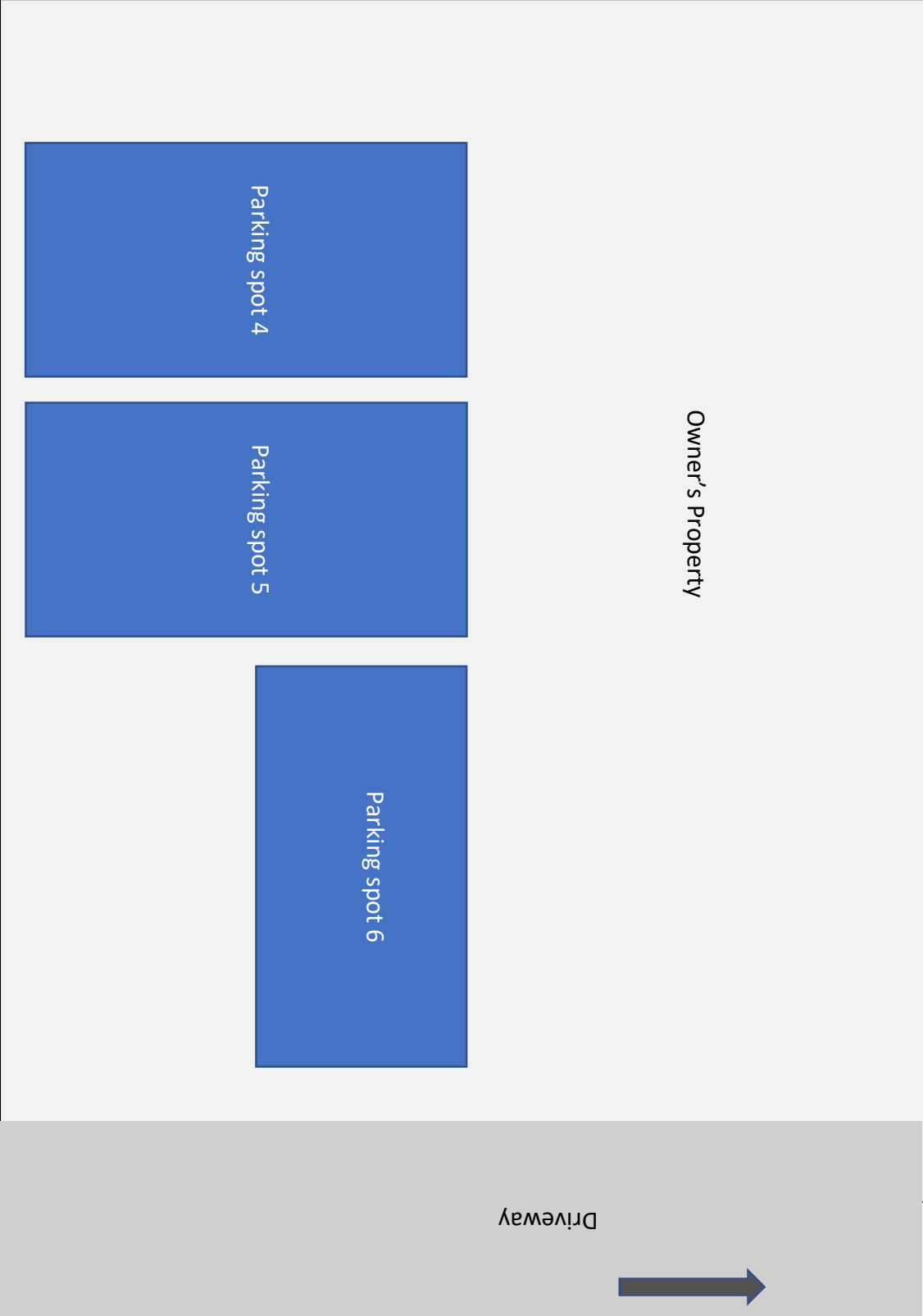




Appendix A



Owner's Property



HELEN ROAD



# TEMPORARY USE PERMIT TUP25-01

## General Terms

1. This Temporary Use Permit is issued to:

Ayla Klein-Stimpson & Donald Morrison  
General Delivery, Ucluelet BC, VOR 3A0

(the "Permittee")

as the registered owner of, and shall apply only to, the lands and premises situated in the District of Ucluelet, in the Province of British Columbia, and more particularly described as:

1054 Helen Road, PID 026170744, Lot B, Plan VIP78215, District Lot 543, Clayoquot Land District, NATIVE ISLAND (the "Lands").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the portion of the Lands identified in Schedule A:  
*One Vacation Rental in either the main dwelling unit or the secondary suite for a period of three years, administered by the full-time and present resident/owner occupying the alternate unit on the Lands.*
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-3**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.

TEMPORARY USE PERMIT

- 11. This Permit is NOT a Business License.
- 12. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the      of      , 2025.

**THIS PERMIT SHALL EXPIRE** on the day of the      of      , 2028 (3 years).

**ISSUED** the      day of      , 2025.

\_\_\_\_\_  
Bruce Greig - Director of Community Planning

TEMPORARY USE PERMIT

**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I, Ayla Klein-Stimpson and Donald Morrison, representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any advertising of the temporary use from the subject property not later than the expiry date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.

This undertaking is attached hereto and forms part of the Temporary Use Permit.

DATE: \_\_\_\_\_

OWNERS: \_\_\_\_\_

OWNERS: \_\_\_\_\_

WITNESS: \_\_\_\_\_

## TEMPORARY USE PERMIT

## Schedule 2 Terms of Temporary Use Permit Conditions

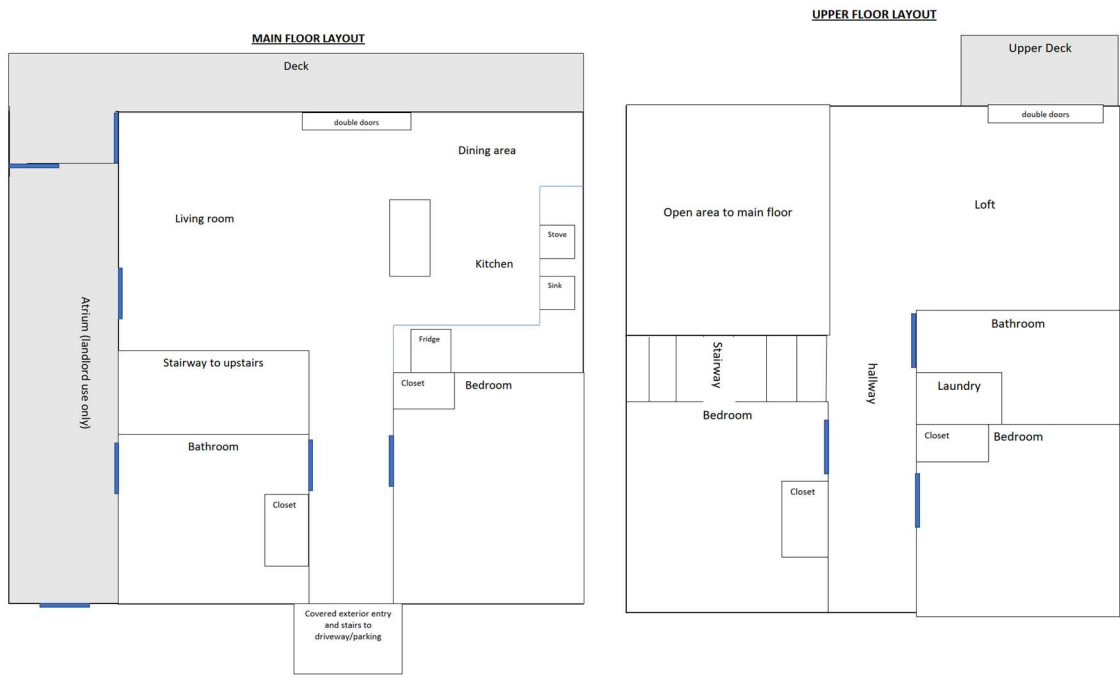
- a) The permitted temporary use shall be limited to the following uses:
- Vacation Rental in the portions of the property identified in Schedule 3.**
- b) The *Vacation Rental* use and all other site modifications are to be located as indicated on the site plan (**Schedule 3**).
- c) No other temporary uses other than the above-mentioned uses shall be permitted.
- d) The Permittee will abide by the following conditions;
- i. The Permittees must comply with the BC building code and obtain a building permit to make all necessary upgrades and comply with any conditions deemed necessary by the District of Ucluelet building official prior to commencing the use.
  - ii. The Permittee must successfully complete a fire inspection with the District of Ucluelet Fire Chief prior to commencing the proposed use.
  - iii. The Permittee must obtain a District of Ucluelet Business License prior to commencing the use.
  - iv. The Permittee must, as part of their Business License Application, provide contact information for the business operator and consent to allow this contact information to be made publicly available, including on-line and to guests of the Vacation Rental.
  - v. The permittee must remain available to respond to inquiries or problems raised by guests by phone within 15 minutes and in person within six hours.
  - vi. The permittee must adequately sign which parking spaces are dedicated to vacation rental guests.
  - vii. The Permittee must not operate more than one Vacation Rental at a time.
  - viii. The Permittee must limit the number of guests to a maximum of eight guests in the main dwelling unit or six guests in the secondary suite.
- e) The Permittee shall comply with all other requirements in the *District of Ucluelet Zoning Bylaw No. 1160*, including parking requirements for the temporary use.
- f) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- g) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and/or cancellation of the business licence.



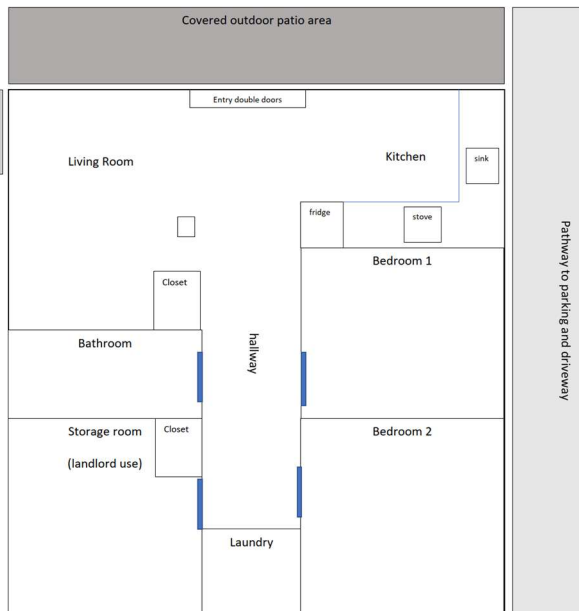
TEMPORARY USE PERMIT

Schedule 3 Portion of 1054 Peninsula Road where temporary uses are permitted:

The Vacation Rental use will be permitted in either the main dwelling:



Or the secondary suite:



Vacation rental use will not be permitted in both units at the same time.



**Keely Mullane**

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**From:** Tracy Eeftink <[REDACTED]>  
**Sent:** February 27, 2025 8:18 AM  
**To:** Info Ucluelet  
**Cc:** Shawn Anderson (Ucluelet Council); Jennifer Hoar (Ucluelet Council); Ian Kennington (Ucluelet Council); Mark Maftai (Ucluelet Council); Marilyn McEwen (Ucluelet Mayor)  
**Subject:** Temporary Use Permit, 1054 Helen Road, Ucluelet. Application No. TUP25-01

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**[External]**

Hello Mayor and Council:

Thank you for delivering the above-mentioned Public Notice to my home.

I support the Temporary use permit application as it is written on the Public Notice.

Thank you for your consideration,

Tracy Eeftink  
[REDACTED]

Ucluelet, BC V0R 3A0



**From:** [Jeneva Touchie](#)  
**To:** [Community Input Mailbox](#)  
**Subject:** Affordable housing  
**Date:** February 25, 2025 2:56:01 PM

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[External]

Good afternoon!

My name is jeneva Touchie, I am writing to express my concerns about the affordable housing vote that will be happening tonight. We all know that affordable housing is necessary for our small town, I would extend it a little further by saying that we also need units for people of Yuułu?i?ath whose land everyone else lives on. We as citizens have been priced out of paradise as it's said and it would be nice for those that want to, to have a place to live in Ucluelet. ʔeekoo

Sent from my iPhone

**From:** [Liisa Nielsen](#)  
**To:** [Community Input Mailbox](#)  
**Subject:** Affordable housing  
**Date:** February 25, 2025 3:13:53 PM

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[External]

Dear Mayor + Council Members,

I'm writing this letter of support for the proposed grant applications and development of the attainable housing project being presented on Tuesday, February 25th Council meeting.

I believe our community is in desperate need for housing that is not only geared to income, but attainable for our essential community members who work in the service and tourism industries.

The majority of our lower-income workers struggle to find housing solutions they can afford while working and living in Ucluelet.

Our town and it's businesses rely heavily on these folks to fill these essential roles that ensure our town will thrive during the busy tourist season, which is longer and longer each year.

With the already high cost of living on the west coast, our local workers are burned-out and overworked. Many have to hold down more than one job to make ends meet, if they are lucky enough to secure housing at all. Others are living out of their vehicles or in our campgrounds because there are no other options available.

We must do better as a community.

It truly is a crisis that will have major consequences on the ability of our town to continue to host so many visitors if we don't move forward with a solution soon. Our workers need places to live!

I understand there have been many recently approved projects that include affordable housing options but even those homes are way out of financial reach for a large portion of Uclutians who make this town what it is.

It's so important we move forward on this while the provincial and federal grants are available, even if that means developing on the dog park (haha).

Please just make this happen.

Thank you for your consideration.

Signed,  
Liisa Nielsen



**From:** [Mike Wald](#)  
**To:** [Community Input Mailbox](#)  
**Subject:** Big Beach Park  
**Date:** February 25, 2025 3:10:36 PM

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**[External]**

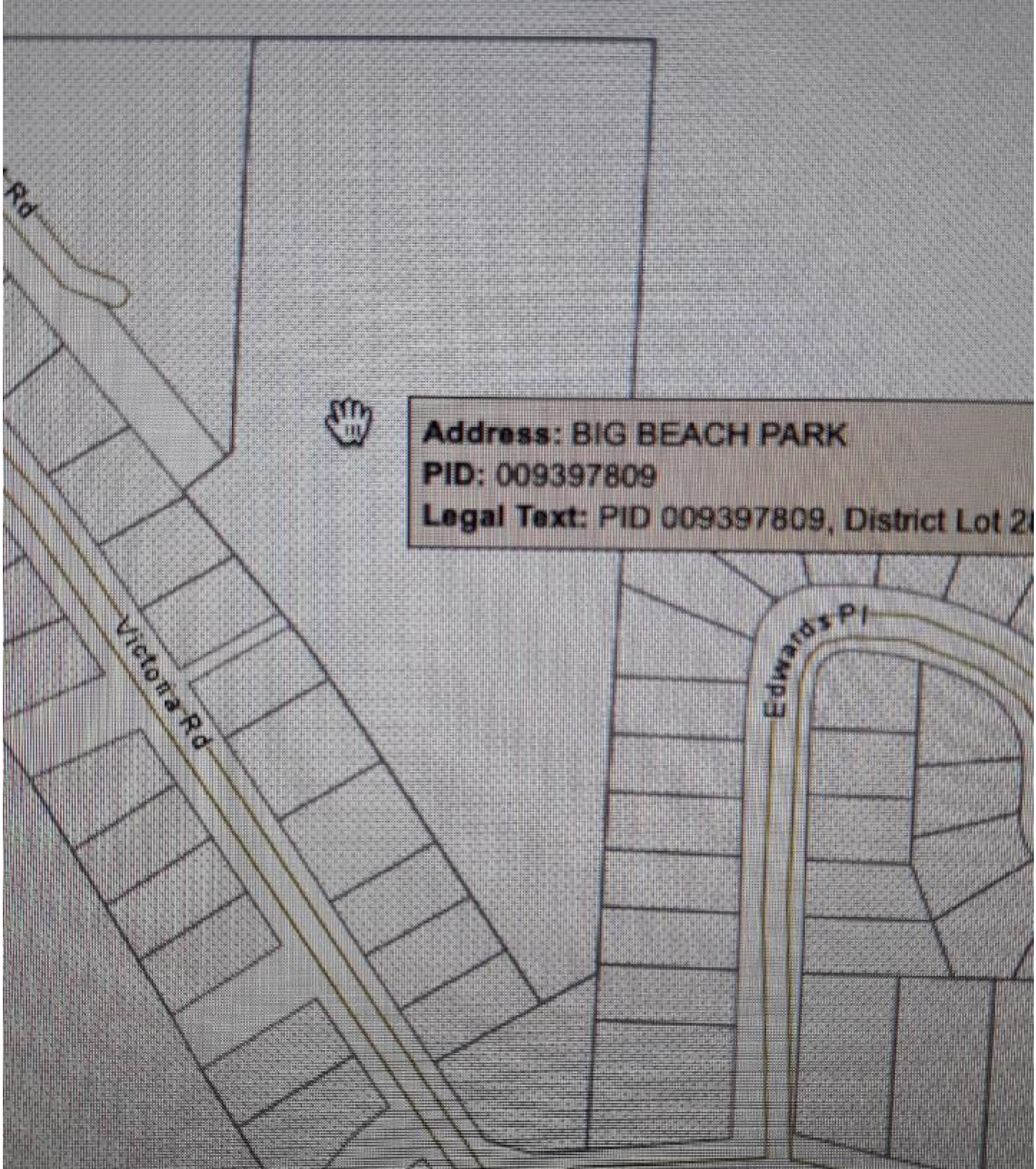
Hello, my name is Mike Wald, and I am a taxpayer and concerned citizen of the District of Ucluelet.

I am writing to inquire as to why the District has plans to develop the park land between Victoria road and Edwards place? For some reason, this lot is being referred to as Matterson reservoir property, when on the Districts own website 'Ukeemap', as shown by attached screenshot, the lot is named Big Beach Park. This is Park land. Is the District going through the Alternate Approval Process, as this is the legally appropriate process in place for disposal of Park land?

Thank you,

Mike







**From:** [Tofino Soap Company](#)  
**To:** [Community Input Mailbox](#); [Tofino Soap Company](#)  
**Subject:** BIG BEACH PARK - INQUIRY  
**Date:** February 25, 2025 4:06:35 PM

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[External]

**Dear District of Ucluelet Council ,**

**As a taxpaying resident of the District of Ucluelet, I am writing regarding the proposed development of the land parcel between Victoria Road and Edwards Place.**

**I have noted a concerning discrepancy in the property's designation. While the District's official UkeeMap system identifies this parcel as 'Big Beach Park,' recent communications refer to it as the 'Matterson Reservoir Property.' This inconsistency raises questions about the property's legal status and intended use.**

**Given this land's current parkland designation, I respectfully request clarification on:**

**The legal basis for development plans on designated parkland  
Whether the District will implement the mandatory Alternate Approval Process (AAP)**

**The reason for the designation discrepancy**

**I look forward to your response addressing these matters of public interest.**

**Regards,  
Angela-Marie L'Heureux**



+ Instagram [@tofinosoapco](#)  
+ Pinterest [Tofino Soap Company](#)  
+ Website [Tofinosoapcompany.com](#)  
+ Leave a review [Click here to leave us a review.](#)

*With respect we acknowledge that we live, work and play on the traditional territory of aahuusʔath(Ahousaht), hišqʷiʔath(Hesquiaht), Yuuʔuʔiʔath(Ucluelet), (Toquaht)and ʔaʔuukʷiʔath (Tla-o-qui-aht) First Nations.*

**From:** [Community Input Mailbox](#)  
**To:** [Community Input Mailbox](#)  
**Subject:** FW: Matterson Reservoir Property Non-Market Housing Development  
**Date:** March 5, 2025 10:16:04 AM

---

**From:** Joshua Anker [REDACTED] >  
**Sent:** February 25, 2025 3:28 PM  
**To:** Info Ucluelet <[info@ucluelet.ca](mailto:info@ucluelet.ca)>  
**Subject:** Matterson Reservoir Property Non-Market Housing Development

**[External]**

Dear Mayor and Council,

I am writing in support of affordable housing while leaving the Matterson reservoir property for green space, recreation and nature. I feel that it is important to keep these green spaces within our community. I support using other alternative land options such as Tugwell field.

I do not support funding this project through taxpayers and I am concerned about increased traffic around Bay Street, Yew Street and Matterson.

Regards,

Josh Anker

[REDACTED]  
Ucluelet

## Keely Mullane

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**From:** Sarah hogan [REDACTED]  
**Sent:** February 25, 2025 1:35 PM  
**To:** Info Ucluelet  
**Subject:** affordable/attainable/subsidized housing

**[External]**

Dear Mayor and Council,

I am writing in support of the grant application for housing development on the property adjacent to Ucluelet Secondary School.

I ask you to consider this location over the "dog park" location, as rezoning the park to residential will mean a delay that would result in missing out on provincial grants. This area is an excellent location for accessibility and will allow for future expansion. Thinking long term is a better investment for our community's future. The supply of affordable, attainable, and subsidized housing needs to be able to keep up with all other types of development.

Thank you for your continued work on this issue,  
Sarah Hogan

[REDACTED]

**Keely Mullane**

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**From:** seamus chester <[REDACTED]>  
**Sent:** February 25, 2025 12:45 PM  
**To:** Info Ucluelet  
**Subject:** Matterson Housing

**[External]**

Hello,

Thanks for your time. I'm writing in support of the Matterson Housing project .

My opinion is that , subsidized , non profit housing , is important for all community's and would be an opportunity for Ucluelet.

I believe our community needs both Private and Public housing projects and that they should be considered in unison and move forward in balance.

Thanks,  
Seamus





**Sea View Seniors Housing Society • Forest Glen**

**Box 833, 1783 St. Jacques Blvd. Ucluelet BC V0R 3A0  
[forestglen@telus.net](mailto:forestglen@telus.net) P 250-726-2789 F 250-726-2780**

February 26, 2025 - *To the Mayor and Council, District of Ucluelet*

The senior residents of Forest Glen in Ucluelet have identified a need for benches along routes they walk regularly.

Frequently visited locations, the Post Office, the Co-op store, the Credit Union and the Medical Centre, are within walking distance of their residence of Forest Glen. We now understand the vital role walking plays in maintaining health. Many of the residents would like to be able to walk more. Endurance for walking longer distances decreases as we walk less. The opportunity to pause and rest would greatly enhance their ability to walk further.

While the residents of Forest Glen are requesting benches, they recognize that many others would also appreciate these benches. Parents walking with toddlers would also welcome a spot to rest. Tourists strolling through our town could pause to observe the daily life of our unique village. The presence of an attractive bench often serves as an invitation for many to pause, chat with friends and see and appreciate the community around them.

The addition of benches along our sidewalks and roadsides sends a message that this is a people centered village. Benches can signal to those moving through the village, that this place welcomes those who seek a way to move more slowly and gently through their environment.

*Patricia Sinker for*  
Sea View Senior's Housing Society

Residents of Forest Glen

*John  
John  
Jan Rodger  
Mara J. Kirk  
Marion Hardy*      *Jeanne Hansen  
John Wiersma  
Bianca Simola  
S. May*





**From:** [NEPTUNE ICE LTD](#)  
**To:** [Community Input Mailbox](#)  
**Subject:** Dear Mayor and Council  
**Date:** February 28, 2025 12:01:10 PM  
**Attachments:** [IMG\\_7135.png](#)

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**[External]**

Dear Mayor and Council i am writing you today to inform you of some serious changes coming to Ucluelet harbour for anyone leasing forshore , i have always paid \$13,000 a year for my forshore lease we have now been informed our forshore rent is going to be \$64,000 a year now , as you can understand this was a complete shock to us and in a failing fishing industry we will never be able to pay this massive rent increase they have informed me it goes by property value of the uplands (my parking lot ) and the dock and then x8% if my small lot is 64,000 a year i can't imagine what the fuel dock is going to have to pay or pioneer boat works and the list goes on and on many companies will not be able to pay this huge increase, im asking mayor and council to look into this serious matter as you all know we have had to make a major pivot down at Neptunes and turn to tourism to stay alive down here if this goes threw we will have to close our doors like may other companies on the waterfront and all our 25 employees will be without a job ,to make \$64,000 before we even turn on a light switch is absolutely not doable i have attached the letter confirming the rent increase any help on this situation will be greatly appreciated .



File: 0238934

July 19, 2024

Neptune Ice Ltd.  
PO Box 1651 Stn Main  
Parksville, BC V9P 2H5

Dear Barb Farrington:

**Re: Lease No. V931063, File Number 0238934 Rent Review**

Periodically, tenures are reviewed to ensure they meet the current policy requirements. In order to guarantee your obligations under the above noted Lease, your tenure agreement requires that you maintain commercial general liability insurance. You must also have a recent management plan in a form approved by us, signed and dated by the parties and held on file by us.

This letter is to request the following within 60 days of receiving this letter. If you need additional time to complete this request, please call me at 250-736-6880 to arrange for an extension.

- Insurance - Commercial General Liability insurance the amount of not less than

\$2,000,000 is required. You must submit a Province of BC Certificate of Insurance (attached), signed by your insurance agent, that verifies you have the insurance required. A digital copy sent to me by email will suffice.

- You must sign, date and return the management plan cover page attached the management plan that is acceptable to us for your use of the land.

Additionally, this letter is to notify you that the annual rental amount will be increasing to \$64,057.73 for the 2025-2026 term. If you have any questions regarding the rental adjustment, please contact Melanie Blight, Authorizations Specialist, at 250-736-6838.

Sincerely,

*Jaime Berry*

Jaime Berry  
Portfolio Administrator

Enclosure: Certificate of Insurance  
Management Plan with attached cover page

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Ministry of Water, Land  
and Resource Stewardship

West Coast Region

Location:  
4885 Cherry Creek Road  
Port Alberni, BC  
V9Y 8E9  
CANADA

Mailing Address:  
4885 Cherry Creek Road  
Port Alberni, BC V9Y 8E9  
Tel: (250) 731-3000  
Fax: (250) 731-3010

Crystal Wright  
Neptune Ice  
[neptuneice@telus.net](mailto:neptuneice@telus.net)





February 24<sup>th</sup>, 2025

**Attn:** Mayor McEwan  
Councillors Kennington, Hoare, Anderson and Maffei  
District of Ucluelet

**RE: MATTERSON RD – ALTERNATIVE HOUSING SOLUTION – DEEPLY SUBSIDISED HOMES**

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Dear Mayor and Councillors,

ERIF Housing Association (a non-profit organization) would like to present an alternative solution to the proposed Matterson Road development that meets the community's housing needs while optimizing the use of available resources.

The Matterson concept aims to deliver 10 deeply subsidized condos by applying for currently unavailable Community Housing Funding. However, the path to that end is long, funding uncertain and the expenses to service Matterson Road places a significant burden on the community through property taxes.

ERIF is developing 182 attainable and affordable rental and ownership opportunities. To achieve that same result of 10 deep subsidy condos far sooner, we propose that 10 condos from the Minato Road CMHC-allocated affordable rental units be subsidized by the District of Ucluelet to make them deeply affordable. This approach would provide those deep subsidy level rentals as well as sufficient housing inventory to meet community demand without requiring the development of Matterson Road.

Current modelling of CMHC affordable rent is \$788/month for a 1-bedroom offered at Minato Road. A deep subsidy rental is modelled on \$375/month for Matterson. Ten Minato condos could be offered at the same deep subsidy rent level by providing a subsidy of \$413 per condo per month – amounting to \$49,560 per year for the 10 condos. The District could consider funding the subsidy through the Affordable Housing Fund grant to ensure truly affordable housing for those who need it most in our community.

This subsidy would achieve the same outcome of providing ten deep subsidy rental rate condos, delivered much sooner, with much greater certainty and without the burden of property taxes. This subsidy would cost of only 1% annually of the forecasted servicing costs to begin development of Matterson Road.

These condos would be secured as affordable rentals for eligible community members, managed by the non-profit ERIF Housing Association in perpetuity and locked in for 20 years under the commitment to CMHC funding. The additional subsidy from the District, and the commitment to deep subsidy rental rates could also be included in the binding Housing Agreements.

This solution eliminates the need for redundant expenditure, saving hundreds of thousands of dollars in reports, and millions in site development costs while maximizing the highest impact of existing resources.

By adopting this alternative, the District could explore selling the Matterson Road site which would open up opportunities to use these funds for other initiatives or perhaps provide a tax break for residents and businesses, delivering broader economic benefits to the community.

We would welcome the opportunity to discuss this proposal further and explore how we can work together to achieve the best outcome for Ucluelet. Please let us know a convenient time to connect.

Best regards,

Jodie Thompson  
CEO, ERIF Housing Association

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ERIF Housing Association Number: S0080987

202-4430 Chatterton Way, Victoria, BC, V8X 5J2



**From:** [Nancy Owen](#)  
**To:** [Community Input Mailbox](#)  
**Subject:** FW: Open Letter to Premier Eby and Minister Chandra Herbert  
**Date:** March 6, 2025 2:56:23 PM  
**Attachments:** [Mayor & Council Letter.pdf](#)

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**From:** Scott Gurney <[scott@17blackevents.com](mailto:scott@17blackevents.com)>  
**Sent:** February-24-25 6:38 AM  
**To:** 17 Black Events Admin <[admin@17blackevents.com](mailto:admin@17blackevents.com)>  
**Subject:** Open Letter to Premier Eby and Minister Chandra Herbert

**[External]**

Dear Mayor and Council:

My name is Scott Gurney, I am the Executive Director of 17 Black Events, in Langford, BC.

Today I am writing to you on behalf of 24 signatories and 100's of Festival and Event Organizers across British Columbia who wrote an open letter to Premier David Eby and Minister Spencer Chandra Herbert.

We are calling on these officials to continue their support of festivals and events throughout BC. Some, or many, of these events and festivals take place in your community and have a profound impact on the mental, physical and economic health and well-being of your constituency. We are asking for your support too.

Below, you will see the open letter that was sent to the Minister and Premier on Wednesday February 19th. We are asking that you forward the same letter to them, on behalf of your community. Our towns and cities need arts & culture and we need your voice to encourage ongoing support from the NDP. Without it, we are sure to lose many of the gatherings and celebrations that bring happiness to your constituency, economic impact to local businesses and vibrancy to your community.

Thank you for taking the time to share this letter. I have included the email addresses and suggested subject line here for your convenience. There are two documents attached to make the letter easy to send. One is a PDF and one is a JPEG. Alternately, you can cut and paste the text from this email and send.

To: [premier@gov.bc.ca](mailto:premier@gov.bc.ca), [TACS.minister@gov.bc.ca](mailto:TACS.minister@gov.bc.ca),  
CC: [TACS.DeputyMinister@gov.bc.ca](mailto:TACS.DeputyMinister@gov.bc.ca)

Subject line: Fairs & Festivals - Open Letter of Support

Thank you for taking the time to send this letter, we truly appreciate your support.

Sincerely,

Scott Gurney

(he/him)

Executive Director

T. 250-516-9797

E. [scott@17blackevents.com](mailto:scott@17blackevents.com)

W. [17blackevents.com](http://17blackevents.com)

—

**Open letter to Premier David Eby and Spencer Chandra Herbert, B.C. Minister of  
Tourism,  
Arts, Culture & Sport**

Dear Premier Eby & Minister Chandra Herbert:

We're writing to seek the urgent renewal of the B.C. Fairs, Festivals and Events Fund (BCFFE) — or a replacement — in order to provide immediate and meaningful support to arts, cultural, community, and events throughout the province. With an increasing number of Canadians looking for homegrown travel experiences, it's never been more important to encourage thriving, exciting fairs and festivals.

As businesses and organizations we recognize these are challenging times for all levels of government, and we appreciate your efforts to protect B.C. industries from the looming impacts of possible tariffs. In spite of the uncertainty caused by rising cross-border tensions, it's heartening to see a sudden increase in Canadians seeking out products made within our borders and cancelling U.S. travel plans in favour of experiences that bring us together as a nation . . . experiences like B.C. fairs and festivals.

Our events are cornerstones of cultural identity, economic vitality, and social cohesion. Throughout the province, they offer a unique platform for celebrating our diverse talents and traditions — allowing us to come together in ways that reflect the fabric of B.C. But our fairs and festivals are more than entertainment. They attract tourists and lift up local businesses, from venues and suppliers that provide AV, stages and decor, to food vendors and specialty artisans. Jobs created by the arts and culture sector intersect with many other key industries. The same people that work festivals and arts-focused events also work in B.C.'s booming film industry, sporting events like the Invictus Games and FIFA, and major concert tours that have enormous economic impact — shows like Taylor Swift, Ed Sheeran, Luke

Combs, and many more. Without skilled workers, these industries and productions will struggle; investing in B.C. events helps train the skilled workforce they require.

That's important, because according to your own stats, B.C.'s arts, culture, and heritage sector adds more than \$8.6 billion to B.C.'s annual GDP, and employs more than 150,000 British Columbians, representing 5.4 per cent of the province's overall labour force — the highest proportion in the country. Support for events is an investment in the livelihood of our communities, promoting tourism within our borders, and ensuring that British Columbia producers, artists, and performers have opportunities to thrive.

That's why we wish we could say planning for the future of B.C. events and festivals is well underway ... unfortunately, we can't.

During the NDP's successful 2024 re-election campaign, we were elated to see your commitment to "Provide stable, year over year funding for fairs, festivals and events." We appreciated this commitment and your direct attention to the crucial role that events and festivals play in B.C.'s economic landscape. We were emboldened by your dedication to ensure our sector was supported, it made us feel we had security for our future.

However, as time continues to pass without news of what that funding will be, our industry becomes more vulnerable and lacks the confidence to move forward.

The clock is ticking on this year's events and festival season, and B.C. is beginning to lose long-standing and beloved events such as The Vancouver Mural Festival and The Vancouver Island Music Festival, to name just two. Sectoral challenges around ongoing cost increases and dropping revenues continue to plague the industry, and show no signs of improving in the short-term. Cancellations, postponements, and cheap downsized-versions of what were once thriving and impactful events in communities all across B.C. will be the result if action is not taken now.

**Once again, we seek your urgent renewal of the BCFFE program, or an adequate and meaningful replacement fund, that will immediately provide support to events and festivals throughout the province.**

Thank you for your attention. We look forward to seeing you follow through on your commitment to provide stable, year over year funding for fairs, festivals and events. The arts and culture industry is in a fragile and vulnerable state, and its future is in your hands.

Sincerely,

XXXXXX

On behalf of,

Bard on the Beach Shakespeare Festival  
Bass Coast Electronic Music and Art Festival  
BC Live Performance Network

Brewery & the Beast  
Crankworx Whistler  
Culinaire Victoria  
Denim on the Diamond  
FVDED In The Park  
Honda Celebration of Light  
Hopscotch Festival  
Italian Day on The Drive  
Just For Laughs Vancouver  
Pacific National Exhibition (PNE)  
Phillips Backyard Concert Series  
PuSh International Performing Arts Festival  
Rifflandia Festival  
Song & Surf Music Festival  
Sunfest Country Music Festival  
The Cup  
Vancouver Craft Beer & Music Festival  
Vancouver International Children's Festival  
Vancouver Writers Fest  
Victoria International Wine Festival  
Whisky Global  
. . . and hundreds more that case place in communities across BC.

—



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**Once again, we seek your urgent renewal of the BCFE program, or an adequate and meaningful replacement fund, that will immediately provide support to events and festivals throughout the province.**

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Sincerely,

XXXXXX

On behalf of,

Bard on the Beach Shakespeare Festival  
Bass Coast Electronic Music and Art Festival  
BC Live Performance Network  
Brewery & the Beast  
Crankworx Whistler  
Culinaire Victoria  
Denim on the Diamond  
FVDED In The Park  
Honda Celebration of Light  
Hopscotch Festival  
Italian Day on The Drive  
Just For Laughs Vancouver  
Pacific National Exhibition (PNE)  
Phillips Backyard Concert Series  
PuSh International Performing Arts Festival  
Rifflandia Festival

Song & Surf Music Festival  
Sunfest Country Music Festival  
The Cup  
Vancouver Craft Beer & Music Festival  
Vancouver International Children's Festival  
Vancouver Writers Fest  
Victoria International Wine Festival  
Whisky Global  
. . . and hundreds more that case place in communities across BC.

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**FROM:** JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

**FILE No:** 5330-20

**SUBJECT:** WATER TREATMENT PLANT UPDATE

**REPORT No:** 25- 27

**ATTACHMENT(S):** APPENDIX A - PRELIMINARY DESIGN  
APPENDIX B – COST ESTIMATE (CLASS C)  
APPENDIX C – SCHEDULE

---

### PURPOSE:

To provide Council with an update on the Water Treatment Plant project.

### BACKGROUND:

In May 2024, District staff initiated the design of the new Water Treatment Plant, retaining McElhanney Engineering to support technical aspects of the project. Significant progress has been achieved, with a multidisciplinary team engaged, including geotechnical, hydrogeological, architectural, environmental, civil, and structural specialists.

### REPORT:

The project has now reached approximately 60% completion of the preliminary design phase. Key design components include:

- A 25m x 15m facility, designed to integrate with the existing water treatment infrastructure.
- High-capacity filtration units, utilizing specialized media to effectively remove iron and manganese from the water supply.
- A treatment system designed to meet 4,3,2,1-log pathogen reduction standards, ensuring effective removal of contaminants at both macroscopic and microscopic levels.
- Ultraviolet (UV) disinfection technology, providing an additional layer of microbial contaminant control in compliance with Canadian Drinking Water Quality Guidelines.
- A subsurface backwash storage tank, engineered to collect and condense filtration waste for periodic off-site disposal.
- A design capacity of 3.2 ML/day, with provisions for future expansion to 7.5 ML/day to accommodate Ucluelet's 30-year projected growth.

The preliminary design is appended to this report for Council’s review (**Appendix A – Design**). The design has advanced to a stage where engagement with Island Health for design review and permitting can now proceed.

Additionally, staff are reviewing potential adjustments to operator certification requirements under the Environmental Operators Certification Program (EOCP) to ensure compliance with regulatory standards. The District’s water system is currently classified as Class II, requiring Level 2 certified operators; however, the new Water Treatment Plant’s advanced treatment processes may necessitate a Class III classification, which would require a Level 3 operator. The Environmental Operators Certification Program (EOCP) will determine the final classification upon issuing the operating permit.

Consultation with the Ucluelet First Nation has been initiated to invite input regarding the project. While feedback has not yet been received, the District anticipates and welcomes future dialogue as the project progresses.

Meanwhile, site preparation work is underway, including tree clearing and initial grading, to facilitate upcoming construction activities.

#### **PROJECT BUDGET**

The current project budget is as follows:

- ICIP Grant: \$7,039,680
- District of Ucluelet Funds: \$5,960,320
- Total Budget: \$13,000,000

#### **COST ESTIMATE UPDATE**

A Class C cost estimate, based on the current design iteration, has been completed. The cost estimate is appended to this report for Council’s review (**Appendix B – Cost Estimate**). The estimated construction cost remains within the approved budget.

Updated Cost Breakdown:

- Estimated Construction Costs: \$9,170,000
- Engineering (Executed Contract): \$1,240,000
- Contingency (25%): \$2,602,500
- Total Estimated Project Cost (Excluding GST): \$13,012,500

#### **PROCUREMENT STRATEGY TO MITIGATE TARIFF RISKS**

Given ongoing uncertainties surrounding potential U.S. tariffs on materials, the procurement strategy is structured to protect the District from unforeseen cost escalations. Contract agreements will acknowledge current market conditions and pricing fluctuations while ensuring that contractors do not inflate proposals due to speculative tariff concerns. The intent is to clearly define tariff-related cost increases upfront within contractual terms, ensuring that any price adjustments resulting from tariffs are explicitly detailed, and that the District is only paying for

actual, verifiable cost impacts rather than broad cost contingencies introduced by suppliers or contractors.

## **PROJECT SCHEDULE**

The project is scheduled for completion by March 31, 2026. A detailed project schedule is appended to this report (**Appendix C - Schedule**). While the schedule remains rigorous, progress continues in alignment with key project milestones. Previous delays resulting from scope refinements, capital cost adjustments, and the Alternative Approval Process (AAP) have been addressed through proactive project management strategies. To mitigate further schedule risks, a fast-tracked procurement approach has been adopted.

## **PROCUREMENT STRATEGY FOR LONG-LEAD ITEMS**

To maintain project timelines, staff have implemented an accelerated procurement strategy for long-lead materials. Traditionally, procurement of materials occurs through the General Contractor post-design completion. However, to expedite delivery and minimize schedule risk, the District has opted to directly procure select critical components.

Identified Long-Lead Items for Advanced Procurement:

1. Specialized Filtration Media
2. Building Structural Components

In February, staff issued Requests for Proposals (RFPs) via BC Bid to solicit qualified suppliers. While the procurement process was originally scheduled to close before this Council meeting, extensions were granted to accommodate additional industry participation.

A report will be presented to Council at the March 25th Regular Meeting, seeking approval for contract awards related to these procurement packages.

## **NEXT STEPS**

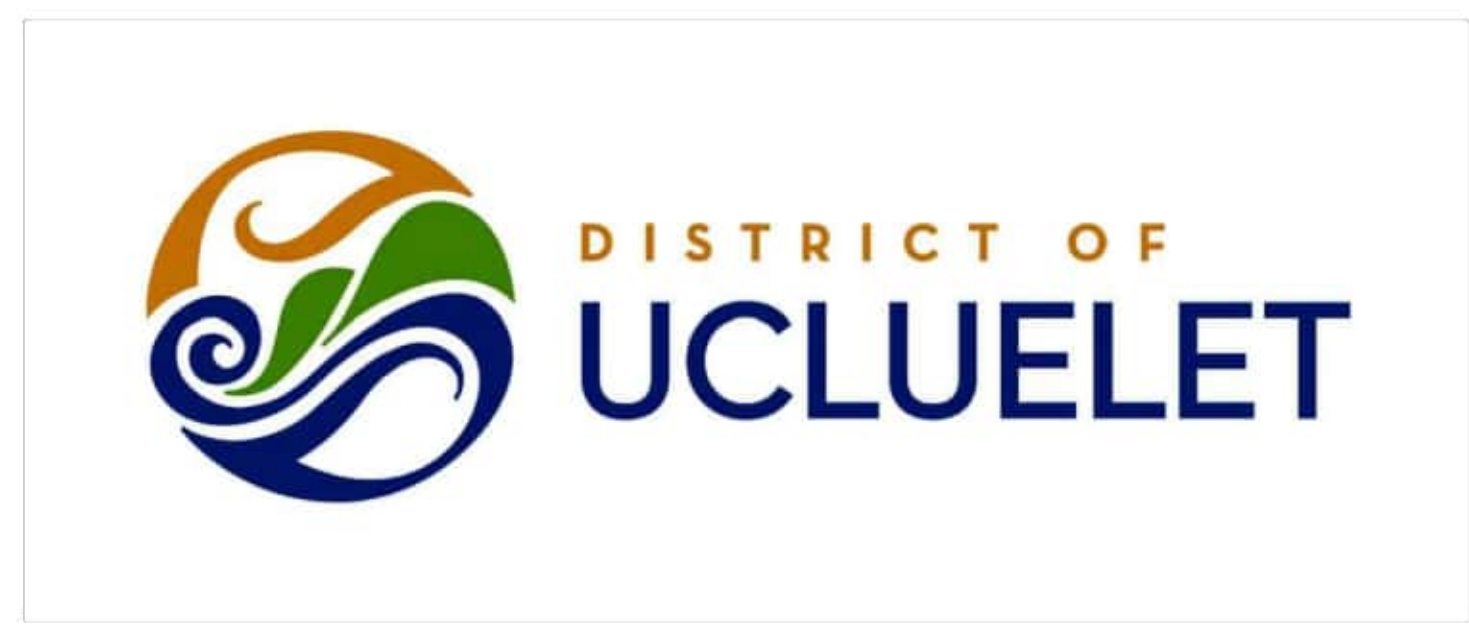
1. Continue advancing design and permitting processes with Island Health.
2. Finalize procurement of long-lead items and return to Council on March 25th for contract award recommendations.
3. Proceed with detailed design and pre-construction preparations to maintain project schedule.

**Respectfully submitted:** James Macintosh, Director of Engineering Services  
Duane Lawrence, CAO





# DISTRICT OF UCLUELET



CLIENT

PO 999 200 MAIN STREET UCLUELET, BC, V0R 3A0

ADDRESS / CONTACT INFO.

PROJECT NAME

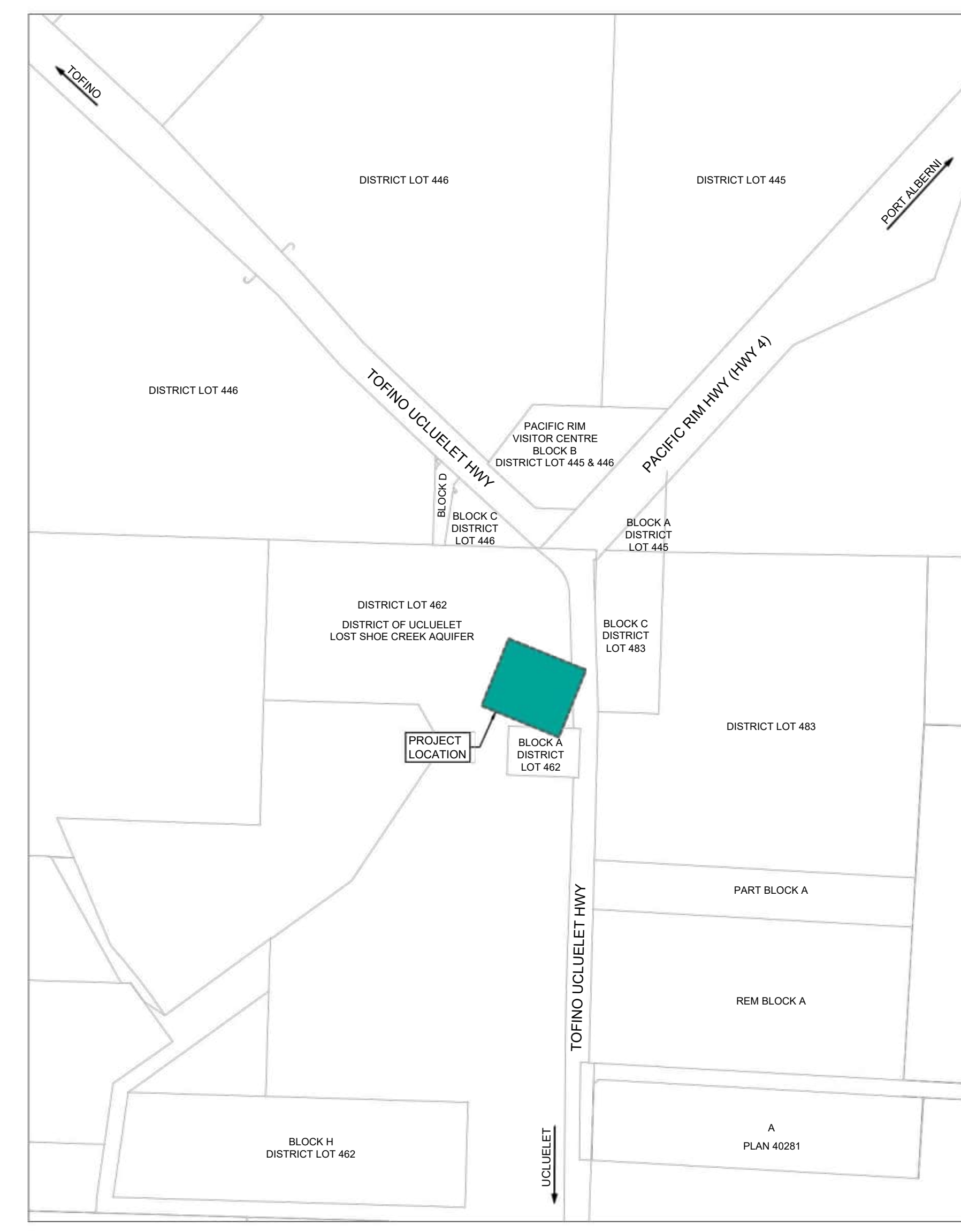
## WATER TREATMENT UPGRADES

McELHANNEY PROJECT

### 2231-46305-01

STATUS

### ISSUED FOR PRELIMINARY DESIGN



LOCATION PLAN  
SCALE 1:1000



## McElhanney

1 - 1351 Estevan Road,  
Nanaimo BC V9S 3Y3  
Tel. 250 716 3336


DRAWING LIST									
SHEET #	SHEET TITLE	REVISIONS							
		PA	PB	PC	0	1	2	3	
<b>GENERAL</b>									
G-001	COVER, LOCATION PLAN	X							
G-002	DRAWING LIST	X							
	PROJECT SPECIFICATIONS								
<b>CIVIL</b>									
C-101	SITE PLAN & GENERAL NOTES	X							
C-102	SITE SERVICING PLAN	X							
C-103	SITE GRADING PLAN	X							
	TYPICAL DETAILS								
	CROSS SECTIONS								
	INTERIM & PERMANENT CONNECTION DETAILS								
<b>PROCESS</b>									
P-100	PROCESS FLOW DIAGRAM	X							
P-101	GENERAL ARRANGEMENT DRAWING	X							
	PROCESS LEGEND								
	P & ID								
	PROCESS CONTROL PHILOSOPHY								
	PROCESS SPECIFICATIONS								
	PROCESS PIPING PLANS								
	PROCESS PIPING SECTIONS								
<b>STRUCTURAL</b>									
S-001	COVER SHEET	X							
S-101	CODE REVIEW	X							
S-102	BACKWASH TANK PLAN	X							
S-103	FOUNDATION PLAN	X							
S-104	FLOOR PLAN	X							
S-105	REFLECTED CEILING PLAN	X							
S-106	ROOF PLAN	X							
S-200	BUILDING ELEVATIONS	X							
S-300	BUILDING CROSS SECTION	X							
S-301	BUILDING CROSS SECTION	X							
S-302	BUILDING CROSS SECTION	X							
S-303	BUILDING LONGITUDINAL SECTION	X							
	DETAILS								
	SCHEDULES								
	STRUCTURAL SPECIFICATIONS								
<b>ELECTRICAL</b>									
E-101	SINGLE LINE DIAGRAMS, PANEL SCHEDULES	X							
E-102	ELECTRICAL LOAD LIST	X							
	ELECTRICAL SITE PLAN								
	LIGHTING AND SMALL POWER LAYOUTS								
	ELECTRICAL EQUIPMENT ROOM LAYOUT AND ELEVATIONS								
	INSTRUMENTATION AND IO LISTS								
	CONTROL SCHEMATICS								
	ELECTRICAL SPECIFICATIONS								
<b>MECHANICAL</b>									
	EQUIPMENT SCHEDULES & NOTES								
	SPECIFICATIONS								
	BUILDING MECHANICAL LEGEND								
	HVAC LAYOUT PLANS								
	DETAILS								

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ORIGINAL DWG SIZE: ANSI D (22" x 34")



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PERMIT NUMBER: 1003299

Engineers and Geoscientists of  
British Columbia

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DISTRICT OF UCLUELET  
PO 999 200 MAIN STREET UCLUELET, BC, V0R 3A0

**WATER TREATMENT UPGRADES  
GENERAL  
DRAWING LIST**

Drawing No. **G-002**

Project Number 2231-46305-01 Rev. PA



**GENERAL NOTES**

- UNLESS OTHERWISE NOTED, ALL CONSTRUCTION, MATERIALS, AND EXECUTION TO BE IN ACCORDANCE WITH THE APPLICABLE MASTER MUNICIPAL CONSTRUCTION DOCUMENT (MCCD) SPECIFICATIONS & STANDARD DETAIL DRAWINGS (PLATINUM EDITION).
- CHECK AND VERIFY ALL DIMENSIONS BEFORE COMMENCING ANY WORK AND NOTIFY THE ENGINEER OF ANY ERRORS OR OMISSIONS.
- THE CONTRACTOR SHALL COMPARE ALL RELATED DRAWINGS PRIOR TO BEGINNING CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY IF ANY DISCREPANCIES OR INCONSISTENCIES ARE FOUND BETWEEN CIVIL, PROCESS, MECHANICAL OR ELECTRICAL DRAWINGS.
- ALWAYS READ WRITTEN DIMENSIONS. DO NOT SCALE OFF THE DRAWINGS OR CAD FILES. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
- REVIEW OF WORK, OR ANY PORTION OF WORK, BY THE ENGINEER SHALL NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITY AND OBLIGATION TO COMPLY WITH CONTRACT DRAWINGS AND SPECIFICATIONS.
- ANY SIGNIFICANT REVISIONS TO THESE DRAWINGS MUST BE APPROVED BY THE ENGINEER, WHO SHALL REVIEW ANY CHANGES WITH THE MUNICIPAL ENGINEER, PRIOR TO ANY CONSTRUCTION.
- CONTRACTOR SHALL KEEP AN ACCURATE RECORD OF ALL FIELD CHANGES AND MODIFICATIONS ON A CLEAN SET OF DRAWINGS AS REQUIRED, USING ACCEPTABLE DRAFTING TECHNIQUES. SUBMIT ALL RED-LINE AND RECORD DRAWINGS TO THE ENGINEER PRIOR TO COMMISSIONING.
- AFTER CONSTRUCTION, RESTORE WORK AREAS AND ALL EXISTING FEATURES TO THEIR ORIGINAL CONDITION OR BETTER TO THE SATISFACTION OF DISTRICT OF UCLUELET.

**EXISTING UTILITIES**

- DEPTHS AND LOCATION OF EXISTING UTILITIES SHOWN ON DRAWINGS ARE FOR GUIDANCE ONLY BASED ON AVAILABLE RECORD DRAWINGS AND UTILITY LOCATES COMPLETED. COMPLETENESS AND ACCURACY ARE NOT GUARANTEED.
- EXISTING UNDERGROUND UTILITIES ARE TO BE LOCATED (EXCAVATED AND SURVEYED) PRIOR TO INSTALLING ANY NEW UNDERGROUND SERVICES. ANY DISCREPANCY IN ELEVATION OR LOCATION IS TO BE REFERRED TO THE ENGINEER.
- PROVIDE ADEQUATE SHORING TO SUPPORT ALL EXISTING UTILITIES.

**GEOTECHNICAL AND ROADWORKS**

- THE CONTRACTOR IS TO ENGAGE A GEOTECHNICAL ENGINEER TO PERFORM IN-PLACE TESTING DURING THE PREPARATION OF THE SUBGRADE AND CONSTRUCTION OF THE ROAD STRUCTURE TO VERIFY THE ADEQUACY OF THE PROPOSED AND EXISTING ROAD STRUCTURE AND SUBGRADE.
- GRANULAR SUBBASE AND OTHER BASE MATERIALS MUST BE COMPACTED TO 95% STANDARD PROCTOR DENSITY.
- PLACEMENT OF ASPHALT CONCRETE AND PORTLAND CEMENT CONCRETE IS TO BE UNDERTAKEN ONLY WHEN WEATHER CONDITIONS ARE IN CONFORMANCE WITH MMCD SPECIFICATIONS.
- APPROVED GRANULAR MATERIAL MUST BE USED FOR BACKFILL IN TRENCHES WHEN INSIDE ROAD LIMITS. APPROVED NATIVE MATERIAL MAY BE USED ONLY AS CONFIRMED IN WRITING BY OWNERS GEOTECHNICAL ENGINEER (MCELHANNEY), AND ACCEPTED BY THE MUNICIPAL ENGINEER.
- IN THE EVENT THAT THE COMPACTION DOES NOT MEET THE SPECIFIED DENSITY, ADDITIONAL TESTING WILL BE REQUIRED BY THE CONTRACTOR TO ENSURE THAT THE SPECIFIED DENSITIES HAVE BEEN OBTAINED.
- SHOULD SUBGRADE OVER-EXCAVATIONS BE REQUIRED LOCALLY TO REMEDIATE LOOSE OR OTHER UNSUITABLE MATERIALS IDENTIFIED DURING SUBGRADE REVIEW, OR WHERE ADDITIONAL MATERIAL IS NEEDED TO ACCOMMODATE SITE GRADING, THE DESIGN SUBGRADE ELEVATION SHOULD BE RESTORED USING ENGINEERED FILL. THE ENGINEERED FILL SHOULD BE REVIEWED AND APPROVED BY THE GEOTECHNICAL ENGINEER.
- DO NOT START ANY BACKFILL OPERATION DURING CONSTRUCTION PRIOR TO THE ENGINEER'S INSPECTION.
- CONTRACTOR TO CONTACT THE ENGINEER, SHOULD GROUNDWATER OR BEDROCK BE ENCOUNTERED.
- RIPRAP TO BE PLACED, NOT DUMPED, TO THE THICKNESS SHOWN ON DRAWINGS. ROCK SHALL BE HARD DURABLE ANGULAR QUARRY ROCK MEETING THE MOTI RIPRAP GRADATION LISTED IN SECTION 205 OF MOTI 2020 STANDARD SPECIFICATIONS.

**WATERWORKS**

- THE CONTRACTOR MUST ENSURE NEW WATERMAIN ELEVATION AND GRADE MATCHES EXISTING WATERMAIN ELEVATION AND GRADE AT THE CONNECTION LOCATIONS.
- PIPES TO HAVE A CONTINUOUS SLOPE BETWEEN STRUCTURES AS SPECIFIED ON THE DRAWINGS.



**SITE PLAN**  
SCALE 1:500

M:\Projects\2025\01-17-1630 - Water Treatment Upgrades\07\_DRAININGS\01\_Sheets\2231-46305-01-CIVIL.dwg

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PA	Date	Description	Drawn	Design	App'd
PA	2025-01-10	ISSUED FOR PRELIMINARY DESIGN	KB	KB	SO



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PO 999 200 MAIN STREET UCLUELET, BC, V0R 3A0

**WATER TREATMENT UPGRADES  
CIVIL  
SITE PLAN & GENERAL NOTES**

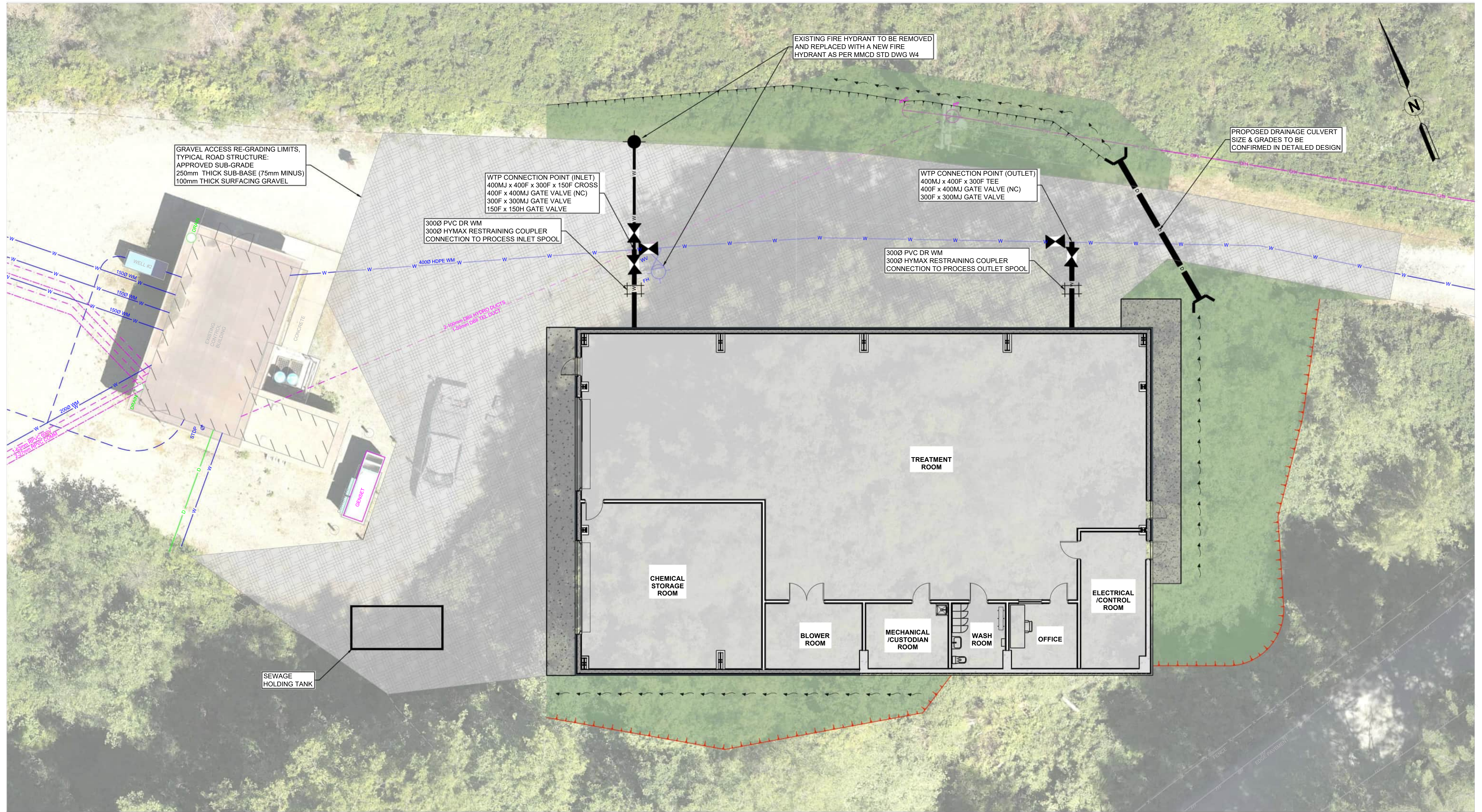
Drawing No. **C-101**

Project Number 2231-46305-01

Rev. PA

DESTROY ALL PRINTS BEARING PREVIOUS REVISION





GRAVEL ACCESS RE-GRADING LIMITS,  
TYPICAL ROAD STRUCTURE:  
APPROVED SUB-GRADE  
250mm THICK SUB-BASE (75mm MINUS)  
100mm THICK SURFACING GRAVEL

WTP CONNECTION POINT (INLET)  
400MJ x 400F x 300F x 150F CROSS  
400F x 400MJ GATE VALVE (NC)  
300F x 300MJ GATE VALVE  
150F x 150H GATE VALVE

3000 PVC DR WM  
3000 HYMAX RESTRAINING COUPLER  
CONNECTION TO PROCESS INLET SPOOL

WTP CONNECTION POINT (OUTLET)  
400MJ x 400F x 300F TEE  
400F x 400MJ GATE VALVE (NC)  
300F x 300MJ GATE VALVE

3000 PVC DR WM  
3000 HYMAX RESTRAINING COUPLER  
CONNECTION TO PROCESS OUTLET SPOOL

EXISTING FIRE HYDRANT TO BE REMOVED  
AND REPLACED WITH A NEW FIRE  
HYDRANT AS PER MMCD STD DWG W4

PROPOSED DRAINAGE CULVERT  
SIZE & GRADES TO BE  
CONFIRMED IN DETAILED DESIGN

SEWAGE  
HOLDING TANK

CHEMICAL  
STORAGE  
ROOM

TREATMENT  
ROOM

BLOWER  
ROOM

MECHANICAL  
/CUSTODIAN  
ROOM

WASH  
ROOM

OFFICE

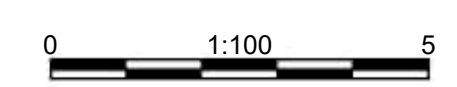
ELECTRICAL  
/CONTROL  
ROOM

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Rev	Date	Description	Drawn	Design	App'd



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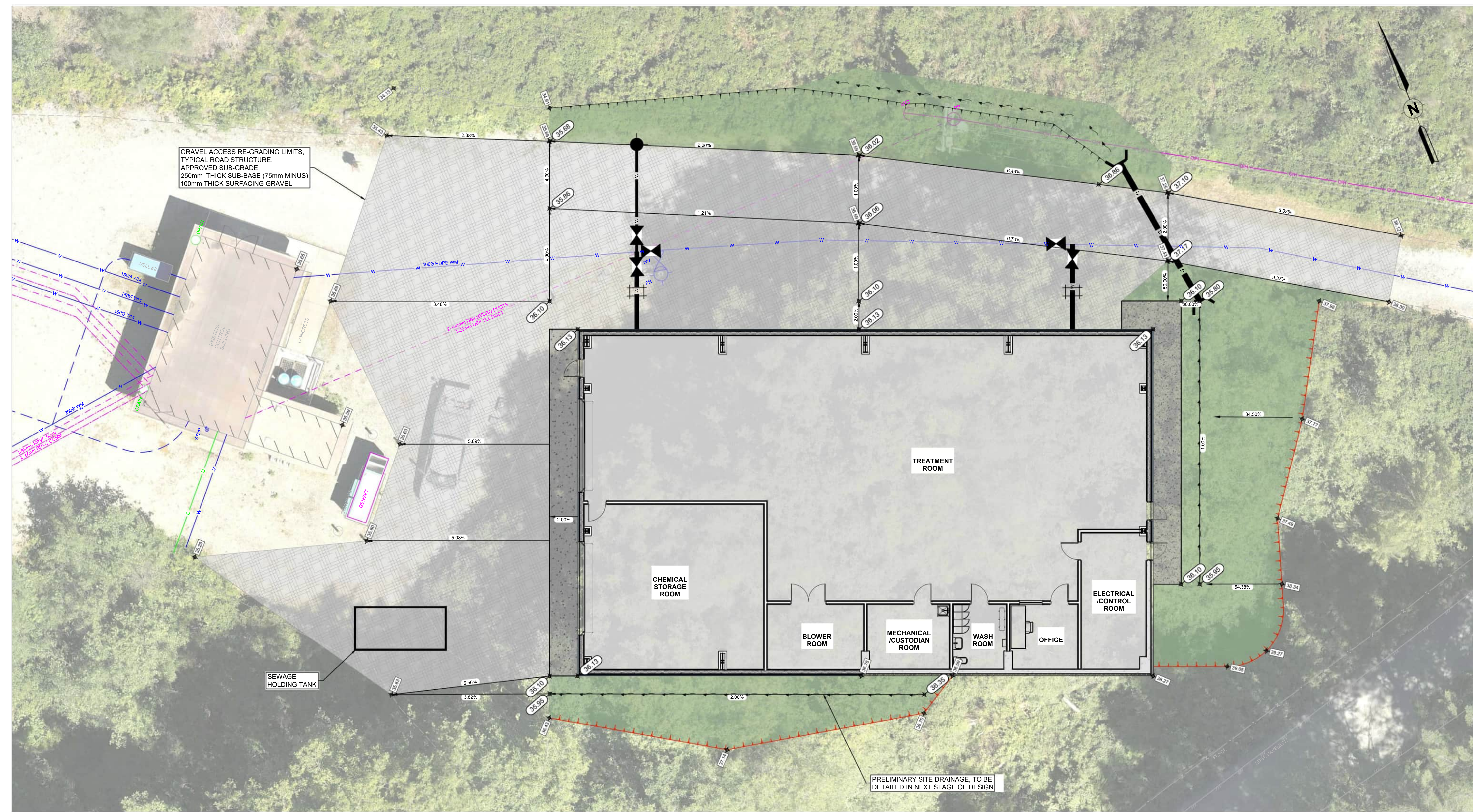
**WATER TREATMENT UPGRADES**  
CIVIL  
SITE SERVICING PLAN

Drawing No.  
**C-102**

Project Number  
2231-46305-01

Rev.  
PA





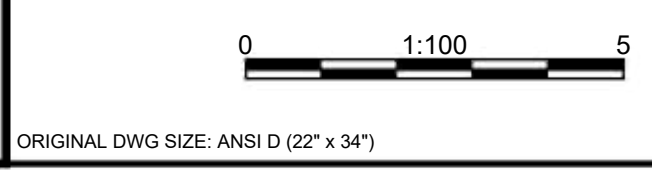
**LEGEND:**

KEY	DESCRIPTION
36.25	PROPOSED FINISHED GRADE ELEVATION
36.18	APPROXIMATE EXISTING GRADE ELEVATION

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**WATER TREATMENT UPGRADES  
CIVIL  
SITE GRADING PLAN**

Drawing No.  
**C-103**

Project Number  
2231-46305-01

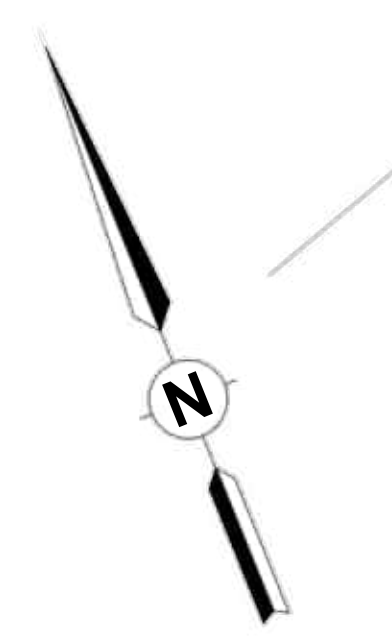
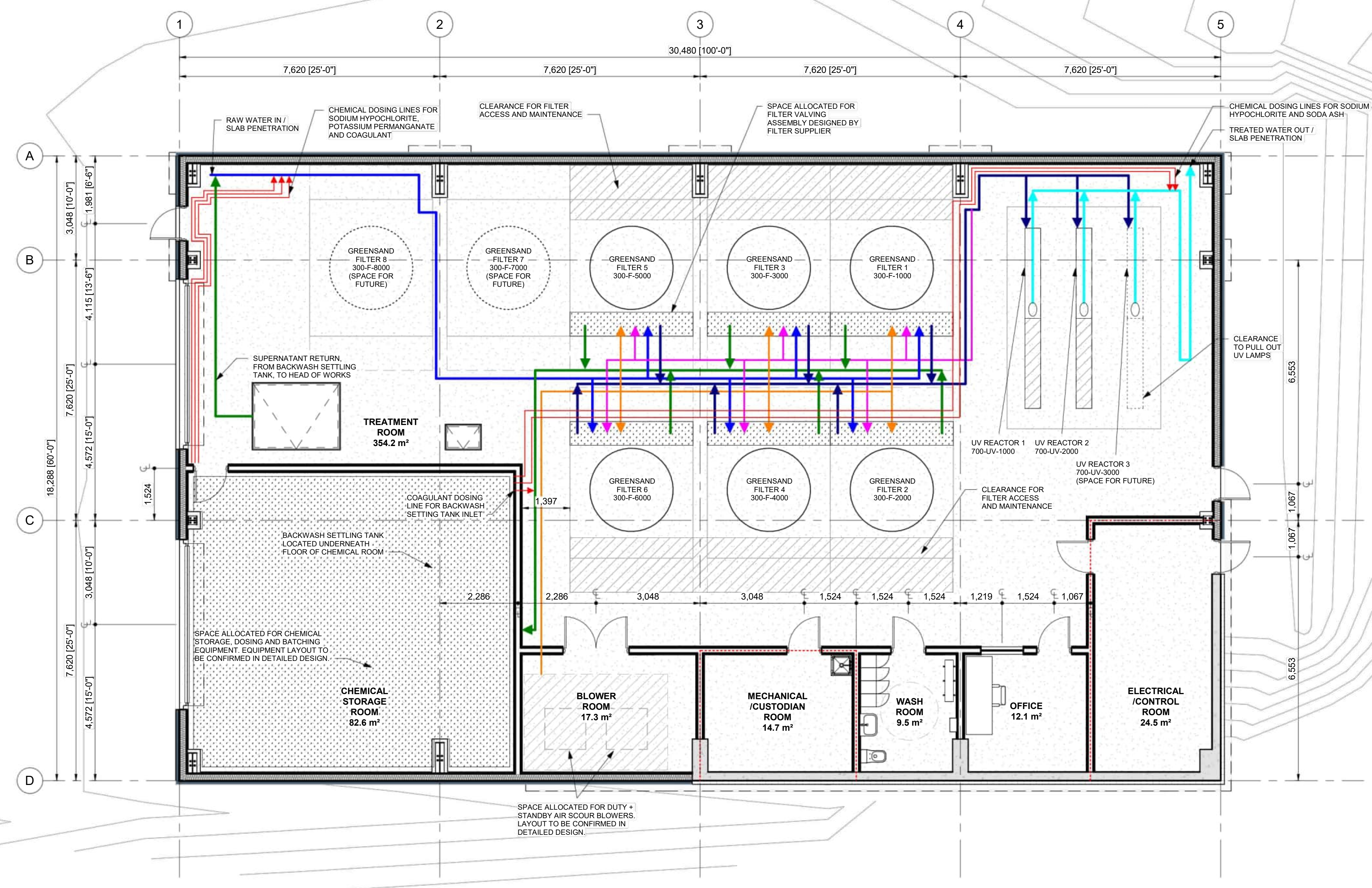
Rev.  
PA







- LEGEND**
- PROCESS - RAW WATER
  - PROCESS - FILTERED WATER
  - PROCESS - POTABLE WATER
  - PROCESS - CHEMICAL ADDITION
  - PROCESS - CLEAN BACKWASH WATER
  - PROCESS - WASTEWATER
  - PROCESS - AIR SCOUR

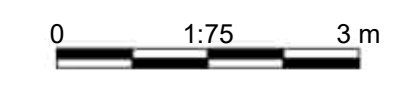


McElhanney ANS D - 2024-02-05  
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 DATE: 1/17/2025 2:24:40 PM  
 Page 115 of 137

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**DISTRICT OF UCLUELET**  
BOX 999, 200 MAIN STREET, UCLUELET, BC V0R 3A0

**WATER TREATMENT UPGRADES  
PROCESS  
GENERAL ARRANGEMENT**

Drawing No.	<b>P-101</b>
Project Number	2231-46305-01
Rev.	PA

DESTROY ALL PRINTS BEARING PREVIOUS REVISION



**DESIGN CRITERIA:**

APPLICABLE BUILDING CODE: BRITISH COLUMBIA BUILDING CODE 2024 PART 3

**BUILDING DATA:**

BUILDING AREA: 557 m<sup>2</sup> (6,000 ft<sup>2</sup>)  
 NUMBER OF STOREYS: 2

**CLASSIFICATION OF BUILDING BY MAJOR OCCUPANCY:**

MAJOR OCCUPANCY (3.1.2.1.): F-3 LOW-HAZARD INDUSTRIAL OCCUPANCY

**OCCUPANT LOAD:**

AREA PER PERSON (3.1.17.1.): 9.3 m<sup>2</sup> PER PERSON (OFFICE)  
 OCCUPANT LOAD: 2

**BUILDING SIZE AND CONSTRUCTION RELATIVE TO OCCUPANCY:**

NUMBER OF STREETS (3.2.2.10.): FACING 2 STREETS  
 SPRINKLERS (3.2.2.18.): NOT REQUIRED  
 CONSTRUCTION ARTICLE (3.2.2.87.): GROUP F, DIVISION 3, UP TO 2 STOREYS  
 MAXIMUM BUILDING AREA: 2,000 m<sup>2</sup>  
 CONSTRUCTION TYPE: COMBUSTIBLE OR NON-COMBUSTIBLE  
 FLOOR ASSEMBLIES: FIRE SEPARATIONS, NON-COMBUSTIBLE OR 45 min FRR  
 LOAD BEARING ELEMENTS: NON-COMBUSTIBLE OR 45 min FRR

**SPATIAL SEPARATION:**

RESPONSE TIME (3.2.3.1.(8)):	> 10 min			
WALL:	NORTH	SOUTH	EAST	WEST
LIMITING DISTANCE (3.2.3.1.):	≥ 18 m	6 m	8 m	6 m
AREA OF EXPOSING BUILDING FACE:	186 m <sup>2</sup>	186 m <sup>2</sup>	118 m <sup>2</sup>	118 m <sup>2</sup>
L/H RATIO:	5.0	5.0	2.8	2.8
ALLOWABLE UNPROTECTED OPENINGS:	100%	24%	47%	27%
UNPROTECTED OPENINGS:	4%	1%	3%	3%
MIN. REQUIRED FIRE-RESISTANCE RATING (3.2.3.7.):	NONE	1 hr	45 min	45 min
TYPE OF CONSTRUCTION REQUIRED (3.2.3.7.):	ANY	ANY	ANY	ANY
TYPE OF CLADDING REQUIRED (3.2.3.7.):	ANY	NC*	NC*	NC*

\* NC = NON-COMBUSTIBLE

**FIRE ALARM AND DETECTION SYSTEMS:**

FIRE ALARM (3.2.4.1.): NOT REQUIRED  
 SMOKE ALARMS (3.2.4.20.): NOT REQUIRED

**PROVISIONS FOR FIRE FIGHTING:**

ACCESS TO ABOVE-GRADE STOREYS (3.2.5.1.): REQUIRED  
 ACCESS TO BASEMENT (3.2.5.2.): NOT APPLICABLE  
 ROOF ACCESS (3.2.5.3.): NOT REQUIRED  
 ACCESS ROUTES (3.2.5.4.): NOT REQUIRED  
 LOCATION OF ACCESS ROUTES (3.2.5.5.): HYDRANT WITHIN 90 m  
 STANDPIPE SYSTEM (3.2.5.8.): NOT REQUIRED  
 HOSE STATIONS (3.2.5.11.): NOT REQUIRED  
 FIRE DEPARTMENT CONNECTION (3.2.5.15.): NOT REQUIRED  
 PORTABLE FIRE EXTINGUISHERS (3.2.5.16.): TO BE PROVIDED AND INSTALLED IN ACCORDANCE WITH BC FIRE CODE

**LIGHTING AND EMERGENCY POWER SYSTEMS:**

EMERGENCY LIGHTING (3.2.7.3.): REQUIRED IN EXITS, PRINCIPAL ROUTES IN OPEN FLOOR AREAS, SERVICE ROOMS & ACCESSIBLE WASHROOMS

**SAFETY WITHIN FLOOR AREAS:**

JANITOR'S ROOM (3.3.1.22.): 45 min FRR

**SERVICE FACILITIES:**

SERVICE ROOMS (3.6.2.1.): 1 hr FRR

**EXITS:**

MINIMUM NUMBER OF EXITS (3.4.2.1.): 1 EACH ROOM  
 MAX ROOM SIZE ONE EXIT (3.4.2.1.): 200 m<sup>2</sup>  
 TRAVEL DISTANCE (3.4.2.1 & 3.4.2.5.): 15.0 m (49.2') ONE EXIT, 30.0 m (98.4') TWO OR MORE EXITS  
 DISTANCE BETWEEN EXITS (3.4.2.3.): MIN 1/2 OF MAX DIAGONAL DIMENSION OF FLOOR AREA, BUT NOT LESS THAN 9 m

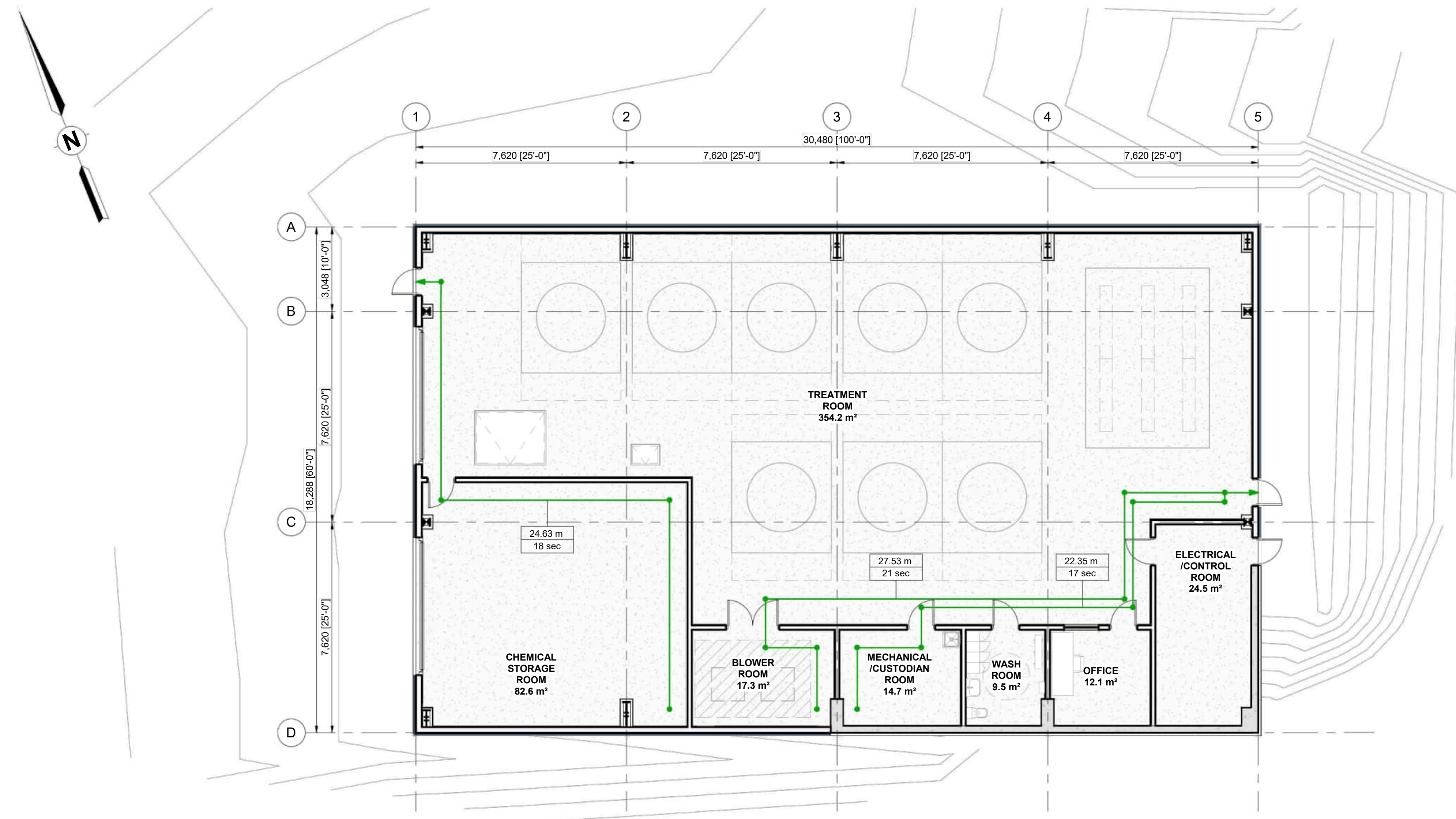
MINIMUM DOOR WIDTH (3.4.3.2.): 850 mm (33.5")  
 MINIMUM STAIR WIDTH (3.4.3.2.): 900 mm (35.5")  
 HEADROOM CLEARANCE (3.4.3.4.): 2.05 m (6'-9")  
 2.03 m (6'-8") DOORWAYS  
 1.98 m (6'-6") DOOR HARDWARE  
 NOT REQUIRED

**HEALTH REQUIREMENTS:**

MINIMUM NUMBER OF WATER CLOSETS (3.7.2.2.): 1 UNIVERSAL WASHROOM  
 MINIMUM NUMBER OF LAVATORIES (3.7.2.3.): 1 UP TO 2 WATER CLOSETS OR URINALS

**ACCESSIBILITY:**

APPLICATION (3.8.2.1.): REQUIRED (OFFICE AND WASHROOM)



**LIFE SAFETY PLAN**  
 SCALE 1:100

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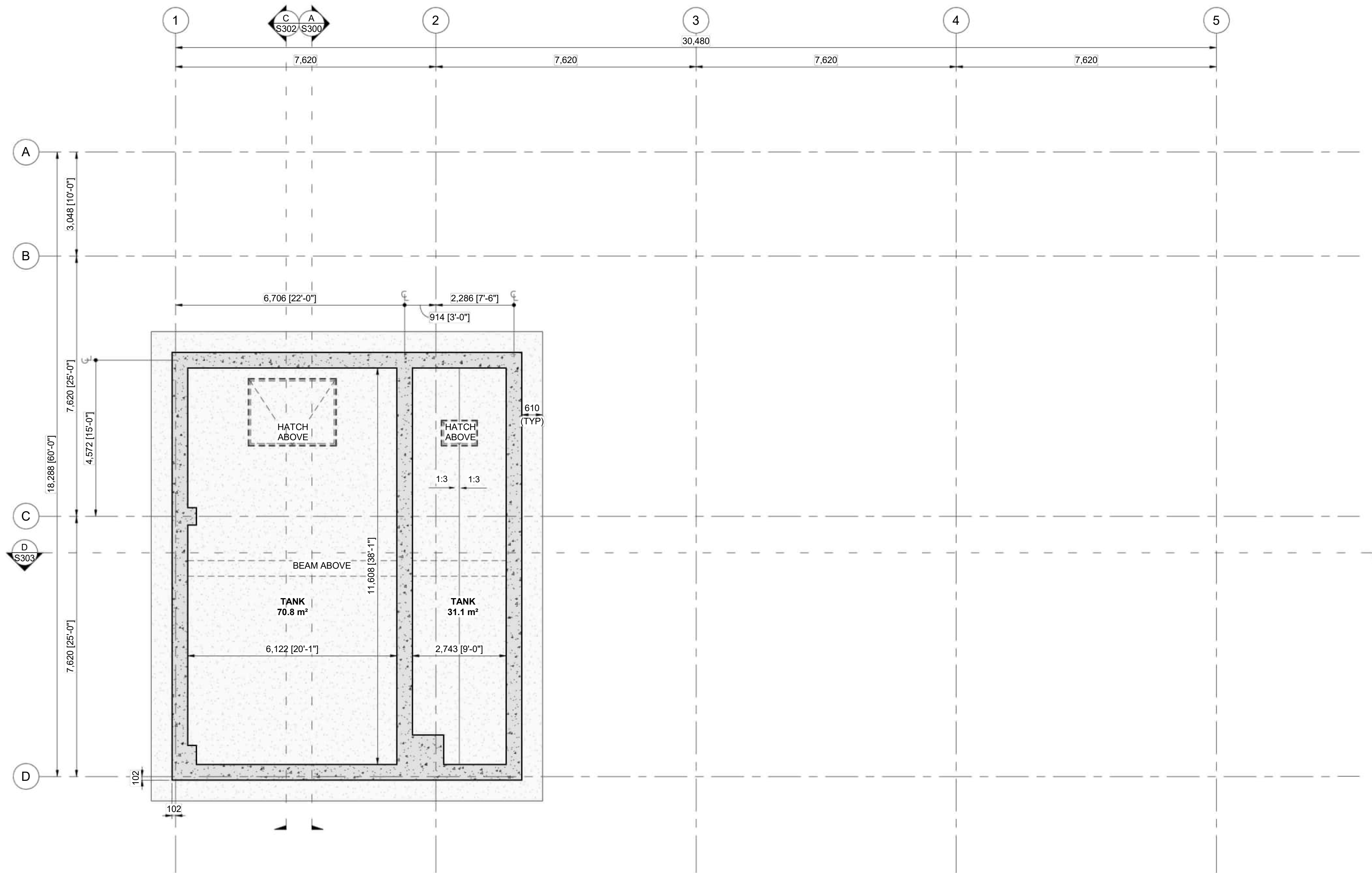
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**WATER TREATMENT UPGRADES  
 BUILDING STRUCTURAL  
 CODE REVIEW**

Drawing No.	<b>S100</b>	
Project Number	2231-46305-01	Rev. PA

FILE: X:\2231\Projects\2231-46305-01 - Water Treatment Upgrades\07\_DRAWINGS\04\_Mech\Rev\2231-46305-01-S.rvt  
 DATE: 2025-01-10 08:14:48 AM  
 Page 116 of 137





TANK PLAN  
SCALE 1:75

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TRM	SF	SF
Drawn	Design	App'd

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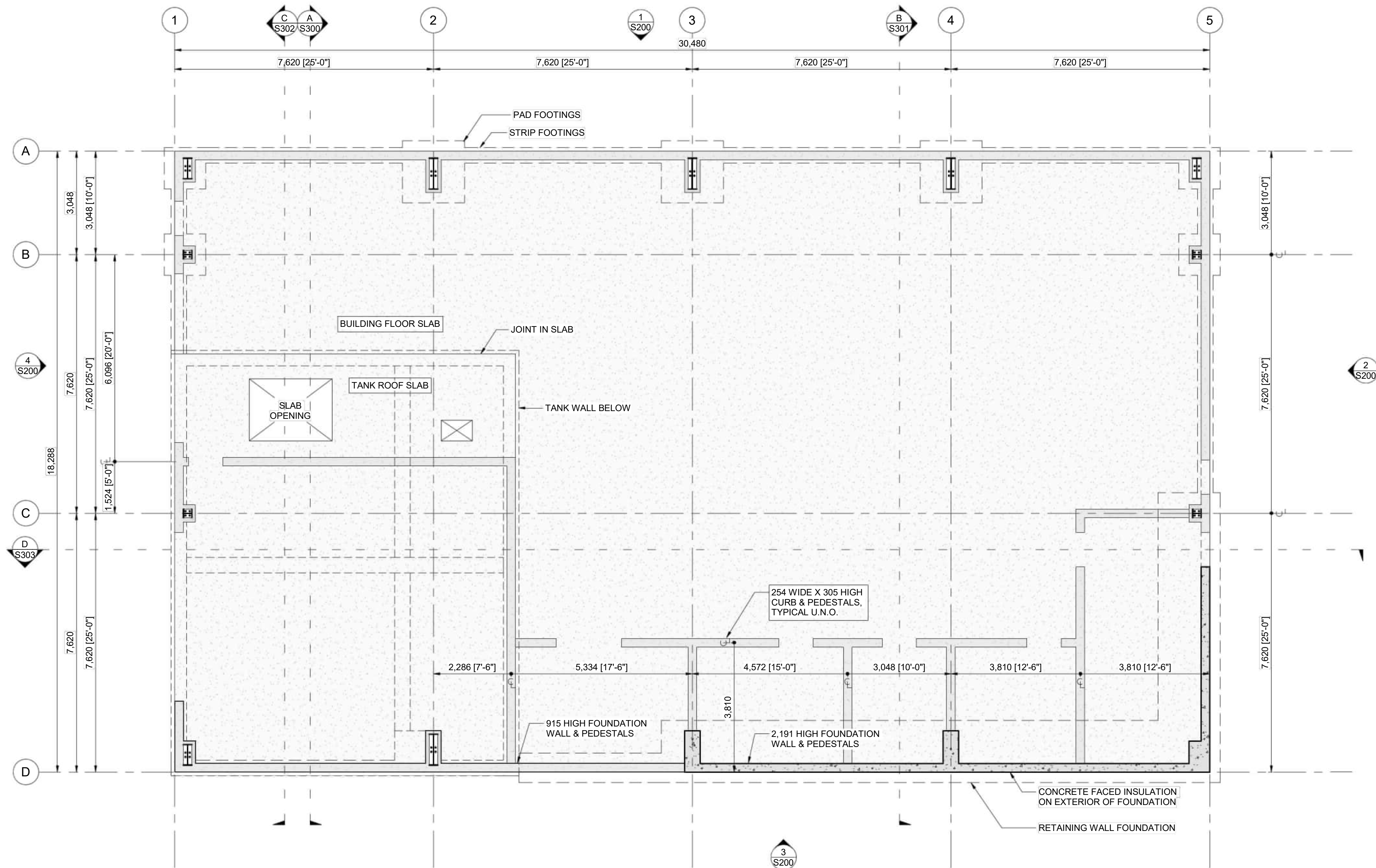
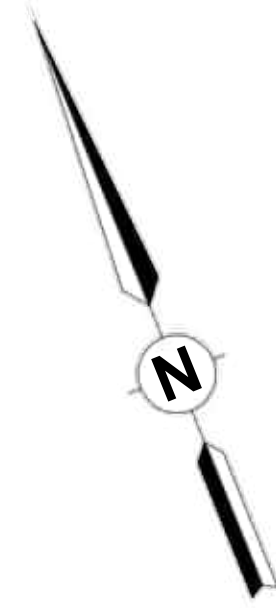
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**WATER TREATMENT UPGRADES  
BUILDING STRUCTURAL  
BACKWASH TANK PLAN**

Drawing No.	<b>S102</b>
Project Number	2231-46305-01
Rev.	PA





**FOUNDATION PLAN**  
SCALE 1 : 75

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ORIGINAL DWG SIZE: ANSI D (22" x 34")

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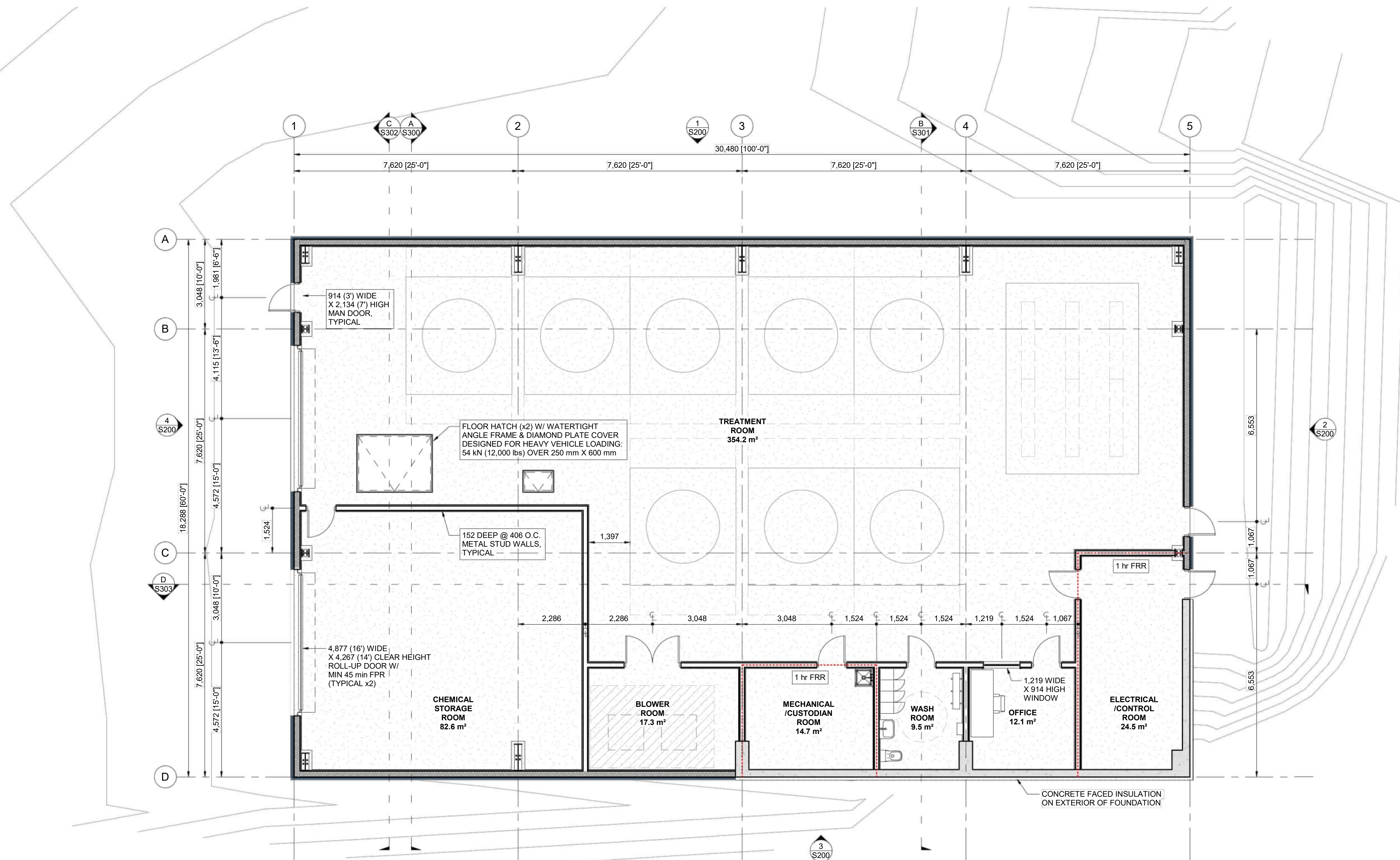
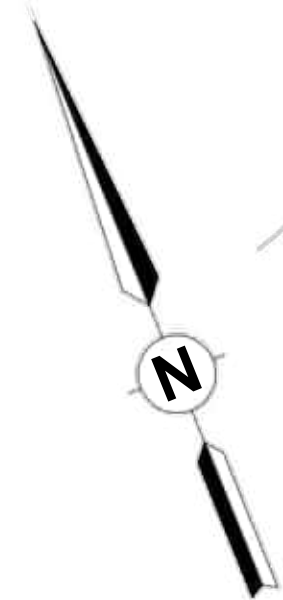
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**WATER TREATMENT UPGRADES  
BUILDING STRUCTURAL  
FOUNDATION PLAN**

Drawing No.	<b>S103</b>
Project Number	2231-46305-01
Rev.	PA





FLOOR PLAN  
SCALE 1:75

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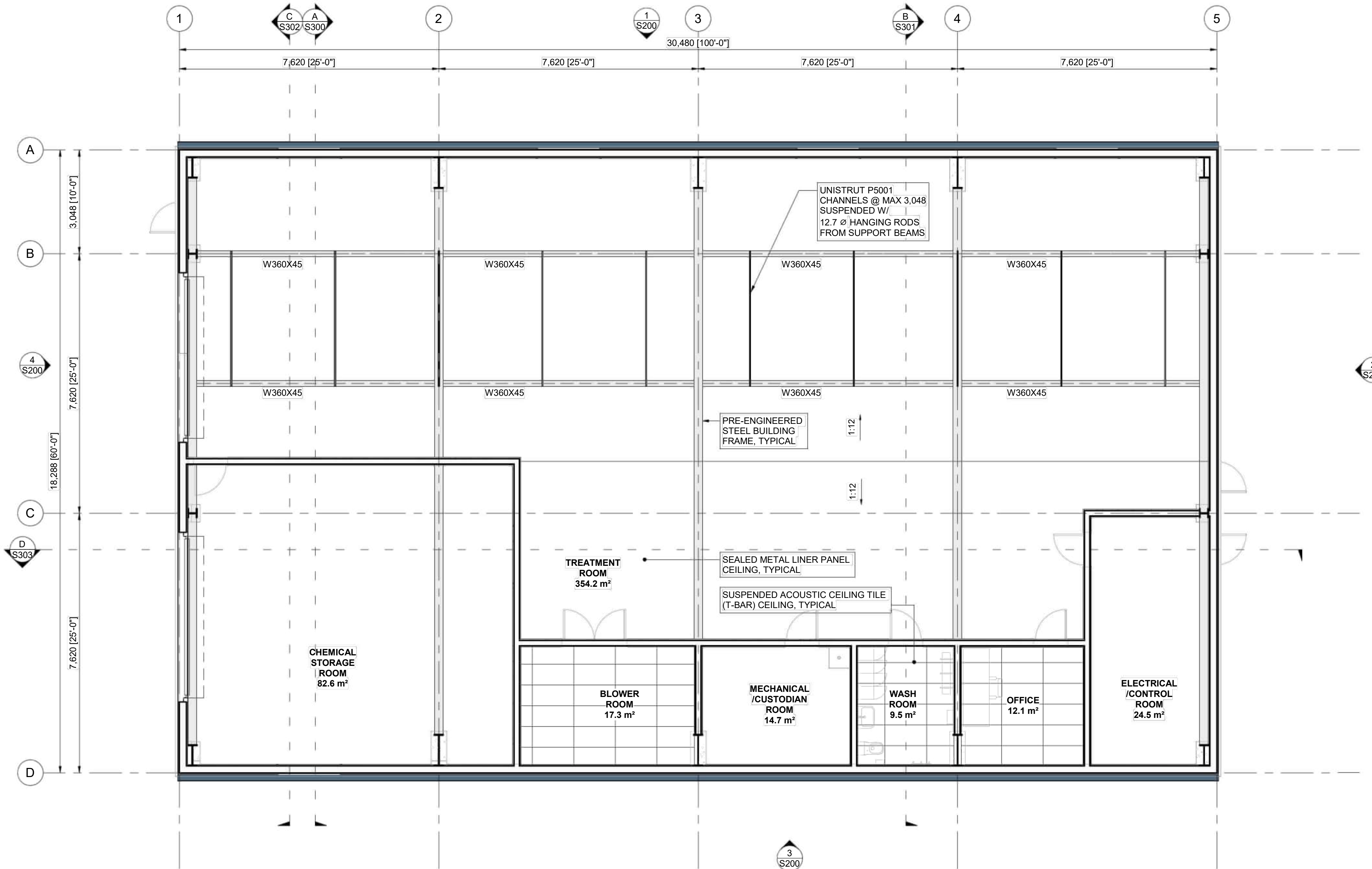
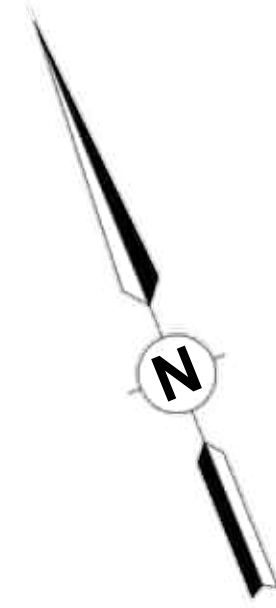
**WATER TREATMENT UPGRADES  
BUILDING STRUCTURAL  
FLOOR PLAN**

Drawing No.	<b>S104</b>
Project Number	2231-46305-01
Rev.	PA

Rev	Date	Description	Drawn	Design	App'd
PA	2025-01-10	ISSUED FOR PRELIMINARY DESIGN	TRM	SF	SF

DESTROY ALL PRINTS BEARING PREVIOUS REVISION





REFLECTED CEILING PLAN  
SCALE 1:75

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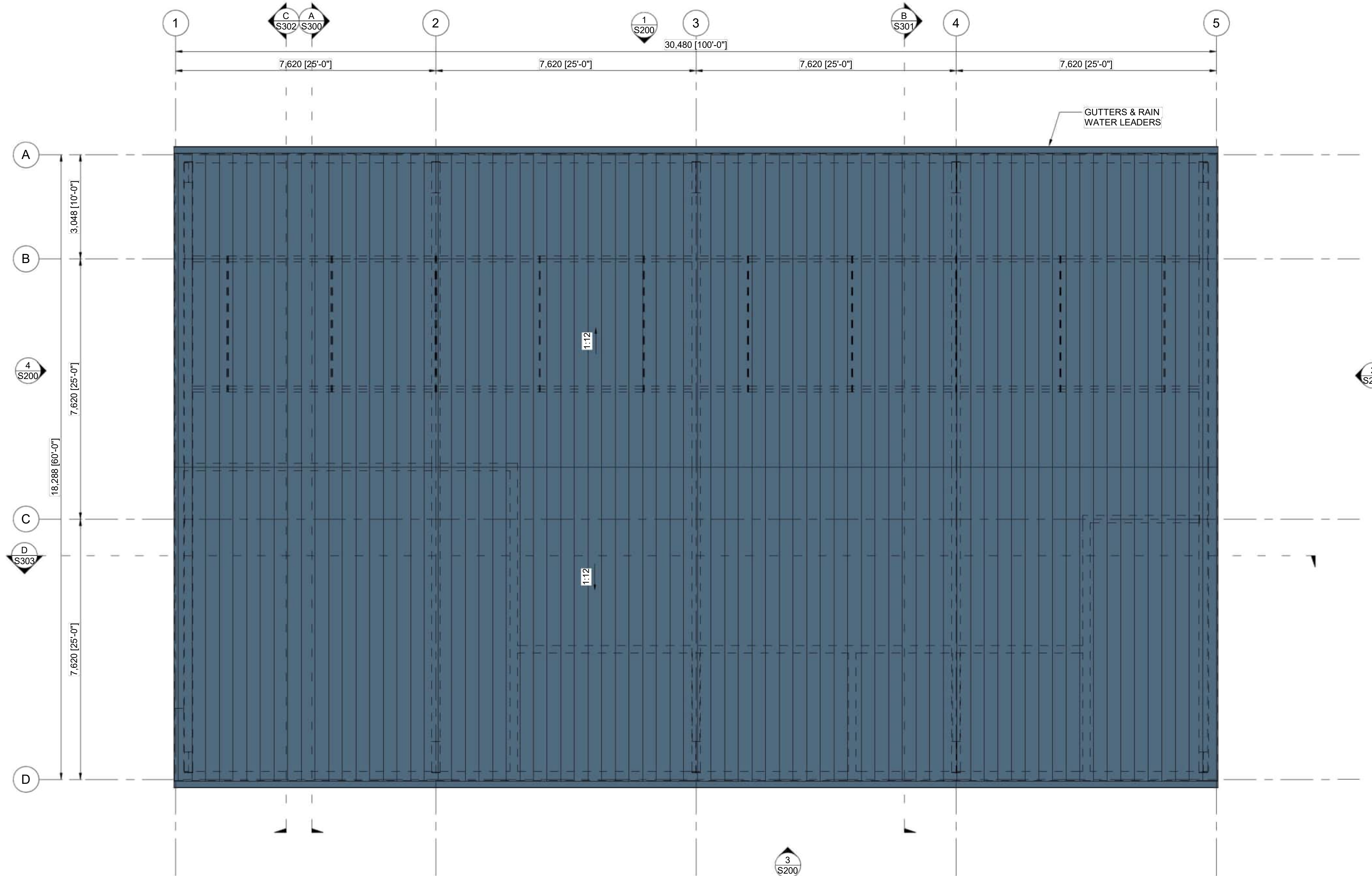
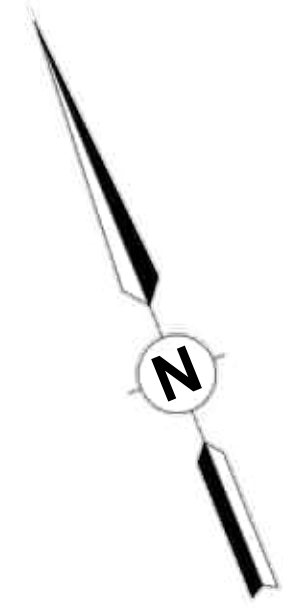
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**WATER TREATMENT UPGRADES  
BUILDING STRUCTURAL  
REFLECTED CEILING PLAN**

Drawing No.	<b>S105</b>
Project Number	2231-46305-01
Rev.	PA



**ROOF PLAN**  
SCALE 1:75

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TRM	SF	SF	
Rev	Date	Description	App'd

ORIGINAL DWG SIZE: ANSI D (22" x 34")

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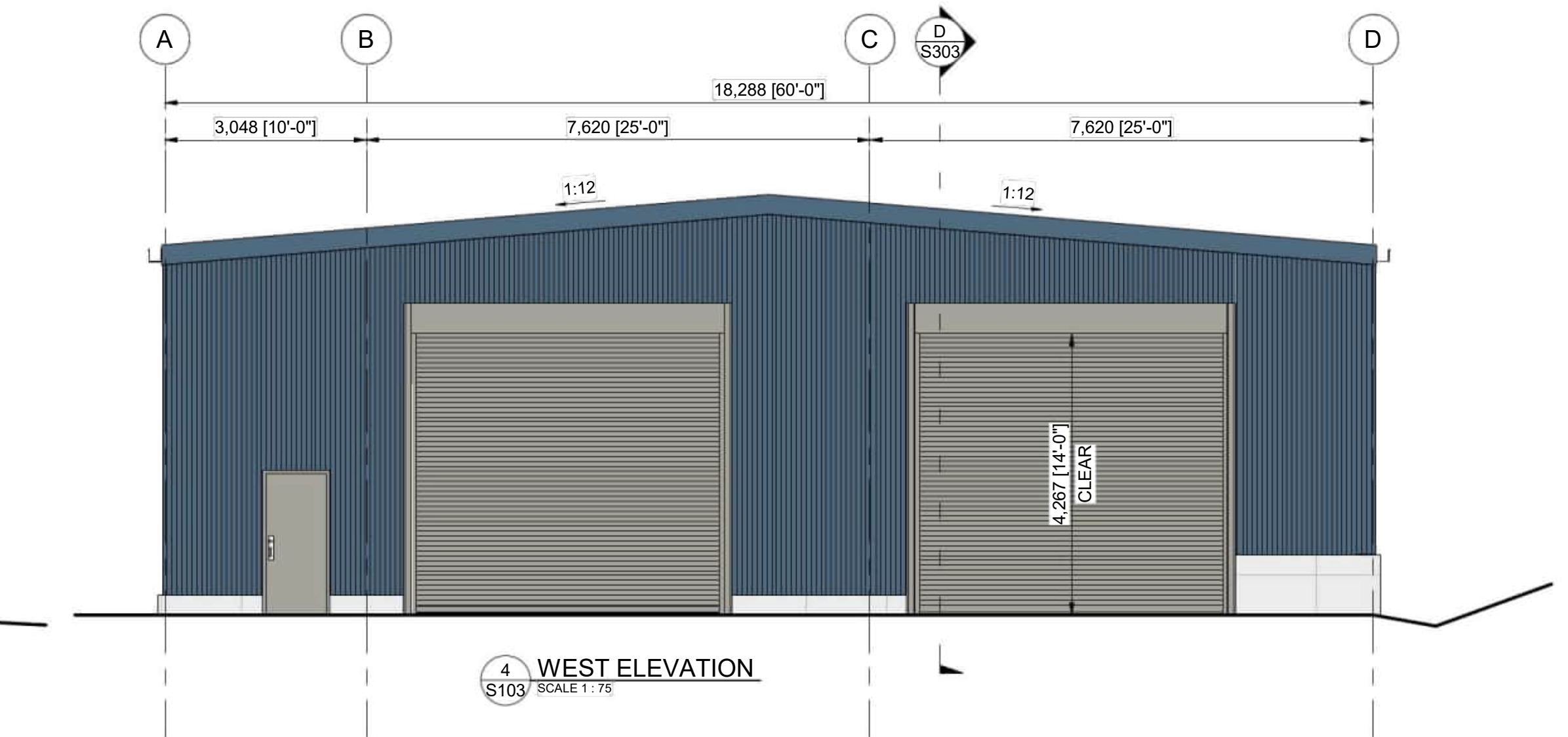
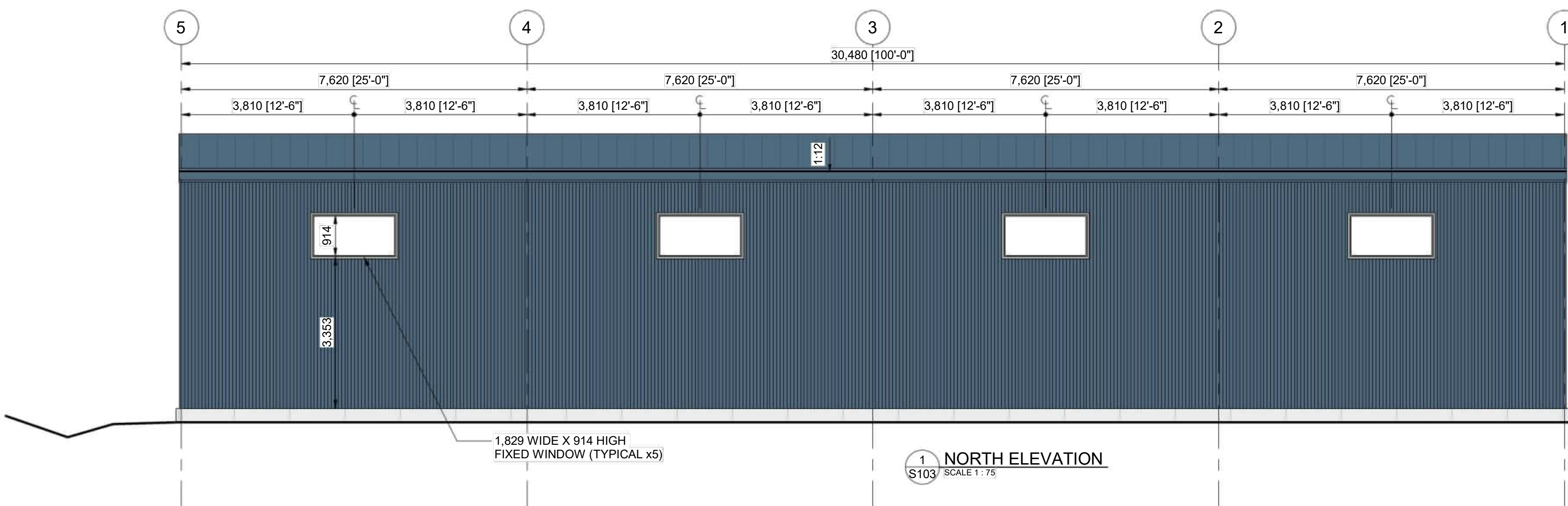
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**WATER TREATMENT UPGRADES  
BUILDING STRUCTURAL  
ROOF PLAN**

Drawing No.	
<b>S106</b>	
Project Number	Rev.
2231-46305-01	PA





COLOUR LEGEND	
COLOUR	BUILDING COMPONENT(S)
HAWAIIAN BLUE OR SIMILAR, TO BE CONFIRMED BY THE DISTRICT	CORRUGATED METAL CLADDING & STANDING SEAM METAL ROOFING
ASH GRAY OR SIMILAR, TO BE CONFIRMED BY THE DISTRICT	ROLL-UP DOORS, WINDOWS & PAINTED HOLLOW METAL DOORS
NATURAL CONCRETE	CONCRETE FACED INSULATION PANELS OVER EXPOSED FOUNDATION

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ORIGINAL DWG SIZE: ANSI D (22" x 34")



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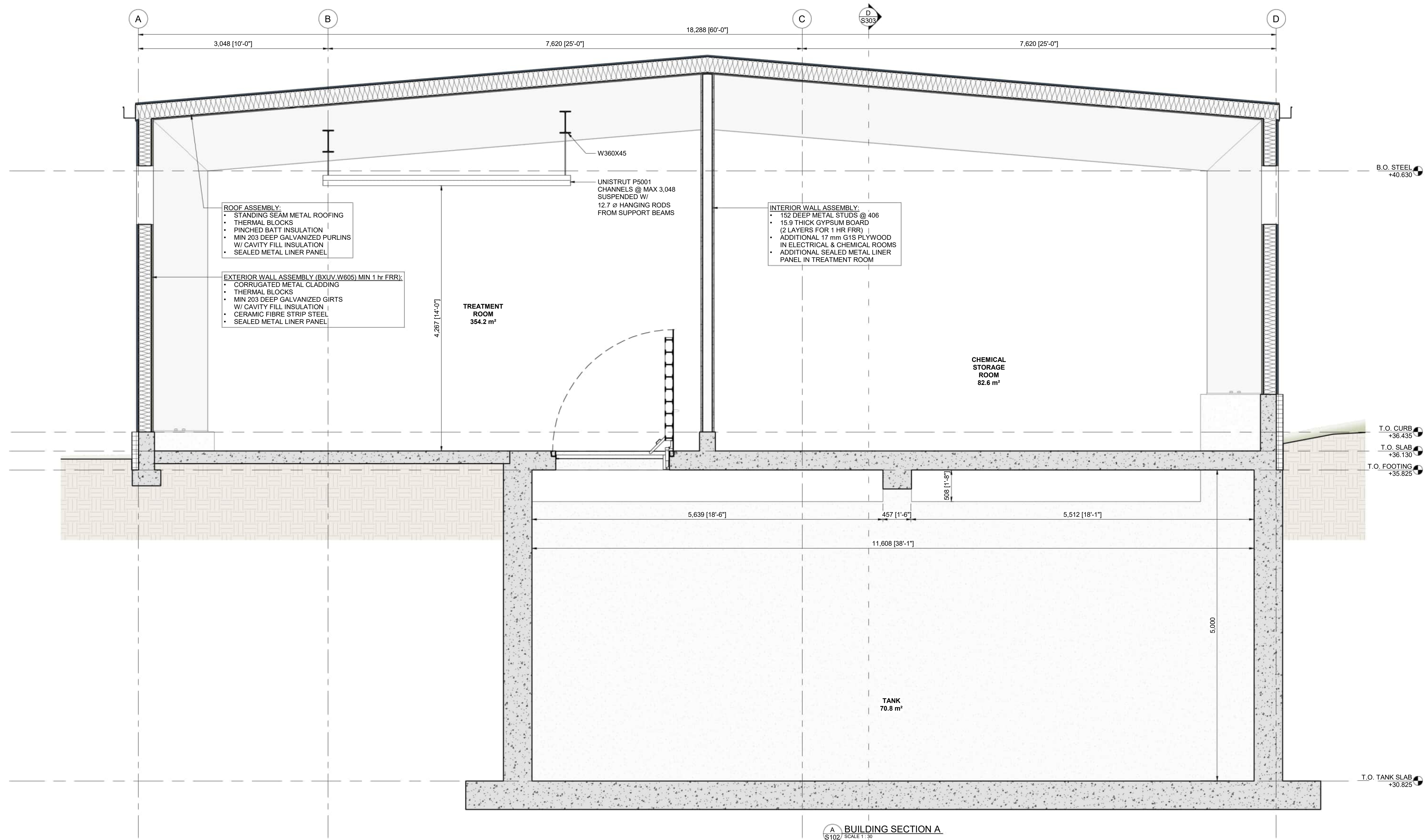
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**WATER TREATMENT UPGRADES  
 BUILDING STRUCTURAL  
 BUILDING ELEVATIONS**

Drawing No. **S200**

Project Number 2231-46305-01 Rev. PA





**A BUILDING SECTION A**  
S102 SCALE 1:30

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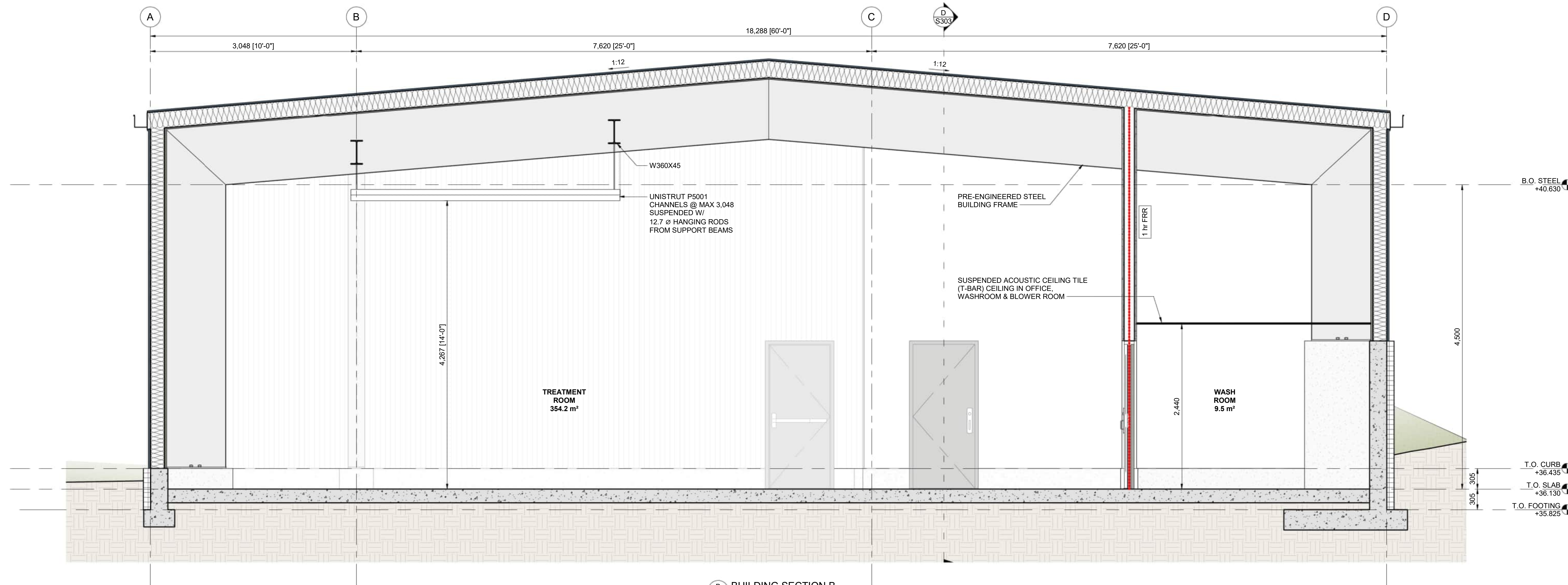
**WATER TREATMENT UPGRADES  
BUILDING STRUCTURAL  
BUILDING CROSS SECTION**

Drawing No.	<b>S300</b>	
Project Number	2231-46305-01	Rev. PA

Rev	Date	Description	Drawn	Design	App'd
PA	2025-01-10	ISSUED FOR PRELIMINARY DESIGN	TRM	SF	SF

ORIGINAL DWG SIZE: ANSI D (22" x 34")





**B BUILDING SECTION B**  
SCALE 1:30

McElhanney ANS D - 2024-02-05

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Rev	Date	Description	Drawn	Design	App'd
PA	2025-01-10	ISSUED FOR PRELIMINARY DESIGN	TRM	SF	SF

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ORIGINAL DWG SIZE: ANSI D (22" x 34")

**McElhanney**

1 - 1351 Estevan Road,  
Nanaimo BC V9S 3Y3  
Tel. 250 716 3336

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NOT FOR  
CONSTRUCTION**

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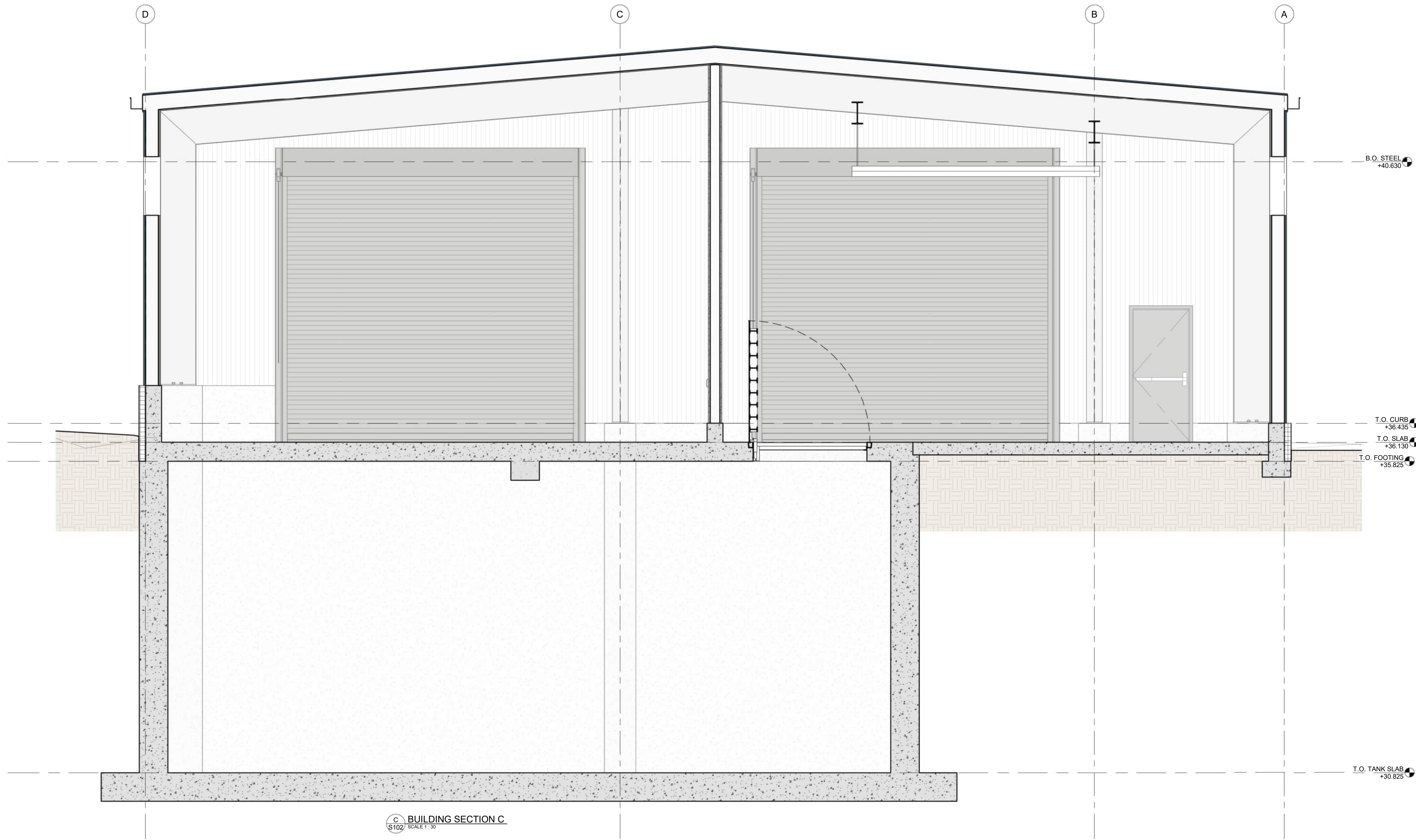
**DISTRICT OF UCLUELET**  
BOX 999, 200 MAIN STREET, UCLUELET, BC V0R 3A0

**WATER TREATMENT UPGRADES  
BUILDING STRUCTURAL  
BUILDING CROSS SECTION**

Drawing No.	<b>S301</b>
Project Number	2231-46305-01
Rev.	PA

DESTROY ALL PRINTS BEARING PREVIOUS REVISION





**C BUILDING SECTION C**  
SCALE 1:30

McElhanney ANS D - 2024-02-05  
 FILE: X:\2231\Projects\223146305\1 DOU - Water Treatment Upgrades\07\_DRAWINGS\07\_McElhanney\Rev\2231\_46305-01-S.rvt  
 DATE: 2025-01-10 11:46:49 AM  
 Page 125 of 137

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BOX 999, 200 MAIN STREET, UCLUELET, BC V0R 3A0

**WATER TREATMENT UPGRADES  
BUILDING STRUCTURAL  
BUILDING CROSS SECTION**

Drawing No.

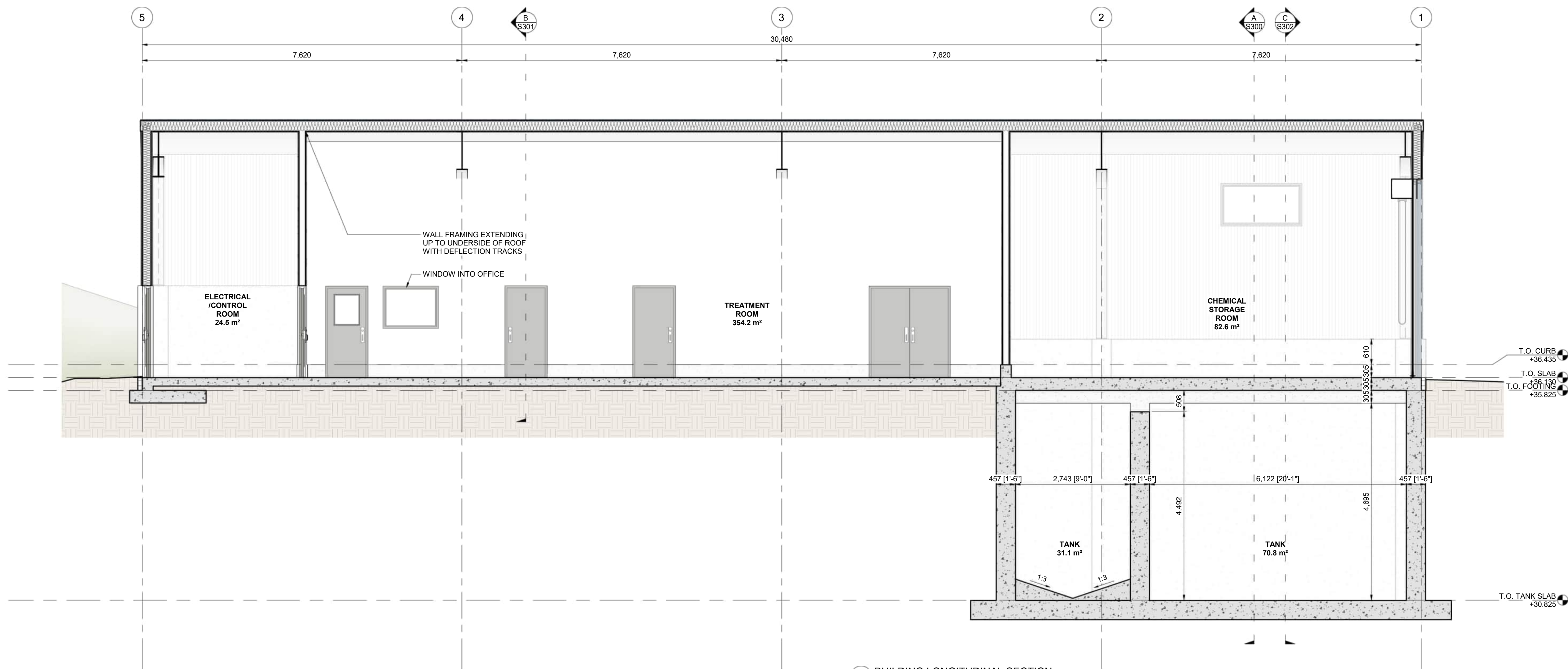
**S302**

Project Number  
2231-46305-01

Rev.  
PA

DESTROY ALL PRINTS BEARING PREVIOUS REVISION





D BUILDING LONGITUDINAL SECTION  
S102 SCALE 1:50

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DISTRICT OF UCLUELET  
BOX 999, 200 MAIN STREET, UCLUELET, BC V0R 3A0

**WATER TREATMENT UPGRADES  
BUILDING STRUCTURAL  
BUILDING LONGITUDINAL SECTION**

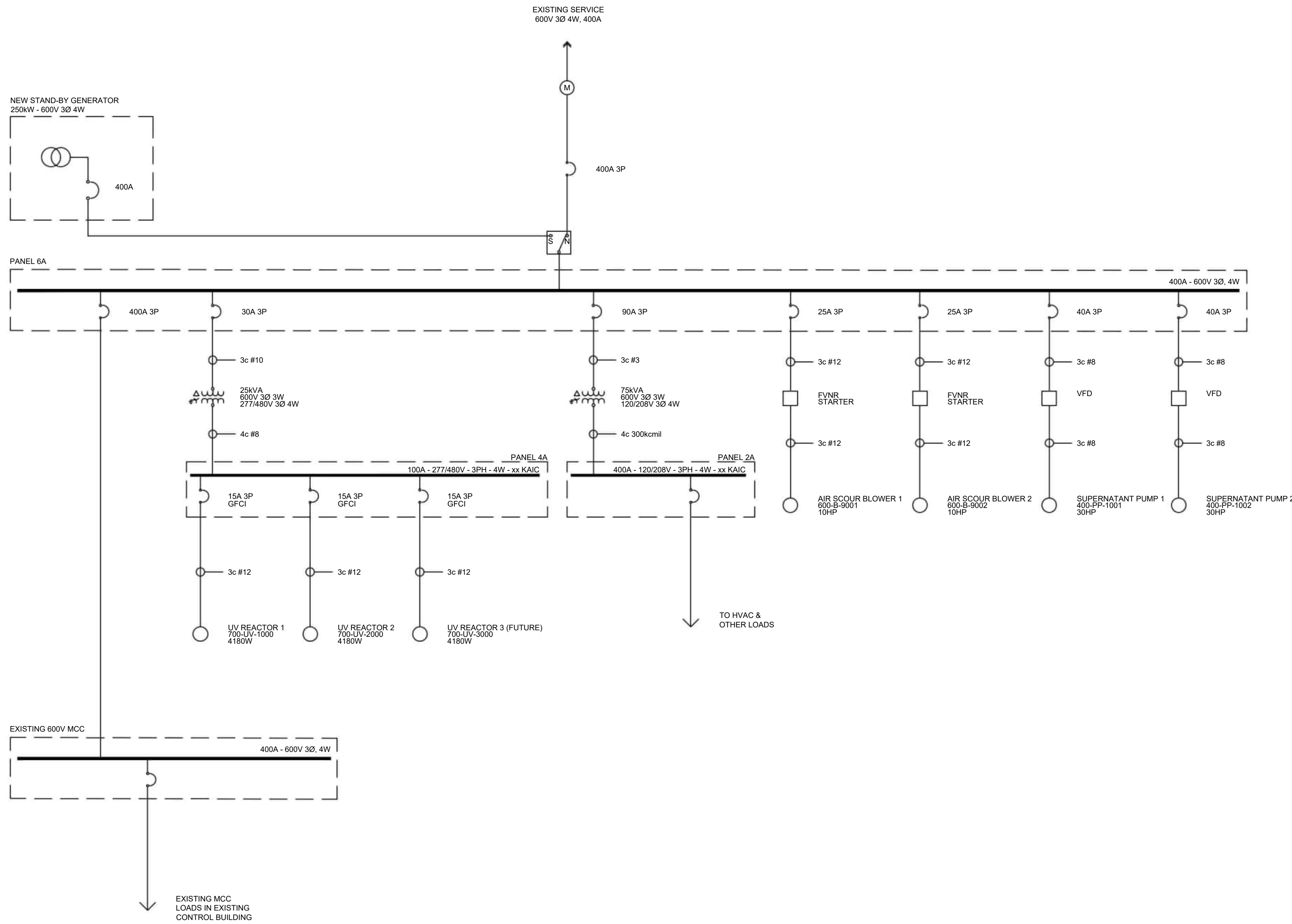
Drawing No.  
**S303**

Project Number  
2231-46305-01

Rev.  
PA

Rev	Date	Description	Drawn	Design	App'd
PA	2025-01-10	ISSUED FOR PRELIMINARY DESIGN	TRM	SF	SF

ORIGINAL DWG SIZE: ANSI D (22" x 34")



**PROPOSED SINGLE LINE DIAGRAM**  
SCALE: NTS

SINGLE LINE DIAGRAM NOTES:

- 

Rev	Date	Description	Drawn	Design	App'd
PA	2025-01-10	ISSUED FOR PRELIMINARY DESIGN	MA	MA	MB

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McElhanney Ltd.  
PERMIT NUMBER: 1003299  
Engineers and Geoscientists of  
British Columbia

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DISTRICT OF UCLUELET  
PO 999 200 MAIN STREET UCLUELET, BC, V0R 3A0  
**WATER TREATMENT UPGRADES  
ELECTRICAL  
SINGLE LINE DIAGRAM**

Drawing No.  
**E-101**  
Project Number  
2231-46305-01  
Rev.  
PA

DESTROY ALL PRINTS BEARING PREVIOUS REVISION



EQUIPMENT										CONSUMED LOAD			NOTES:
REV #	TAG DESCRIPTION	TAG NO.	QTY.	LOAD DUTY	POWER [W]	MOTOR [HP]	VOLTAGE [V]	FLA [A] CSA 22.1	PHASE	CONTINUOUS [kVA]	INTERMITTENT [kVA]	STANDBY [kVA]	
PA	WELL PUMP 1	100-WP-1	1	CONTINUOUS	25528	30	575	32	3	31.87			
PA	WELL PUMP 2	100-WP-2	1	REMOVED	32707	40	575	41	3				REMOVED FROM SERVICE.
PA	WELL PUMP 3	100-WP-3	1	CONTINUOUS	32707	40	575	41	3	40.83			
PA	WELL PUMP 4	100-WP-4	1	CONTINUOUS	25528	30	575	32	3	31.87			
PA	WELL PUMP 5 (FUTURE)	100-WP-5	1	FUTURE	21619	30	575	27.1	3				FUTURE PUMP.
<b>SODIUM HYPO OXIDANT DOSING</b>													
PA	METERING PUMP 1	200-DP-9101	1	CONTINUOUS	30		120		1	0.03			
PA	METERING PUMP 2	200-DP-9102	1	STANDBY	30		120		1			0.03	
<b>POTASSIUM PERMANGANATE DOSING</b>													
PA	METERING PUMP 1	200-DP-9201	1	CONTINUOUS	30		120		1	0.03			
PA	METERING PUMP 2	200-DP-9202	1	STANDBY	30		120		1			0.03	
<b>COAGULANT DOSING</b>													
PA	METERING PUMP 1	200-DP-9301	1	CONTINUOUS	30		120		1	0.03			
PA	METERING PUMP 2	200-DP-9302	1	STANDBY	30		120		1			0.03	
<b>SODIUM HYDO DISINFECTION DOSING</b>													
PA	METERING PUMP 1	200-DP-9401	1	CONTINUOUS	30		120		1	0.03			
PA	METERING PUMP 2	200-DP-9402	1	STANDBY	30		120		1			0.03	
<b>SODA ASH SYSTEM</b>													
PA	SODA ASH BATCHING TANK MIXER	200-MX-9520	1	CONTINUOUS	4866	5	575	6.1	3	6.08			
PA	FLEXICON SYSTEM INCL. VOLUMETRIC FEEDER	200-FC-9500	1	INTERMITTENT	4866	5	575	6.1	3		6.08		
PA	SODA ASH METERING PUMP 1	200-DP-9531	1	CONTINUOUS	30		120		1	0.03			
PA	SODA ASH METERING PUMP 2	200-DP-9532	1	STANDBY	30		120		1			0.03	
<b>GREENSAND FILTERS</b>													
PA	GREENSAND FILTER SYSTEM 1	300-F-1000	1	CONTINUOUS	500		120		1	0.50			
PA	GREENSAND FILTER SYSTEM 2	300-F-2000	1	CONTINUOUS	500		120		1	0.50			
PA	GREENSAND FILTER SYSTEM 3	300-F-3000	1	CONTINUOUS	500		120		1	0.50			
PA	GREENSAND FILTER SYSTEM 4	300-F-4000	1	CONTINUOUS	500		120		1	0.50			
PA	GREENSAND FILTER SYSTEM 5	300-F-5000	1	CONTINUOUS	500		120		1	0.50			
PA	GREENSAND FILTER SYSTEM 6	300-F-6000	1	CONTINUOUS	500		120		1	0.50			
PA	GREENSAND FILTER SYSTEM 7 (STANDBY OR FUTURE)	300-F-7000	0	FUTURE	500		120		1				FUTURE.
	GREENSAND FILTER SYSTEM 8 (FUTURE)	300-F-8000	0	FUTURE	500		120		1				FUTURE.
<b>UV SYSTEMS</b>													
PA	UV SYSTEM 1	700-UV-1000	1	CONTINUOUS	4180		480	5.3	3	4.4			
PA	UV SYSTEM 2	700-UV-2000	1	STANDBY	4180		480	5.3	3			4.4	
PA	UV SYSTEM 3 (FUTURE)	700-UV-3000	0	FUTURE	4180		480	5.3	3				FUTURE.
<b>AIR SCOUR BLOWERS</b>													
PA	AIR BLOWER 1	600-B-9001	1	CONTINUOUS	8775	10	575	11	3	11.0			
PA	AIR BLOWER 2	600-B-9002	1	STANDBY	8775	10	575	11	3			11.0	
<b>SUPERNATANT RECYCLE PUMPS</b>													
PA	SUPERNATANT PUMP 1	400-PP-1001	1	CONTINUOUS	25528	30	575	32	3	31.9			
PA	SUPERNATANT PUMP 2	400-PP-1002	1	STANDBY	25528	30	575	32	3			31.9	
PA	EXISTING CONTROL BUILDING 120/240V LOADS		1	CONTINUOUS	15860		120		1	15.86			
PA	NEW WTP BUILDING LOADS		1	CONTINUOUS	110920		120		3	110.92			ESTIMATED AT 118W/m². INCLUDES A 45kW ALLOWANCE FOR ELECTRIC WATER HEATER TO SUPPLY TEMPERED WATER TO EMERGENCY SHOWER.
<b>TOTAL:</b>										287.80	6.08	47.37	

Water Treatment Plant Update James Macintosh, Director of Engineering Se...

McElhanney 2231-46305-01-ELEC.dwg

PA	2025-01-10	ISSUED FOR PRELIMINARY DESIGN	MA	MA	MB
Rev	Date	Description	Drawn	Design	App'd

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DISTRICT OF UCLUELET  
PO 999 200 MAIN STREET UCLUELET, BC, V0R 3A0

**WATER TREATMENT UPGRADES  
ELECTRICAL  
PRELIMINARY ELECTRICAL LOAD LIST**

Drawing No.		<b>E-102</b>
Project Number	Rev.	
2231-46305-01	PA	

DESTROY ALL PRINTS BEARING PREVIOUS REVISION



General Note: Cost estimate reflects construction of water treatment plant upgrades based on preliminary design drawings. The purpose of the Class 'C' cost estimate is to summarize all identifiable project elements and assign reasonable values to each, drawing from comparable past projects.			Class 'C' Cost Estimate (2025 Dollars)		
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>1.0</b>	<b>GENERAL CONDITIONS:</b>				
1.1	Bonding and Insurance	Lump Sum	1.0	\$100,000.00	\$100,000.00
1.2	Mobilization and Demobilization	Lump Sum	1.0	\$300,000.00	\$300,000.00
1.2	General Requirements	Lump Sum	1.0	\$225,000.00	\$225,000.00
1.3	Demonstration & Training	Lump Sum	1.0	\$45,000.00	\$45,000.00
1.4	Start-up & Commissioning	Lump Sum	1.0	\$30,000.00	\$30,000.00
	<b>GENERAL CONDITIONS SUBTOTAL</b>				<b>\$700,000.00</b>
<b>2.0</b>	<b>SITE WORKS:</b>				
2.1	Clearing and Grubbing	Lump Sum	1.0	\$50,000.00	\$50,000.00
2.2	Excavation for Building Structures	Lump Sum	1.0	\$150,000.00	\$150,000.00
2.3	Foundation Preparation for Structures	Lump Sum	1.0	\$100,000.00	\$100,000.00
2.4	Site Water Piping and Fittings	Lump Sum	1.0	\$150,000.00	\$150,000.00
2.5	Sewage Holding Tank	Lump Sum	1.0	\$30,000.00	\$30,000.00
2.6	Site Drainage	Lump Sum	1.0	\$30,000.00	\$30,000.00
2.7	Site Grading	Lump Sum	1.0	\$25,000.00	\$25,000.00
2.8	Hydro Seeding	Lump Sum	1.0	\$15,000.00	\$15,000.00
2.9	Gravel Access Road Adjustments	Lump Sum	1.0	\$50,000.00	\$50,000.00
	<b>SITE WORKS SUBTOTAL</b>				<b>\$600,000.00</b>
<b>3.0</b>	<b>BUILDING WORKS:</b>				
3.1	Backwash Concrete Tank	Lump Sum	1.0	\$650,000.00	\$650,000.00
3.2	Concrete Foundation	Lump Sum	1.0	\$450,000.00	\$450,000.00
3.3	Pre-Engineered Building Structure	Lump Sum	1.0	\$800,000.00	\$800,000.00
3.4	Building Enclosure	Lump Sum	1.0	\$850,000.00	\$850,000.00
3.5	Partitions, Doors & Windows	Lump Sum	1.0	\$100,000.00	\$100,000.00
3.6	Finishes	Lump Sum	1.0	\$100,000.00	\$100,000.00
3.7	Pipe Supports, Floor Grating, & Brackets	Lump Sum	1.0	\$150,000.00	\$150,000.00
	<b>BUILDING WORKS SUBTOTAL</b>				<b>\$3,100,000.00</b>
<b>4.0</b>	<b>BUILDING MECHANICAL WORKS:</b>				
4.1	Plumbing	Lump Sum	1.0	\$50,000.00	\$50,000.00
4.2	Heating System	Lump Sum	1.0	\$55,000.00	\$55,000.00
4.3	Exhaust, Ventilation, and Ceiling Fans	Lump Sum	1.0	\$40,000.00	\$40,000.00
4.4	Louvers, Dampers, and Actuators	Lump Sum	1.0	\$30,000.00	\$30,000.00
4.5	Misc. HVAC	Lump Sum	1.0	\$50,000.00	\$50,000.00
	<b>BUILDING MECHANICAL WORKS SUBTOTAL</b>				<b>\$225,000.00</b>

<b>5.0</b>	<b>ELECTRICAL WORKS:</b>				
5.1	Building Electrical, Fixtures	Lump Sum	1.0	\$150,000.00	\$150,000.00
5.2	Control Panels, PLC and Instruments (Hardware)	Lump Sum	1.0	\$150,000.00	\$150,000.00
5.3	Instrumentation and Monitoring	Lump Sum	1.0	\$200,000.00	\$200,000.00
5.4	PLC Programming, Installation & Setup	Lump Sum	1.0	\$120,000.00	\$120,000.00
5.5	Standby Generator (Fuel Tank, Base, Load Bank)	Lump Sum	1.0	\$100,000.00	\$100,000.00
5.6	Electrical Works Outside Building	Lump Sum	1.0	\$80,000.00	\$80,000.00
	<b>ELECTRICAL WORKS SUBTOTAL</b>				<b>\$800,000.00</b>
<b>6.0</b>	<b>TREATMENT WORKS:</b>				
6.1	Pre-Treatment Equipment	Lump Sum	1.0	\$200,000.00	\$200,000.00
6.2	Process Piping	Lump Sum	1.0	\$400,000.00	\$400,000.00
6.3	Filtration Package (Filters, Blowers, Controls, Skid)	Lump Sum	1.0	\$1,800,000.00	\$1,800,000.00
6.4	UV Reactors	Lump Sum	1.0	\$250,000.00	\$250,000.00
6.5	Backwash Recycling Works	Lump Sum	1.0	\$150,000.00	\$150,000.00
6.6	Post-Treatment Equipment	Lump Sum	1.0	\$350,000.00	\$350,000.00
6.7	Misc. Treatment Equipment	Lump Sum	1.0	\$50,000.00	\$50,000.00
	<b>TREATMENT WORKS SUBTOTAL</b>				<b>\$3,200,000.00</b>
<b>7.0</b>	<b>RELATED WORKS:</b>				
7.1	Fork Lift c/w Training	Lump Sum	1.0	\$75,000.00	\$75,000.00
7.2	Well Pump Replacements	Lump Sum	1.0	\$150,000.00	\$150,000.00
7.3	Well Kiosk Replacements	Lump Sum	1.0	\$120,000.00	\$120,000.00
7.4	Site Fencing Improvements	Lump Sum	1.0	\$100,000.00	\$100,000.00
7.5	Chlorine Contact Tank	Lump Sum	1.0	\$100,000.00	\$100,000.00
	<b>RELATED WORKS SUBTOTAL</b>				<b>\$545,000.00</b>



**McElhanney**

**Notes:**

- 1) Estimated costs are derived from recent experience on Vancouver Island, but there is no warranty that actual cost will not vary. McElhanney accepts no liability for actual cost which may vary from the estimated construction costs provided herein.
- 2) Cost estimate based on McElhanney Ltd. Preliminary Design Drawings dated January 10, 2025.
- 3) Actual construction costs may vary depending on factors that include site and market conditions.

<b>SECTION 1</b>	<b>GENERAL CONDITIONS:</b>	<b>\$700,000.00</b>
<b>SECTION 2</b>	<b>SITE WORKS:</b>	<b>\$600,000.00</b>
<b>SECTION 3</b>	<b>BUILDING WORKS:</b>	<b>\$3,100,000.00</b>
<b>SECTION 4</b>	<b>BUILDING MECHANICAL WORKS:</b>	<b>\$225,000.00</b>
<b>SECTION 5</b>	<b>ELECTRICAL WORKS:</b>	<b>\$800,000.00</b>
<b>SECTION 6</b>	<b>TREATMENT WORKS:</b>	<b>\$3,200,000.00</b>
<b>SECTION 7</b>	<b>RELATED WORKS:</b>	<b>\$545,000.00</b>
<b>TOTAL CONSTRUCTED WORKS</b>		<b>\$9,170,000.00</b>
<b>ENGINEERING</b>		<b>\$1,240,000.00</b>
<b>CONTINGENCY (25%)</b>		<b>\$2,602,500.00</b>
<b>TOTAL PROJECT (LESS GST)</b>		<b>\$13,012,500.00</b>









# INFORMATION REPORT

Council Meeting: March 10, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** RICK GEDDES, FIRE CHIEF

**FILE NO:** 7380-20

**SUBJECT:** FIRE AND EMERGENCY SERVICES 2024 ANNUAL SUMMARY

**REPORT NO:** 25-29

**ATTACHMENT(S):** N/A

**PURPOSE:**

The purpose of this report is to provide Council with a summary of Ucluelet Fire and Emergency Services activities for 2024.

**OPERATIONS:**

2024 marked the 75<sup>th</sup> anniversary of the Ucluelet Fire Department.

There was a modest decrease in call volume over 2023 as Ucluelet Fire Rescue (UFR) responded to 176 calls in 2024.

	2021	2022	2023	2024
• Alarm Activations	29	32	26	29
• Ambulance Assists	14	9	6	8
• Aviation Incidents	-	-	-	1
• Beach / Brush Fires	14	5	5	2
• Burning Complaints	1	9	8	12
• Carbon Monoxide	-	2	-	2
• Chimney Fires	4	1	2	1
• Duty Officer Investigations	11	6	10	8
• Elevator Rescue	-	-	-	1
• Gas / Propane Leaks	2	3	6	6
• Hydro Trouble	3	4	10	4
• Marine Incidents	-	1	2	1
• Medical Aid	37	56	66	53
• Motor Vehicle Fires	-	2	-	-
• Motor Vehicle Incidents	29	29	36	33
• Public Service	-	-	-	3
• Other	16	6	2	3
• Structure Fires	9	5	5	9
• Tsunami Warnings	-	-	1	-
• Wildland Fires	1	-	-	-
	<b>170</b>	<b>171</b>	<b>184</b>	<b>176</b>

Ucluelet Fire Rescue responded to 51 calls outside of the municipality in 2024. The majority of these calls were for road rescue.

We responded to 4 structure fires in Tofino. None of which were of significance. There was one major structure fire in Ucluelet that resulted in the loss of a home.

The Ministry of Emergency Management & Climate Readiness (EMCR) compensates the District for rescue calls which are outside of the municipality. In 2024, EMCR reimbursed the District approximately \$14,000.00 for the provision of road rescue services. These funds are allocated to the Fire Facilities, Vehicles, & Equipment Reserve Fund Account.

Work continues on the updating service agreements with the Alberni Clayoquot Regional District (for Area “C” fire protection and emergency management) and Parks Canada. Both service agreements are long out of date and will include updated services and fee structures. Part of these agreements includes providing support and consultation when required.

As part of supporting our partner agencies, we applied for and received a wildland fire skid unit on behalf of Toquaht Nation. This unit is located in Macoah and will provide a significant boost to the community’s firefighting capabilities. The skid unit includes a 1,000-litre holding tank, wildland pump, hose, and nozzle.

Fire department capital purchases for 2024 included new breathing apparatus. This new equipment represents the latest technology and signifies a major investment in the safety of our firefighters. The new breathing apparatus will also mean a decrease in maintenance and repair costs as it has a lifetime warranty.

Another big step for firefighter safety was the purchase of eight new sets of turnout gear. This purchase cost approximately \$30,000.00 and was fully funded through a UBCM grant. This is in support of our firefighter cancer prevention program.

Improvements to the firehall included the replacement of the exterior stairs. While the interior stairs do not meet minimum code requirements, this provides peace of mind in knowing that we now have a staircase that is code compliant as we work towards the long-term goal of replacing the firehall.

Other firehall improvements included the installation of a heat pump. This is a significant step forward for comfort while working in the firehall / emergency operations centre.

The Cedar Road tsunami warning system was replaced with new electrical components. The previous system had become unreliable and required constant repairs. This project was valued at approximately \$30,000.00 and fully funded through a UBCM grant.

**TRAINING:**

Fire department members dedicated over 2900 person hours to training during the reporting period.

By the end of 2024, the fire department was in an unprecedented position in which all firefighters (other than the 2024 recruits) have completed NFPA 1001 Firefighter 2 certification.

Training highlights include:

- Six members completed National Fire Protection Association (NFPA) 1001 Firefighter 2 Program.
- Five recruit firefighters began the NFPA1001 Firefighter 2 Program.
- Three members recertified their First Responder medical licenses.
- Three members completed air brakes and driver training.
- Three members completed Live Fire Level 2 certification in Comox.
- Two members completed Incident Command System Level 200.
- One firefighter completed NFPA 1521 Incident Safety Officer certification.
- Twelve members completed a two-day auto extrication course.
- Deputy Chief McRurie attended the BC Fire Training Officer's Association annual conference in Squamish.
- Deputy Chief Fortune and Chief Geddes attended the BC Fire Chief's Association annual conference in Kamloops.

The fire department continues to train with our automatic mutual aid partners from Tofino. We now plan a quarterly joint practice for both departments. This joint training has proven to be extremely valuable in strengthening the interdepartmental relationship. 2024 saw two major joint training scenarios, one of which was a mock bus accident in Tofino and the other was an industrial toxic gas leak in Ucluelet.

In September, the District hosted a Justice Institute of BC Community Evacuations Course. The 22 Participants included representatives from the District of Ucluelet, District of Tofino, City of Port Alberni, Ministry of Transportation, Toquaht Nation, ACRD, Tseshaht First Nation, and BCEHS. This course was paid for by a grant through EMCR and the Justice Institute of BC.

Our Emergency Support Services (ESS) Team continues to train and meet regularly. This team of dedicated volunteers continues to ensure the District is prepared to assist evacuees during an emergency. Near the end of the year, the team doubled as we acquired two more members.

There was one ESS activation in 2024 for a structure fire.

The Ucluelet Emergency Planning Committee held quarterly meetings in January, April, July, and October. These meetings are a valuable forum to exchange information and training opportunities amongst those agencies with whom the District collaborates during emergencies.

#### **FIRE PREVENTION:**

127 fire safety inspections were completed in 2024. This is a significant increase from 2023, where 48 inspections completed. 14 pre-fire plans were completed in 2024.

In the Spring, all commercial kitchens in Ucluelet underwent fire safety inspections. For many businesses, this was the first time they have gone through this process. Numerous code infractions were discovered, most of which were easily rectified. Some orders were issued.

For the first time ever, all mobile food vendors who operated at Ukee Days were required to pass a fire inspection. While this process experienced some growing pains, the end result was the assurance of a safer environment for residents and visitors to Ukee Days.

**GENERAL INFORMATION:**

In February, we welcomed five new members to the fire department. All five bring unique skillsets and experience as they have become valuable members of the team.

The Ucluelet Firefighter’s Association continues to give back to the community as they sponsored local youth Sarita Wyton to attend Island Ignite. This is a weekend of training and camaraderie for high school aged girls that encourages and empowers women through firefighting. The event takes place annually at the Victoria Fire Department.

The Firefighter’s Association also presented the Sandy Henry Jr. Memorial Scholarship to Rheanna Garcia. Rheanna is attending Vancouver Island University. This bursary is for \$1,000.00 and will be increased to \$1,500.00 in 2025.

Other community events that firefighters participated in include The High Ground Hike, Pacific Rim Arts Society Gala, Canada Day ceremony, Ucluelet Elementary School PAC barbecue, Ukee Days parade, the Halloween Howl, Remembrance Day ceremony, and Breakfast with Santa.

Significant years of service milestones for 2024 include Firefighter Jonathan Clayton, Adam Howe, and Michael Martin all completing ten years. Deputy Chief Mark Fortune completed twenty-five years.

The Firefighter of the Year for 2024 was Firefighter Ailsa Terry. Firefighter Terry epitomizes the department’s core values and continues to prioritize service before self.

2023 saw the creation of the Ted Eeftink Attendance Award. The firefighters were looking for a way to honour our former Chief Eeftink. The award is presented annually to the firefighter who has the highest attendance at training events and callouts throughout the year. 2024’s recipient was Firefighter Adam Howe.

Ucluelet Fire Rescue (UFR) continues to attract quality members who are guided by the fire department’s values of safety, respect, reliability, compassion, competence, and resilience.

From September to November, UFR held a successful recruiting campaign. Four successful applicants recently began the recruit training program.

2024 saw the fire department welcome five new members. The success of our recruitment and retention is a testament to the type of people that Ucluelet Fire Rescue continues to attract.

**Respectfully Submitted:** Rick Geddes, Fire Chief  
Duane Lawrence, CAO



**Mayor**  
Ross Siemens

**Councillors**  
Les Barkman  
Kelly Chahal  
Patricia Driessen  
Simon Gibson  
Dave Loewen  
Patricia Ross  
Dave Sidhu  
Mark Warkentin

February 28, 2025

File: 0530-003/0400-60

*Via Email*

UBCM Member Municipalities

Dear UBCM Members:

**Re: Support for Resolution**

I am writing on behalf of Abbotsford City Council, requesting favourable consideration and resolutions of support for our proposed UBCM Resolution for Infrastructure Support for Specified Municipalities – Housing Supply Act at the upcoming LMLGA Convention, in advance of the UBCM Convention this fall.

At the February 25, 2025 Council Meeting, City Council approved the following resolution:

WHEREAS the Government of BC introduced the *Housing Supply Act* in 2023 and has since required multiple “specified” municipalities to review and update their zoning bylaws by December 31, 2025, to permit increased density in-line with government mandated housing targets;

AND WHEREAS the increased housing density requirements for these specified municipalities places undue financial pressure on those local governments due to the corresponding infrastructure upscaling requirements;

THEREFORE, BE IT RESOLVED that the Union of BC Municipalities work with the Government of BC to establish and provide long-term, stable and predictable infrastructure funding for municipalities to address these challenges.

We look forward to, and appreciate your support on this matter.

Sincerely,

Ross Siemens  
Mayor

c. Council members  
Peter Sparanese, City Manager