



**REGULAR MEETING OF COUNCIL
Tuesday, May 10, 2022 @ 3:30 PM
Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF THE YUULU?I?ATH	
Council would like to acknowledge the Yuulu?i?ath on whose traditional territories the District of Ucluelet operates.	
3. NOTICE OF VIDEO RECORDING	
Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.	
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 Denise Stys-Norman, Executive Director, Tourism Ucluelet
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- 14.1 Councillor Marilyn McEwen
Deputy Mayor January 1 - March 15, 2022
- 14.2 Councillor Lara Kempes
Deputy Mayor March 16 - May 31, 2022
- 14.3 Councillor Jennifer Hoar
Deputy Mayor June 1 - August 15, 2022
- 14.4 Councillor Rachelle Cole
Deputy Mayor August 16 - October 31, 2022
- 14.5 Mayor Mayco Noël
15. QUESTION PERIOD

16. CLOSED SESSION

16.1 Procedural Motion to Move In-Camera

THAT the meeting be closed to the public in order to address agenda items under the following sections of the Community Charter:

90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

17. RECONVENE FROM CLOSED SESSION

18. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Tuesday, April 19, 2022 at 4:00 PM

Present: **Chair:** Acting Mayor McEwen
 Council: Councillors Cole & Hoar, Mayor Noël (via Zoom)
 Staff: Duane Lawrence, Chief Administrative Officer
 Donna Monteith, Chief Financial Officer
 Bruce Greig, Director of Community Planning
 Abby Fortune, Director of Parks and Recreation
 James MacIntosh, Director of Engineering Services
 Nicole Morin, Building Official
 Samantha McCullough, Executive Assistant
 Paula Mason, Manager of Corporate Services

Regrets: [Councillor Kemps]

1 CALL TO ORDER

The meeting was called to order at 4:00pm.

2 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

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

3 NOTICE OF VIDEO RECORDING

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

4 LATE ITEMS

There were no late items.

5 APPROVAL OF AGENDA

5.1 April 19, 2022 Special Agenda

2022.2074.REGULAR *It was moved and seconded THAT Council adopt the April 19, 2022 Special Agenda as presented.*

CARRIED.

6 ADOPTION OF MINUTES

6.1 March 15, 2022 Regular Minutes

2022.2075.REGULAR *It was moved and seconded THAT Council adopt the March 15, 2022 Regular Agenda as presented.*

CARRIED.

6.1 March 29, 2022 Regular Minutes

2022.2076.REGULAR *It was moved and seconded THAT Council adopt the March 29, 2022 Regular Agenda as presented.*

CARRIED.

7 PUBLIC INPUT & DELEGATIONS

7.1 Public Input

7.1.1 The following audience members provided input in-person regarding downtown parking concerns:

a) Patricia Sieber - 1058 Helen Road

b) Jan Draeseke - The Crow's Nest / 205 Main Street

The following audience member provided input via Zoom in support of the Pacific Rim Home Development Cooperative's housing initiative:

a) Kerry Harwood - 1136 Coral Way

An email from Josh Anker received via communityinput@ucluelet.ca in support of traffic calming options for the Bay Street area was read aloud.

7.2 Delegations

**7.2.1 Tarni Jacobsen, Pacific Rim Hospice Society
Better at Home program**

Ms. Jacobsen & Ms. Thymaras presented the Better at Home program details to Council.

**7.2.1 Randy Oliwa, Pacific Rim Home Development Cooperative (PRHDC)
Re: Non-Market Housing Project**

Mr. Oliwa provided an update to Council on Pacific Rim Home Development Cooperative's recent milestones and successes, their recently completed business plan and FCM planning grant funding status.

2022.2077.REGULAR *It was moved and seconded THAT Council direct staff to prepare a report regarding the Pacific Rim Home Development Cooperative's initiative to a future meeting of Council for their review.*

CARRIED.

8 UNFINISHED BUSINESS**There was no unfinished business.**

2022.2078.REGULAR *It was moved and seconded THAT Council go into a Committee of the Whole at 4:47pm to discuss Item 9.1 on the agenda.*

CARRIED.

9 COMMITTEE OF THE WHOLE

9.1 Traffic Calming Next Steps
James MacIntosh, Director of Engineering

Mr. MacIntosh introduced Richard Drdul, who provided an informative presentation regarding the things that should be considered while developing a Traffic Calming Policy, as well as next steps. Mr. MacIntosh then sought direction from Council on the following questions:

1. Does Council support the proposed goals and objectives? Are there additional objectives that should be included, or other considerations?
2. Which traffic calming measures does Council favour? Are there any measures that Council is uncertain about, and if so, what concerns does Council have?
3. Is Council comfortable with the proposed four-step process for traffic calming? Are there any changes to the process that Council would like Staff to consider?
4. Does Council agree with the proposal to require requests for traffic calming to include demonstrated community support of affected residence and businesses prior to a staff/council review?

Council expressed their support of the proposed goals and objectives and their preference for speed humps over traffic circles. They expressed their comfort with the proposed four-step process and had no changes they wished to make to said process. Council was in support of gathering the affected resident's and business community's feedback prior to a staff review. Staff will return to Council in May 2022 with a draft Traffic Calming Policy for review.

2022.2079.REGULAR *It was moved and seconded THAT the Committee of the Whole portion of the meeting be adjourned at 5:24 pm, to return to the Regular Meeting.*

CARRIED.

10 BYLAWS

10.1 2022-2026 Financial Plan Bylaw No. 1307, 2022 / Annual Tax Rates
Bylaw No. 1308, 2022
Donna Monteith, Chief Financial Officer

Ms. Monteith gave an overview of the process used to prepare both the Financial Plan and Annual Tax Rates bylaws, including an extended public engagement period.

- 2022.2080.REGULAR *It was moved and seconded THAT the District of Ucluelet 2022–2026 Financial Plan Bylaw No. 1307, 2022 be given first, second, and third reading.*
It was moved and seconded THAT the District of Ucluelet Annual Tax Rates Bylaw No. 1308, 2022 be given first, second, and third reading.

CARRIED.

10.1 Adoption of Elections and Assent Voting Bylaw No. 1305, 2022
Paula Mason, Manager of Corporate Services

Ms. Mason provided a brief overview of the revised proposed Election & Assent Voting bylaw.

- 2022.2081.REGULAR *It was moved and seconded THAT Council rescind third reading of Elections and Assent Voting Bylaw No. 1305, 2022.*
It was moved and seconded THAT Council give third reading to Elections and Assent Voting Bylaw No. 1305, 2022 as amended.
It was moved and seconded THAT Council adopt the Elections and Assent Voting Bylaw No. 1305, 2022.

CARRIED.

11 REPORTS

11.1 Amphitrite Point Park Project Funding
Abby Fortune, Director of Parks & Recreation

Ms. Fortune provided an overview of her report and requested Council to approve the use of additional RMI funds and proceed with Phase 1.

- 2022.2082.REGULAR *It was moved and seconded THAT Council direct staff to remove the landscaping component from the Amphitrite Point Park Project.*
It was moved and seconded THAT Council direct staff to amend the 2022-2026 capital budget to include an additional allocation of \$331,230 from the Resort Municipality Initiative funds for total project cost of \$1,692,000 for the Amphitrite Point Park Project.
It was moved and seconded THAT Council direct staff to proceed with the issuance of a request for proposal for the completion of the Amphitrite House project.

CARRIED.

11.1 CARE Network Proposal For Comprehensive Animal Related Services
Paula Mason, Manager of Corporate Services

Ms. Mason provided an overview of the options Council could take to support the CARE Network non-profit organization in their endeavors to become a regional animal kenneling service, managed by the ACRD.

2022.2083.REGULAR *It was moved and seconded THAT Council approve Option A, to direct staff to write a letter of support to ACRD asking that they consider CARE Network's proposal to establish a regional West Coast animal kenneling service; and further, THAT Council direct staff to write letters of support on behalf of the CARE Network for use in any grant applications they chose to submit.*

CARRIED.

12 NOTICE OF MOTION

12.1 Councillor Hoar will be bringing a motion forward at the next regular meeting of Council to recognize and celebrate World Ocean's Day 2022 and the advancement of ocean conservation in Canada.

2022.2084.REGULAR *It was moved and seconded THAT Council take a brief recess at 5:49pm, returning at 5:56pm.*

CARRIED.

13 CORRESPONDENCE

**13.1 Notes from meeting of Ucluelet Concerned citizens - March 21, 2022
Patricia Sieber, Ucluelet Concerned Citizens group**

Acting Mayor McEwen requested that staff mount some project information boards in the area of the Village Green. She also asked that more Community Notice boards be added to the municipal building as well as at the Ucluelet Community Centre. Mr. Lawrence confirmed that our Communications staff is currently looking into perhaps adding a Notice Board at the post office area. Mayor Noel suggested that staff look into the use of the digital sign located outside the high school as the District funded 50% of the cost for the sign with its use in mind.

**13.1 The Case for Basic income for Municipalities - Support for AVICC Resolution R37
Councillor Marianne Alto, City of Victoria / Councillor Dale Bass, City of Kamloops**

**13.2 Renewing Tofino General Hospital
Laura McDonald, President, Tofino-long Beach Chamber of Commerce**

14 INFORMATION ITEMS

**14.1 Tourism Master Plan Update Presentation
Abby Fortune, Director of Parks & Recreation**

Ms. Fortune introduced Mr. Dan Wilson of WCS Engagement & Planning, who provided a review of the plan's purpose, process, priorities, as well as next steps.

**14.1 Update on Village Green: Main & Cedar Intersection
Bruce Grieg, Director of Community Planning**

Mr. Greig provided an update to Council on the development of the design work for the Village Green revitalization project – in particular the road alignment, sidewalks and parking areas in the vicinity of the Main Street and Cedar Road intersection. Council gave direction to staff to proceed with the Option 2 - 95% design as presented. Council also requested staff to explore costs for exploring the addition of parking stalls within the Cedar Hub Parking Hub, for consideration in the 2023 budget.

2022.2085.REGULAR *It was moved and seconded THAT Council direct staff to explore costs for adding parking stalls within the current extents of the Cedar Road Parking Hub, for consideration in the 2023 budget.*

CARRIED.

**14.2 ACRD Press Release
Heather Thomson, ACRD Communications Coordinator**

**14.3 Around the Region ACRD Newsletter
ACRD Administrative Services**

15 MAYOR'S ANNOUNCEMENTS

15.1

Mayor Noel took a moment to pay respects to Mr. Elling Reite, a long time resident of Ucluelet. Elling, at almost 100 years of age contributed greatly to the community, building both Island West Resort and Whispering Pines trailer park. Mayor Noel made mentioned of Elling's strong beliefs in entrepreneurship and community. A Celebration of Life will be held at 2:00pm on April 30th, 2022 at the Ucluelet Community Centre.

16 COUNCIL COMMITTEE REPORTS

**15.1 Councillor Marilyn McEwen
Deputy Mayor January 1 - March 15, 2022**

March 29: Attended the Tourism Ucluelet AGM
April 1-3: Attended the AVICC convention
April 6-8: Attended the LGLA conference

16.1 Councillor Lara Kemps

Deputy Mayor March 16 - May 31, 2022**16.2 Councillor Jennifer Hoar*****Deputy Mayor June 1 - August 15, 2022***

April 1-3: Attended the AVICC convention

April 6-8: Attended the LGLA conference Councillor Hoar mentioned a wonderful take away from her convention participation "Remember to be a great ancestor."

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

April 1-3: Attended the AVICC convention

April 4: Attended a Communities Building Youth meeting

April 6-8: Attended the LGLA conference

April 13: Attended the West Coast Committee / ACRD / ACRHD meetings

April 20: 2022 West Coast Job Expo will be happening at the Ucluelet Community Centre from 1-4pm.

16.4 Mayor Mayco Noël

Mayor Noel expressed great concerns with regard to the new BC Ambulance Staffing Model and the lack of current staffing at our local station.

17 QUESTION PERIOD**17.1**

The following audience members provided in-person comments regarding Item 14.2 Village Green Update, specifically parking:

a) Patricia Sieber - 1058 Helen Road

b) Jan Draeseke - The Crow's Nest / 205 Main Street

There was no further input via Zoom or via communityinput@ucluelet.ca.

18 ADJOURNMENT**18.1**

The meeting was adjourned at 7:13pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, April 19, 2022 at 4:00 pm in the Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël, Mayor

Paula Mason, Deputy Corporate Officer

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD AT THE UCLUELET COMMUNITY CENTER, 500 MATTERSON DRIVE
Tuesday, April 26, 2022 at 4:00 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Duane Lawrence, Chief Administrative Officer
 Donna Monteith, Chief Financial Officer
 Bruce Greig, Director of Community Planning
 Abby Fortune, Director of Parks and Recreation
 Paula Mason, Manager of Corporate Services

Regrets:

1 CALL TO ORDER

1.1

The meeting was called to order at 4:00pm.

2 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

2.1

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

3 NOTICE OF VIDEO RECORDING

3.1

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

4 LATE ITEMS

4.1

There were no late items.

5 APPROVAL OF AGENDA

5.1

April 26, 2022 Regular Agenda

2022.2086.REGULAR *It was moved and seconded **THAT** Council adopt the April 26, 2022 Regular Agenda as presented.*

CARRIED.

6 ADOPTION OF MINUTES

7 PUBLIC INPUT & DELEGATIONS

7.1 Public Input

7.1 Delegations

**Jeff Anderson, Rotary Club of Ucluelet
Re: Frisbee Golf Course Development**

Mr. Anderson provided information regarding the development of a local Frisbee Golf Course in Ucluelet and discussed various possible locations on District owned lands.

2022.2087.REGULAR

It was moved and carried THAT Council direct staff to prepare a report on the development of a Frisbee Golf Course in Ucluelet, specifically using the land behind the water tower for the course, for council's consideration.

CARRIED.

**Jodie Frank, Organics Coordinator, Alberni-Clayoquot Regional District
Re: ACRD Sort'nGo Presentation**

Ms. Frank had some IT issues, so gave her presentation after agenda item 9.1 Committee of the Whole portion ended and Council returned to the Regular Meeting. She provided an informative overview of the upcoming Sort'nGo program coming to the West Coast in the Fall of 2022.

8 UNFINISHED BUSINESS

8.1 There was no unfinished business.

2022.2088.REGULAR

It was moved and seconded THAT Council go into a Committee of the Whole at 4:20pm to discuss Item 9.1 on the agenda.

CARRIED.

9 COMMITTEE OF THE WHOLE

9.1 Resort Development Strategy 2022/23-2024/25 Input Abby Fortune, Director of Parks & Recreation

Ms. Fortune provided a report outlining the requirements of the Resort Municipality Initiative, asking Council for direction regarding the goals and objectives of the Resort Development Strategy and asking that Council confirm and identify projects and priorities for the use of the RMI funds for the upcoming three-year cycle of the RDS. Council was supportive of the proposed goals and suggested adding water fountains and perhaps looking into the possible creation of a cup program in a collaborative effort with Tourism

Ucluelet. Council expressed their support for the suggested funding model and asked if the Ucluelet Historical Society could be added. After discussion around the various proposed projects, Council listed washrooms at trail heads and in the downtown core, the Village Green playground, the Amphitrite House project, First Nations Tourism Development and the addition of more prominent/street crossing Christmas Lighting along Peninsula Road as their priority capital projects.

2022.2089.REGULAR *It was moved and seconded THAT the Committee of the Whole portion of the meeting be adjourned at 5:04pm, to return to the Regular Meeting.*
CARRIED.

10 BYLAWS

10.1 Five Year Financial Plan And Tax Rates Bylaws - Adoption Donna Monteith, Chief Financial Officer

Ms. Monteith introduced the Five Year Financial Plan and Tax Rates bylaws for adoption.

2022.2090.REGULAR *It was moved and seconded THAT the District of Ucluelet 2022–2026 Financial Plan Bylaw No. 1307, 2022 be adopted.*

It was moved and seconded THAT the District of Ucluelet Annual Tax Rates Bylaw No. 1308, 2022 be adopted.

It was moved and seconded THAT Council take a five minute recess, returning at 5:32pm.

CARRIED.

11 REPORTS

11.1 DVP & DP 1666 Peninsula Road – Peninsula Road Motel John Towgood, Municipal Planner

Mr. Greig provided a brief summary of the report and invited either the applicant or any members of the public to speak to the application. The architect, Mr. Hansen, provided an overview of the plans and answered question from Council. A letter from Ian Riddick of Heartwood Kitchen, in support of the proposed development was read aloud. One request from Mr. Riddick was for the removal of the invasive bamboo currently growing between the two properties.

2022.2091.REGULAR *It was moved and seconded THAT Council, with regard to the proposed redevelopment and expansion at 1666 Peninsula Road (Lot 5 & 6, Plan VIP3486, District Lot 282, Clayoquot Land District):*
1. Subject to public comment, approve the issuance of Development Variance Permit 22-01 for a minimum front yard setback of 11'-11" from the lot line abutting Peninsula Road, whereas section CS-2.6.2 of the Ucluelet Zoning Bylaw No. 1160, 2013 requires 15ft; and,

2. Approve the issuance of Development Permit 22-01 for the following:
- removal of an existing commercial building (the Sake Sushi building).
 - renovation of an existing motel building.
 - addition of a 3-storey motel building (off Larch Road), a 2-storey motel building (mid property), and a 2-storey mixed Commercial / Resort Condo building (fronting Peninsula Road).
 - associated landscape and hardscape works.
 - removal of invasive species during land remediation.

CARRIED.

11.2 Temporary Use Permit 2066 Peninsula Road John Towgood, Municipal Planner

Councillor Hoar rescued herself from the meeting. Mr. Greig presented the application to allow one seasonal RV camping space for local workers to the rear of the Far West building. Members of the public and the applicant were given the opportunity to speak to the application.

2022.2092.REGULAR *It was moved and seconded THAT Council, subject to public comment, authorize the issuance of Temporary Use Permit 21-19 for a period of 3 years, to allow one seasonal RV camping space for local workers to the rear of the Far West building located at 2066 Peninsula Road.*

CARRIED.

11.3 Temporary Use Permit 221 Minato Road John Towgood, Municipal Planner

Councillor Hoar returned to the meeting. Mr. Greig provided an overview of Minato Bay's application to allow the storage of boats, recreational vehicles, trailers and other mobile items on their Minato Road property for one year. Members of the public and the applicant were given the opportunity to speak. Mr. Chris Bozman was available to answer questions raised by Council. He agreed to install a security camera on site at Council's request. A member of the public from the neighbouring property, Ms. Fortune, commented that they had originally been concerned with the oversight of the property and with large vehicles coming and going from the property, however they spoke in support of the application.

2022.2093.REGULAR *It was moved and seconded THAT Council, subject to public comment and notwithstanding restrictive covenant CB8532151, authorize the issuance of Temporary Use Permit 22-01 to allow the storage of boats, recreational vehicles, trailers, and other mobile items in a 1.5 acre area of 221 Minato Road for a period of 1 year, and to include one security camera on site.*

CARRIED.

12 NOTICE OF MOTION

12.1 There were no Notices of Motions.

13 CORRESPONDENCE

13.1 Motion from the Barkley Community Forest Corporation - Tabular Stumpage Rates
Geoff Lyons, Barkley Community Forest Corporation

Mayor Noël brought this item forward for discussion and provided his support for the submission of a 2022 UBCM resolution asking that the Province of BC maintain the tabular rate structure for community forest agreements.

2022.2094.REGULAR *It was moved and seconded THAT the following 2022 UBCM Resolution be submitted by the District of Ucluelet regarding Pricing Policy for Community Forests.*

WHEREAS The tabular stumpage rate system that currently applies to community forest agreements provides the means through which community forests innovate, operate in contentious areas, invest in long-term forest stewardship and provide jobs and other benefits to their communities;

AND WHEREAS The ability of community forests to innovate and invest in community priorities including climate change adaptation, wildfire risk reduction, ecosystem restoration, old growth management, recreational infrastructure development, and community economic development relies upon the current stumpage rates;

AND WHEREAS Any change in the current tabular stumpage policy that results in an increased stumpage rates and additional administrative burden for community forest tenures will greatly reduce and undermine the capacity of community forests to provide key socio-economic benefits to the communities that they support. The tabular stumpage policy enables community forest agreement holders to implement modernized forest policies and to meet the full range of community objectives while operating viable businesses.

THEREFORE BE IT RESOLVED that the Province of British Columbia maintain the tabular rate structure for community forest agreements.

CARRIED.

13.2 City of Fort St. John - Extended Hour Child Care for Shift Workers
Bonnie McCue, Corporate Officer, City of Fort St. John

13.3 Peninsula Rd. Renovations
Rich Parlee, Ucluelet resident

13.4 Boardwalk
Forston Taylor, North Vancouver resident

Mayor Noël recognized Mr. Tylor's comments regarding the importance of a boardwalk between Water's Edge and Peninsula Road.

13.5 Peninsula Update Worries and Suggestions
Courtney Johnson & Barry Edge, Image West Gallery

Mayor Noël advised that he had personally spoken with Ms. Johnson regarding her concerns.

14 INFORMATION ITEMS

14.1 Preliminary Application – “Minato Bay” housing development Bruce Greig, Director of Community Planning

Mr. Greig introduced Council and the community to a current development proposal for new housing at 221 Minato Road. He proposed that a Committee of the Whole be held mid-May to provide both Council and members of the public to comment and ask questions, after the Open House has been held by the developer. The applicant, Mr. Bozman provided a brief history of how the concept plan was born, an overview of the project, and the affordable housing component he plans to offer.

14.2 Superintendent of Schools and Chief Executive Officer for School District 70 Pacific Rim Pam Craig, Board Chair, School District 70 Pacific Rim

Council asked that staff send a welcome letter to Mr. Davies and also invite him to attend a Council meeting in September to provide an opportunity to introduce himself and speak to his upcoming plans for the School District.

14.3 Parks Canada implements Combers Seasonal Dog Ban April 14-October 1, 2022 Parks Canada Pacific Rim

14.4 Invasive Mussel Defense Program Terry Rysz, Mayor, District of Sicamous

14.5 ACRD Press Release - 10th Anniversary celebration Heather Thomson, Communications Coordinator, ACRD

14.6 International Day Against Homophobia and Transphobia Laurent Breault, General Director, Fondation Émergence

Councillor Hoar inquired if the District owns a banner/flag in support of this initiative.

2022.2095.REGULAR *It was moved and seconded THAT Council direct staff to acquire and raise a flag or banner each year on May 17th, beginning with 2022 if possible, in support of the LGBTQ+ community for the International Day Against Homophobia and Transphobia.*

CARRIED.

14.7 Roundtable on the Connecting Communities BC Program Lisa Beare, Minister, Ministry of Citizen's Services

14.8 AVICC April Update: New AVICC Executive Committee members AVICC Administration

Councillor McEwen suggested that Council submit a recommendation to the UBCM's 2022 Community Excellence Awards for the recently adopted Official Community Plan, perhaps under the Governance Category. Mayor Noël

suggested that a recommendation for an award also be submitted for the COVID-19 response actions/planning that Staff and Council produced.

15 MAYOR'S ANNOUNCEMENTS

16 COUNCIL COMMITTEE REPORTS

16.1 Councillor Marilyn McEwen
Deputy Mayor January 1 - March 15, 2022

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

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

April 21, 2022: Attended the Peninsula Road Stakeholder meeting regarding the Peninsula Road Revitalization project.

April 23, 2022: Attended the Historical Society AGM where the society honoured Mary Kimoto on her 100th birthday. There will be a Mother's Day plant sale at UAC Hall on May 7, 2022 which is a fundraiser for the Historical Society.

Councillor Hoar brought a motion forth in support of World Ocean's Day on June 8, 2022. She also encouraged residents to use eco-friendly products wherever possible.

2022.2096.REGULAR *WHEREAS, Wednesday, June 8, 2022, is the 30th annual World Ocean's Day. World Oceans Day is the United Nations day for celebrating the role of the ocean in everyday life and inspiring action to protect it.*

WHEREAS, Countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life.

WHEREAS, The ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change.

WHEREAS, The ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore, protecting the ocean is in the interest of all life on Earth, and communities both coastal and inland, as it is essential to our shared future.

WHEREAS, It is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean, and have been stewards of the ocean since time immemorial.

WHEREAS, It is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national

importance.

WHEREAS, In celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

Therefore be it resolved that the District of Ucluelet recognizes the 30th anniversary of World Oceans Day on June 8th, 2022 and supports national and international efforts to protect 30% of the ocean by 2030.

CARRIED.

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

April 20, 2022: Attended the Alberni Clayoquot Regional Health Network meeting re: Communities Building Youth Futures and also attended an In-camera Committee of the Whole with ACRD.

April 21, 2022: Attended the Clayoquot Biosphere Trust's second part in a series re: Decolonization: First Steps

April 25, 2022: Attended Coastal Family Resource Coalition's Harm Reduction Group meeting re: Alcohol Use Disorder

16.5 Mayor Mayco Noël

17 QUESTION PERIOD

17.1 There was no public input.

18 CLOSED SESSION

18.1 THAT the meeting be closed to the public in order to address agenda items under the following sections of the *Community Charter*:

- **Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and**
- **Section 90(1)(g) litigation or potential litigation affecting the municipality; and**
- **Section 90(1)(c) labour relations or other employee relations.**

19 RECONVENE FROM CLOSED SESSION

20 ADJOURNMENT

20.1 The meeting was adjourned at 7:40pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, April 26, 2022 at 4:00 pm in the Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël, Mayor

Paula Mason, Deputy Corporate Officer



REPORT TO COUNCIL

Council Meeting: May 10, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

FILE NO: 2240-25

SUBJECT: CONTRACT APPROVAL FOR HARBOUR MASTER CONTRACT

REPORT NO: 22- 61

ATTACHMENT(s): N/A

RECOMMENDATION(s):

THAT Council approve Option A, to authorize the Mayor and Corporate Officer to execute a five-year contract between Kasslyn Contracting and the District of Ucluelet for Harbour Master services in the amount of 42% of gross revenues collected under the District of Ucluelet Harbour Regulation Amendment Bylaw 1296, 2021 plus GST as recommended by the Harbour Authority.

BACKGROUND:

On March 21, 2022 the District of Ucluelet, under the direction of the Ucluelet Harbour Authority, posted a Request for Proposals (RFP) for a Harbour Master Contract, with a closing date of April 4, 2022. Kasslyn Contracting was the sole bidder submitting a full proposal identifying and addressing the scope of work as laid out in Schedules A-C of the RFP.

At the May 2, 2022 Harbour Authority meeting, a Contract Authorization report regarding the Harbour Master Contract was presented by Abby Fortune, Director of Parks & Recreation, providing an overview of the proponent's submission. The Harbour Authority approved the recommendation to award a five-year contract between Kasslyn Contracting and the District of Ucluelet for Harbour Master services.

ANALYSIS OF OPTIONS

In option A, District Staff would award the Harbour Master contract to Kasslyn Contracting. Although Kasslyn Contracting was the sole bidder, they have submitted a strong proposal that meets the needs of the Request for Proposal for the Harbour Master position.

In option B, District Staff would re-issue the Harbour Master RFP. In this option the Harbour Authority could potentially extend the existing contract on a month-to-month basis, to allow time to re-issue the RFP if the existing contractor were willing. If the current contractor is not willing to extend the contract on a month-to-month basis, there is the potential to leave the Harbour Authority without a Harbour Master for a period of time. This option is not recommended.

A	Approve the Harbour Master	<u>Pros</u>	<ul style="list-style-type: none"> • The contractor has strong knowledge of the requirements or needs of the position • Pre-existing knowledge of the area, the position, and the customer base • Smooth transition into a new contract cycle

B	contract as presented.		<ul style="list-style-type: none"> Harbour Authority could continue to provide services using an acceptable, known entity
		Cons	<ul style="list-style-type: none"> Only one RFP was received
		Implications	<ul style="list-style-type: none"> 42% of gross revenues is allocated to maintain the contract. A commission-based contract limits any financial exposure to the District if revenues decrease.
	Re-issue the Request for Proposals	Pros	<ul style="list-style-type: none"> Additional proponents may submit proposals for consideration.
		Cons	<ul style="list-style-type: none"> There are no guarantees that there would be any additional submissions The Small Craft Harbour could potentially have no oversight until such time as a contractor is found Requires an agreement by the existing contractor to enter into a month-by-month contract until a new agreement is awarded.
		Implications	<ul style="list-style-type: none"> The Harbour Authority might temporarily be without a Harbour Master. High probability of lost revenues due to no harbour oversight
		Suggested Motion	That Council direct staff to re-issue a Request for Proposal (RFP) for the Harbour Master Contract.

NEXT STEPS

- Mayor and Corporate Officer to execute the contract to begin June 1, 2022

Respectfully submitted: **Abby Fortune, Director of Parks & Recreation**
Duane Lawrence, CAO



REPORT TO COUNCIL

Council Meeting: May 10, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: RICK GEDDES, FIRE CHIEF

FILE NO: 1855-03

SUBJECT: STRATEGIC PRIORITIES FUND CAPITAL INFRASTRUCTURE GRANT APPLICATION

REPORT NO: 22-62

ATTACHMENT(S): CCBF PROGRAM GUIDELINES FOR THE 2022 STRATEGIC PRIORITIES FUND

RECOMMENDATION(S):

THAT Council approves Option A, to approve a grant application for the development of a replacement regional fire hall through the 2022 Strategic Priorities Fund Capital Investment Grant program to a maximum of \$7.5M; and

THAT Council provides overall grant management; and

THAT Council provides up to \$1.5M towards the Firehall Project.

BACKGROUND:

During the Committee of the Whole (CoW) meeting on March 29, 2022, Council was presented with a Firehall Feasibility Study prepared by Liberty Construction Management Inc. The study included a review of the condition of the existing facility, preparation of a budget for the design and construction of a new or renovated firehall, potential locations, and a conceptual block diagrammatic building design. In consideration of the report, Council gave general direction to staff to proceed with the investigation into the next steps for the replacement of the firehall.

Following the CoW meeting, a grant opportunity that could fund the project was identified. The Strategic Priorities Fund (SPF), released on April 28, 2022, is an application-based program available to local governments to support capital infrastructure and capacity building projects that are either large in scale, regional in impact, or innovative, and align with the program objectives of productivity and economic growth, a clean environment and strong cities and communities.

The SPF is one of three funding streams delivered through the Canada Community-Building Fund (CCBF) in British Columbia, formerly known as the Gas Tax Fund. This funding stream can provide up to 100% of the cost of eligible expenses to a maximum of \$6,000,000.00. In the latest SPF guidelines, firehalls were included as an eligible project category. Previously, firehalls were ineligible for this funding.

Eligible Costs under the SPF Capital Infrastructure stream include the expenditures associated with the acquisition, planning, designing, construction, or renovation of firehalls. This includes

basic training facilities, dorms, administration areas, and acquisitions of fire trucks as part of the overall capital project.

This funding stream is designed to support local government, therefore costs associated with the acquisition, planning, designing, construction, or renovation of provincial agencies (ie: BC Emergency Health Services) are not eligible. In consideration of the need for upgraded space for ambulance services Staff would propose the firehall design include the ability to be expanded to include an ambulance station. Staff would further recommend that the District enter into discussions with EMBC on the potential funding and operation of an attached ambulance station as a separate project that could be added on to the fire station project.

ANALYSIS OF OPTIONS

The timeline provided in the feasibility study is two years from planning to completion. The feasibility study in March 2022 included a Class D preliminary budget of \$5.2M to construct a new fire hall. Staff are obtaining a Class C estimate for the fire hall to ensure this estimate is as up to date as possible in today's market. Staff expects contingencies and yearly market escalations to bring the project to \$7.5M.

The recommended option to Council is to direct staff to apply for the Strategic Priorities Fund (SPF) Capital Investment Grant for the full \$6M and include a \$1.5M contribution from the District to cover any overages and contingencies if needed. The District's contribution will address the funders requirement to plan for increased costs and will serve to further strengthen the application. This grant can be used in conjunction with other grants and funding sources, including the District's yearly Community-Building Fund (formerly Gas Tax), and reserves.

In the second option Council could provide direction to limit the fire hall project to a maximum of \$6M, with no contribution from the District. If the project costs escalate beyond \$6M the scope of work would need to be reduced. This option is risky as the grant submission specifically asks what contingency plans are in place for increases in costs.

A	Support an application to the 2022 Strategic Priorities Fund (SPF) Capital Investment Grant to a maximum of \$7.5m.	<u>Pros</u>	<ul style="list-style-type: none"> • A successful grant application would mean up to \$6M would be provided towards the construction of the fire hall • A successful grant application would significantly speed up the construction of a new fire hall. • A contribution from the District will strengthen the grant application. • A new firehall would be constructed to post-disaster standards. The current firehall is at high risk for catastrophic failure during a seismic event. • A new firehall could be designed to allow for future expansion to include an ambulance station if the opportunity arises.
		<u>Cons</u>	<ul style="list-style-type: none"> • An adequately sized facility would require the removal of the Ucluelet Athletic Club (UAC) Hall if built on the existing site. • A joint agency fire / ambulance station is not eligible under this grant.
		<u>Implications</u>	<ul style="list-style-type: none"> • \$1.5M contribution may be required from the District.

		<ul style="list-style-type: none"> The Five-Year Financial Plan will be amended in 2023 to construct the firehall in 2024-2025.
B	Support an application to the 2022 Strategic Priorities Fund (SPF) Capital Investment Grant to a maximum of \$6M.	<p>Pros</p> <ul style="list-style-type: none"> A successful grant application would mean that up to 100% of the costs would be covered to a maximum of \$6M. A successful grant application would significantly speed up the construction of a new firehall. A new firehall would be constructed to post-disaster standards. The current firehall is at high risk for catastrophic failure during a seismic event. A new firehall could be designed to allow for future expansion to include an ambulance station if the opportunity arises.
		<p>Cons</p> <ul style="list-style-type: none"> Limiting the fire hall project to \$6M will not allow for a cost escalation plan. If the project costs increase beyond \$6M the scope of work would need to be reduced. An adequately sized facility would require the removal of the Ucluelet Athletic Club (UAC) Hall. A joint agency fire / ambulance station is not eligible under this grant.
		<p>Implications</p> <ul style="list-style-type: none"> A successful grant application could mean a new firehall for the District of Ucluelet with no net cost to the taxpayers. If the project costs escalate, in this option the scope of the project will need to be reduced to stay within the \$6M funding. The Five-Year Financial Plan will be amended in 2023 to construct of the fire hall in 2024-2025.
		<p>Suggested Motion</p> <p>THAT Council approves Option B, to approve a grant application for the development of a replacement regional fire hall through the 2022 Strategic Priorities Fund Capital Investment Grant program to a maximum of \$6M; and</p> <p>THAT Council shall provide overall grant management.</p>
C	Do not support the grant application at this time.	<p>Pros</p> <ul style="list-style-type: none"> There are no obvious advantages to not support this grant application.
		<p>Cons</p> <ul style="list-style-type: none"> The current fire hall facility has reached the end of its lifespan and requires replacement. This option would provide significant delay to the facility's replacement. Required operational modifications and/ code compliance upgrades to the current facility will be expensive and will still result in the fire hall needing to be replaced in the future. Not supporting the application would restrict fire department growth in both personnel and equipment. Fire halls have traditionally been ineligible for grant funding and may not be supported in the future.
		<p>Implications</p> <ul style="list-style-type: none"> An alternate method of funding a new facility would be required (ie: financing through the Municipal Finance Authority). This would have long-term implications to taxpayers.

		<ul style="list-style-type: none"> Continued increased operational and maintenance costs until such time as the fire hall is replaced.
	<u>Suggested Motion</u>	No motion is required.

NEXT STEPS

- If supported by Council, the online grant application will be submitted to the Union of BC Municipalities for consideration by the June 30, 2022 deadline. The application will include letters of support from neighbouring governments, a copy of the Firehall Feasibility Study (2022), completed cost estimate template, conceptual project drawings, and a resolution of support from Council.
- A Request for Proposal for design and construction of the new facility would be prepared, advertised, and a contract awarded upon confirmation of grant funding.

Respectfully submitted: RICK GEDDES, FIRE CHIEF
DONNA MONTEITH, CHIEF FINANCIAL OFFICER
DUANE LAWRENCE, CAO



CANADA COMMUNITY-BUILDING FUND IN BRITISH COLUMBIA

PROGRAM GUIDELINES FOR THE 2022 STRATEGIC PRIORITIES FUND CAPITAL INFRASTRUCTURE STREAM AND CAPACITY BUILDING STREAM



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Overview of the Strategic Priorities Fund

Program Purpose	Provides funding for strategic investments that are large in scale, regional in impact or innovative and support the Canada Community-Building Fund national objectives of productivity and economic growth, a clean environment, and strong cities and communities.
Eligible Applicants	All local governments outside Metro Vancouver.
Eligible Capital Infrastructure Stream Categories	Public Transit; Local Roads, Bridges and Active Transportation; Community Energy Systems; Drinking Water; Solid Waste; Wastewater; Local and Regional Airports; Short-Line Rail; Short-Sea Shipping; Broadband Connectivity; Brownfield Redevelopment; Disaster Mitigation; Tourism and Cultural Infrastructure; Recreation and Sport Infrastructure; and Fire Hall Infrastructure.
Eligible Capacity Building Stream Categories	Asset Management, Long-Term Infrastructure Planning, and Integrated Community Sustainability Planning.
Application Limit	<p style="text-align: center;">For Municipalities:</p> <p style="text-align: center;">One (1) capital infrastructure application and one (1) capacity building application for a total of two (2) SPF applications</p> <p style="text-align: center;">For Regional Districts:</p> <p style="text-align: center;">Three (3) capital infrastructure applications and one (1) capacity building application for a total of four (4) SPF applications.</p>
Available Funding	Up to 100% of net eligible costs of approved projects up to a maximum federal Canada Community-Building Fund contribution of \$6 million.

Contact: Canada Community-Building Fund Program Services

For further questions on Strategic Priorities Fund program, please contact UBCM via e-mail at ccbf@ubcm.ca or by phone at 250-356-0930.

Mailing address:

Canada Community-Building Fund Program Services
525 Government Street
Victoria, BC V8V 0A8

1 PROGRAM OVERVIEW

The Strategic Priorities Fund (SPF) is one of three funding streams delivered through the Canada Community-Building Fund (CCBF) in British Columbia, formerly known as the Gas Tax Fund. The current CCBF Agreement provides a ten-year commitment of federal funding for investments in local government infrastructure and capacity building projects.

The SPF is an application-based funding program, which pools a portion of the annual CCBF for strategic investments that are considered large in scale, regional in impact, or innovative and support the CCBF national objectives of productivity and economic growth, a clean environment, and strong cities and communities.

This third intake of the SPF program will see an investment of up to \$100 million to support infrastructure and capacity building projects in communities across the province. SPF intakes in 2015 and 2017 resulted in the approval of 170 projects totaling over \$291 million in Canada Community-Building funding.

1.1 PROGRAM GOALS AND OBJECTIVES

Capital Infrastructure Stream

The SPF-Capital Infrastructure stream provides grant funding specifically targeted for the capital costs of local government infrastructure projects that are large in scale, regional in impact, or innovative and support the national objectives of productivity and economic growth, a clean environment and strong cities and communities.

Capacity Building Stream

The SPF-Capacity Building stream provides grant funding for local government capacity building projects, including asset management, long term infrastructure planning and integrated community sustainability planning that support the national objectives and are large, regional in impact or innovative.

1.2 APPLICATION DEADLINE

The SPF intake will be open from April 1 to June 30, 2022. Applications can be submitted through UBCM's [Program Information Management System](#) (PIMS).

Should you require access to PIMS contact pims@ubcm.ca

1.3 AVAILABLE FUNDING

Capital Infrastructure Stream: Up to \$100 million is available

Capacity Building Stream: Up to \$5 million is available

1.4 LIMIT ON NUMBER OF APPLICATIONS

Municipalities:

Each Municipality may submit one (1) application under the Capital Infrastructure Stream and one (1) application under the Capacity Building Stream for a total of two (2) applications.

Regional Districts:

Each Regional District may submit three (3) applications under the Capital Infrastructure Stream and one (1) application under the Capacity Building Stream for a total of four (4) applications.

1.5 FUNDING AMOUNT LIMIT

The SPF program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$6 million.

2 ELIGIBLE APPLICANTS

The SPF program is open to all local governments in British Columbia outside of Metro Vancouver.¹

A local government may sponsor an application for an Ultimate Recipient. This will count as one of that local government's applications and the local government will be responsible for ensuring that all obligations under the CCBF SPF program are met – including program and project reporting. Refer to Section 9 of this guide for further information.

Ultimate Recipients are defined as: a local government; a non-municipal entity, including for-profit, non-governmental and not-for-profit organizations located and operating in British Columbia; and BC Transit.

¹ Islands Trust and Okanagan Basin Water Board are considered eligible applicants under the SPF Capacity Building Stream

3 PROJECTS

3.1 PROJECT CATEGORIES

Capital Infrastructure Stream

Local Roads, Bridges and Active Transportation	Sport and Recreation Infrastructure
Wastewater	Drinking Water
Tourism and Culture Infrastructure	Community Energy Systems
Solid Waste	Public Transit
Short-sea Shipping and Short-line Rail	Disaster Mitigation
Fire Hall Infrastructure	Broadband Connectivity
Local and Regional Airports	Brownfield Redevelopment

Capacity Building Stream

Asset Management Planning	Long-term Infrastructure Planning
Integrated Community Sustainability Planning	

Examples of eligible projects under each category can be found in Annex A of this program guide.

A list of previously approved projects under the 2015 and 2017 SPF intakes can be found [online](#).

3.2 INELIGIBLE PROJECTS

Project works, which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

Furthermore, a SPF project will be deemed ineligible if:

- The project start date is later than two years after grant approval
- The project completion date is later than five years after grant approval

3.2.1 Ineligible Capital Infrastructure Stream Projects

- National Airport System
- Social Housing / Social Services
- Childcare / Daycare Centres
- Emergency Response Services – Police, EOC's (excluding fire hall infrastructure)
- City Halls / Public Works Buildings / Other Administrative Buildings
- Health Care Infrastructure (hospitals, convalescent and seniors centers, care facilities)
- Facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)

3.2.2 Ineligible Capacity Building Stream Projects

- Feasibility studies and detailed design
- Projects that have been approved under the UBCM Asset Management Planning (AMP) grant program unless they are identified as a distinct or phased component of the overall project.

4 COSTS

4.1 Eligible Costs for Capital Infrastructure Stream

Eligible Costs are the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset in British Columbia.

Infrastructure is defined as a municipal or regional, publicly or privately owned tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), that is primarily for public use and public benefit.

In addition, eligible costs also include expenditures directly related to the joint communication activities and with federal project signage for CCBF funded projects.

4.1.1 Employee and Equipment Costs

Incremental employee and equipment costs are only eligible if:

- a. The Ultimate Recipient demonstrates that it is not economically feasible to tender a contract,
- b. The employee or equipment is directly engaged in the work under the parameters of the contract, and
- c. The arrangement has received prior approval in writing by UBCM.

If the use of own force employee or equipment costs is being considered, in addition to the application please provide a letter addressing the conditions above. Note that while most costs are eligible from the date of the application submission, own force employee and equipment costs are only eligible from date of UBCM approval.

For the Capacity Building stream, incremental own force employee costs do not need separate approval but should be clearly identified as incremental and directly engaged in the work only for the duration of the project in the application.

4.1.2 Cost Estimate Classification Definitions

For capital infrastructure stream projects, the application form and detailed cost estimate template will ask the applicant to include the class of cost estimate for the project. Below is a definition of cost estimate classification.

Class A estimate ($\pm 10-15\%$): A detailed estimate based on quantity take-off from final drawings and specifications. It is used to evaluate tenders or as a basis of cost control during day-labour construction.

Class B estimate ($\pm 15-25\%$): An estimate prepared after site investigations and studies have been completed and the major systems defined. It is based on a project brief and preliminary design. It is used for obtaining effective project approval and for budgetary control.

Class C estimate ($\pm 25-40\%$): An estimate prepared with limited site information and based on probable conditions affecting the project. It represents the summation of all identifiable project elemental costs and is used for program planning, to establish a more specific definition of client needs and to obtain preliminary project approval.

4 COSTS CONTINUED

Class D estimate ($\pm 50\%$): A preliminary estimate which, due to little or no site information, indicates the approximate magnitude of cost of the proposed project, based on the client's broad requirements. This overall cost estimate may be derived from lump sum or unit costs for a similar project. It may be used in developing long term capital plans and for preliminary discussion of proposed capital projects.

As provided by Engineers and Geoscientists of British Columbia, Budget Guidelines for Consulting Engineering Services, 2009

4.2 Eligible Costs for Capacity Building Stream

Expenditures related to strengthening the ability of local governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life cycle costs assessments, and asset management plans.

Expenditures could include developing and implementing:

- Studies, strategies, or systems related to asset management, which may include software acquisition and implementation
- Training directly related to asset management planning
- Long-term infrastructure plans
- Consultant costs
- Public information costs

4.3 Ineligible Costs

Ineligible Costs include:

- Legal fees
- Leasing costs
- Routine repair and maintenance costs
- Direct or indirect operating or administrative costs
- Purchase of land or any interest therein, and related costs
- For capacity building projects, routine or ongoing planning costs or planning activities that are not incremental to the project
- Costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff
- Overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient

5 STACKING

The current SPF program is considered federal funds for the purpose of federal or provincial stacking rules. Although there are no specific rules in the SPF program for stacking with other grants, UBCM recommends the applicant consult with other grant programs to ensure stacking with SPF funding is allowable.

For example, programs under the Investing in Canada Infrastructure Program (ICIP) do not permit stacking with SPF funding.

6 PHASING OF PROJECTS

For large projects that require significant funding support, it is recommended that applicants submit a “phased” approach. Applicants should apply for a component of the phased project or identify how the project could be phased. It is important to note that successful grant awards for phased projects do not ensure subsequent funding for future phases of the project.

Where a phase is submitted for funding consideration, the phase should independently meet program outcomes.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the detailed cost estimate template, and the project descriptions must be organized to easily describe each of the distinct phases of the project, highlighting which phase is the subject of the funding request.



7 APPLICATION REQUIREMENTS AND SUBMISSION

7.1 SUBMISSION OF APPLICATIONS

To submit an application applicants must have an account to access UBCM's [Program Information Management System](#) (PIMS). All applications must be submitted using the PIMS system.

Please contact pims@ubcm.ca to discuss obtaining access to PIMS.

7.2 REQUIRED APPLICATION CONTENTS

Applications must be received through the UBCM [Program Information Management System](#) (PIMS) and must include the following:

- Completed online application form
- Project Budget (for Capacity Building)
- Attached feasibility study and/or design report (for Capital Stream)
- Detailed cost estimate template (for Capital Stream)
- Map and/or drawings (for Capital Stream)
- Current Council or Board resolution indicating support for the proposed activities and willingness to provide overall grant management

Optional Materials

Other relevant supplemental documentation

8 REVIEW OF APPLICATIONS

8.1 SCREENING CRITERIA

Selection criteria are based on the program purposes and objectives listed below. These selection criteria form the basis of the scoring and ranking of applications. Note the criteria listed below are not listed in order of priority; applicants should provide full information in relation to all of the criteria that are relevant to the project for which funding is requested.

8.1.1 Capital Infrastructure Stream

Following screening criteria, applications will be sent for technical review. Scoring will be based primarily on:

- How much the project is expected to support the CCBF National Objectives of productivity and the economic growth; a clean environment; and strong cities and communities;
- The timing of the project and its outcomes;
- The capacity of the community to undertake, evaluate and document the project, and to operate and maintain it;
- The degree to which the project develops or supports strategic infrastructure investment decisions or links to sustainability or capital investment plans;
- The degree to which asset management practices were considered;
- The degree to which the project uses sustainability principles or leads to sustainable outcomes (e.g., community service demand; resource recovery and environmental protection);
- The degree to which the project considers climate resilience;
- The degree the project benefits more than one community or is identified as regional in impact;
- The size or scale of the project in relation to the size of the community;
- The degree to which the project reflects inter-jurisdiction cooperation;
- The degree to which the innovative plan, process, method or technology supports the approach that will be used, and the additional risks associated with using this innovation;
- The relative benefit of the innovative process, method or technology over existing processes, methods and technologies.

8.1.2 Capacity Building Stream

Following screening criteria, applications will be sent for technical review. Scoring will be based primarily on:

- How the project is expected to align with the CCBF National Objectives of productivity and economic growth, a clean environment or strong cities and communities;
- The degree to which the project is identified as large in scale;
- The degree to which the project is considered regional in impact;
- Contribution to innovation;
- Long term thinking;
- Integration with other plans, planning or sustainability activities;
- Collaborative elements, including engaging community members and other partners;
- Implementation program;
- Monitoring and evaluation component;
- Linkage to capital investment plans;
- Contribution to efficient use of infrastructure and other resources;
- Climate impact considerations.

9 GRANT MANAGEMENT & APPLICANT RESPONSIBILITIES

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements. Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

9.1 Notice Funding Decision

Applicants will be notified after funding decisions have been made.

9.2 Funding Agreements

All grant approvals are subject to the execution of a funding agreement between the recipient and UBCM. The agreement will set out the roles and responsibilities of the parties including a deadline for completion of the project and other recipient obligations.

9.3 Applicable Law

Recipients are responsible for ensuring that all projects are implemented in accordance with all laws applicable in British Columbia and for ensuring that any required permits, licenses, or approvals are obtained.

9.4 Communications and Signage

Included within every signed funding agreement is a Communications Protocol which will outline responsibilities of the recipient for communications activities and signage requirements.

9.5 Claims and Payments

The SPF is a claims-based funding program and as such approved funds will only be disbursed after an expense has been incurred and a claim is submitted. Approved grant funding is managed within the PIMS system by submitting a claim.

Payments will be made available to recipients in accordance with the terms and conditions of the funding agreement. Payments are also on condition of the following:

- That UBCM has received sufficient funds from Canada;
- That a holdback of 15% be placed on the project until such time as it is deemed complete; and
- The Ultimate Recipient is in compliance with the terms and conditions of the funding agreement.

9.6 Project Reporting

Successful applicants will be required to provide the following reporting:

Type of Reporting	What/When	Frequency
Progress Report	When submitting a claim	As required
Final Report	When submitting final claim	Once
Annual Expenditure Report	Funds spent in prior year	Annually
Outcomes Reporting	Funds spent over life of project	As requested



ANNEX A: EXAMPLES OF ELIGIBLE PROJECTS

Capital Projects

Category	Description	Examples
Local Roads, Bridges, & Active Transportation	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	New construction and rehabilitation of local roads, bridges, cycling lanes, sidewalks paths, and hiking trails Intelligent Transportation systems Additional capacity for high occupancy/transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts
Drinking Water	Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	Drinking water treatment infrastructure Drinking water distribution system (including metering)
Wastewater	Infrastructure that supports wastewater and storm water collection, treatment and management systems	Wastewater collection systems and or wastewater treatment facilities or systems Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization Separate storm water collection systems and or storm water treatment facilities or systems Wastewater sludge treatment and management systems
Community Energy Systems	Infrastructure that generates or increases efficient use of energy	Renewable electricity generators Electric vehicle infrastructure/fleet vehicle conversion Hydrogen infrastructure (generation, distribution, storage) Wind/solar/thermal/geothermal energy systems Alternative energy systems that serve local government infrastructure Retrofit of local government buildings and infrastructure not captured in any other eligible category.

Capital Projects

Public Transit	Infrastructure which supports a shared passenger transport system which is available for public use	<p>Transit infrastructure such as rail and bus rapid transit systems, and related facilities Buses, rail cars, ferries, Para-transit vehicles, and other rolling stock and associated infrastructure</p> <p>Intelligent Transport Systems such as fare collection, fleet management, transit priority signaling, and real time traveler information system at stations and stops</p> <p>Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals</p>
Solid Waste	Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage	<p>Solid waste diversion projects including recycling, composting and anaerobic digestion facilities that are clearly linked to a solid waste management plan or sustainability plan.</p> <p>Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery</p> <p>Solid waste disposal strategies that reduce resource use that are clearly linked to a solid waste management plan or sustainability plan</p>
Sport Infrastructure	Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home of professional sports teams or major junior hockey teams)	Sport infrastructure for community public use Sport infrastructure in support of major amateur athletic events

ANNEX A: EXAMPLES OF ELIGIBLE PROJECTS

Capital Projects		
Recreation Infrastructure	Recreational facilities or networks	Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport--- specific courts, or other facilities that have sport and/ or physical activity as a primary rationale; Community centers that offer programming to the community at large, including all segments of the population; Networks of parks, fitness trails and bike paths
Cultural Infrastructure	Infrastructure that supports arts, humanities, and heritage	Museums The preservation of designated heritage sites Local government owned libraries and archives Facilities for the creation, production, and presentation of the arts Infrastructure in support of the creation of a cultural precinct within an urban core
Tourism Infrastructure	Infrastructure that attracts travelers for recreation, leisure, business or other purposes	Convention centers Exhibition hall-type facilities Visitor centres
Disaster Mitigation	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters	Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme national events and impacts or events related to climate change Note: this category is related to disaster prevention (such as dykes, berms, seismic upgrades etc.) and not response (such as fire trucks, fire halls, etc.)

Capital Projects

Broadband Connectivity	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia	High-speed backbone Point of presence Local distribution within communities Satellite capacity
Brownfield Redevelopment	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly---owned social housing.	New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement New construction of municipal use public parks and affordable housing
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)	Construction projects that enhance airports and are accessible all year---round, through the development, enhancement or rehabilitation of aeronautical and/or non---aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.) Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities

ANNEX A: EXAMPLES OF ELIGIBLE PROJECTS

Capital Projects		
Short-line Rail	Railway related infrastructure for carriage of passengers or freight	<p>Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal</p> <p>Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel</p> <p>Construction, development or improvement of facilities to improve interchange of goods between modes</p> <p>Procurement of technology and equipment used to improve the interchange of goods between modes</p> <p>Operators must offer year-round service</p>
Short-sea Shipping	Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean	<p>Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities</p> <p>Capitalized equipment for loading/unloading required for expansion of short-sea shipping</p> <p>Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS)</p> <p>Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding</p>
Fire Halls and Fire Stations	Fire hall and fire station infrastructure	<p>New fire hall (building) for housing fire-fighting apparatus and staff (may include attached dorms, basic training facilities and administration areas)</p> <p>Retro-fit and modernization of existing firehalls and attached building space</p> <p>Acquisition of a fire-truck as a capital asset as part of an overall capital upgrade to an existing fire hall or construction of a new firehall</p>

Fire Halls and Fire Stations continued		<p>Note: the following investments are not eligible in the fire hall category:</p> <ul style="list-style-type: none"> Acquisition or replacement of fire trucks or other vehicles as a standalone project Personal protective equipment (PPE) and gear and other fire station related equipment Fire hydrants and reservoirs Communications devices (Ex.: Cell phones, radios, pagers) Structural Protection Units and contents
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Capacity Building Projects

Category	Description	Examples
Asset Management	Increase local government capacity to undertake asset management planning practices.	<ul style="list-style-type: none"> Asset Management Practices Assessment Current State of Assets Assessment Asset Management Policy Asset Management Strategy Asset Management Plan Long-Term Financial Plan Asset Management Practices Implementation Plan Asset Management Plan Annual Report
Integrated Community Sustainability Plans	Increase local government capacity to undertake integrated community sustainability plans	<ul style="list-style-type: none"> Integrated community sustainability plans Regional growth strategies Community development plans Community plans
Long-term Infrastructure Plans		<ul style="list-style-type: none"> Transportation plans Infrastructure development plans Liquid waste management plans Solid waste management plans Long-term cross-modal transportation plans Water conservation/demand management plans Drought management contingency plans Air quality plans GHG reduction plans Energy conservation plans

ANNEX B: SAMPLE ONLINE CAPITAL INFRASTRUCTURE APPLICATION FORM

SAMPLE ONLY. NOT FOR SUBMISSION.

SECTION 1 PROJECT INFORMATION

1. Project Title
2. Project Category
3. Is this project the subject of a recent infrastructure grant application? (Yes/No)

If yes: Provide the name of the program and status of application.

4. Project Rationale: Provide a brief project rationale outlining why the project is needed and how the project meets that need.

For example, why the project is needed could be: current facility needs replacement due to age, condition, increased service demands, meeting regulatory requirements etc.

5. Project Description: Provide a detailed list of the physical works and location of the project.

For example:

- Build a wastewater effluent pipeline and outfall at north end of 20 Mile Bridge at Highway 10, including:
 - 10km of force main;
 - pumping system;
 - outfall structure; and
 - civil, mechanical and engineering works.

6. Project Location: Include physical address, GPS coordinates or start and end points.

SECTION 2 REQUIRED DOCUMENTATION

7. Please attach the requested documents:

- Detailed Cost Estimate Template
- Maps and/or Drawings
- Feasibility Study and/or Design Report
- Board or Council Resolution Supporting the Application

Attach any other relevant information that would assist in the technical review of the application (max 20 MB limit per document)

Notes for Submitted Documentation

8. How are you planning to secure all funds associated with this project? Provide evidence that funds have been secured or explain how and when funds will be secured.

For example: 3rd reading of borrowing bylaw; confirmation of other grants such as Community Works Funds; reserve funds, etc.

Note that applications will not be considered until all funds have been secured for the project.

9. Class of Cost Estimate:

- a. Provide the class estimate A, B, C, D
- b. Provide the year the cost estimate was determined?
- c. How was the cost estimate determined?

See program guide for examples of Cost Estimate Class.

10. What contingency plans are in place for increases in project costs or if external contributions are less than anticipated?

Note that SPF does not consider cost overruns

SECTION 3 PROJECT DETAILS

11. Has the project started? (Yes/No)

Project works which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

12. Estimated project start date.

13. Estimated project completion date.

14. Identify risks to meeting this timeline.

Please list all that are known, and include your evaluation and proposed mitigation for each risk. (e.g. seasonal limitations to construction, detailed design work, public oppositions expected, referendum required, unconfirmed grants, siting not confirmed, environmental assessments etc.)

15. Is there the intent to submit a request for the use of own force labour and equipment for this project? (Yes/No)

Please see program guide for how to submit a request for approval.

ANNEX B: SAMPLE ONLINE CAPITAL

INFRASTRUCTURE APPLICATION FORM CONTINUED

16. Is this project a phase or component of a larger project? (Yes/No)

If yes: Is this phased approach reflected in the cost estimates and/or supporting documentation you have provided? (Yes/No)

Please provide additional details on the phases, including funding for past and future phases and estimated timelines.

17. Have alternative options for the project been considered?

If yes: If so, how were they compared or analyzed? Please Explain why the chosen option was selected.

18. Estimated Total Project Costs

19. Strategic Priorities Funding Request

20. Borrowing

21. Other Grants

22. Other Contributions

e.g. In-kind contributions, legal fees, tax rebates, other

23. Internal Contributions

e.g. Reserves, DCCs, etc..

SECTION 4 PROGRAM OBJECTIVES

In order to be eligible a project must align with one or more of the Canada Community-Building Fund National Objectives of Productivity and Economic Growth, Cleaner Environment, or Strong Cities and Communities.

Answer the following questions for each national objective that is applicable to the project or phase that is the subject of this application, identifying both quantitative and qualitative benefits.

24. Productivity and Economic Growth: Describe the measurable economic benefits of the project in the community.

e.g. Number of existing or confirmed jobs; increase in number of services/level of service.

25. Productivity and Economic Growth: Describe the non-measurable economic benefits of the project in the community.

e.g. Potential for future business/jobs, increasing tourism, services etc.

26. **Cleaner Environment:** Describe the environmental benefits of the project.

e.g. Reduction in GHG emissions, cleaner water, cleaner air, climate change mitigation etc.

27. **Cleaner Environment:** What environmentally sustainable considerations have been incorporated into the project?

e.g. Integration, connections with long term planning, climate change adaptation etc.

28. **Strong Cities and Communities:** Describe the community health, social, and cultural benefits of the project.

e.g. Promoting inclusive and accessible communities, improved drinking water quality etc.

29. **Strong Cities and Communities:** Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans.

Include a copy of the relevant sections of the community plan as supporting documentation. Identify relevant sections with page and paragraph numbers included.

SECTION 5 PROGRAM CRITERIA

In order to be eligible a project must meet at least one of the SPF Program Criteria: Large in Scale, Regional in Impact, or Innovative. Describe how the project subject to this application meets these criteria.

30. **Large in Scale:** Describe how the size, scale and/or benefits of the project is large in relation to the size of the community.

31. What is the population of community? (The community making the application.)

32. What is the population that will be directly served by this project?

33. **Regional in Impact:** Describe the degree to which this project supports interjurisdictional collaboration and coordination.

34. Does this project involve partnerships? (Yes/No)

e.g. P3, NGO, inter-agency etc.

If so, Identify the parties involved in the partnership and their roles.

ANNEX B: SAMPLE ONLINE CAPITAL

INFRASTRUCTURE APPLICATION FORM CONTINUED

e.g. Sharing cost, governance, or delivery.

35. Regional in Impact: Describe the degree the project benefits more than one community, is identified as regional priority, and/or is regional in scope.

36. Innovation: Describe any innovative component(s) of the project.

37. Describe what research, planning, testing, technology, or methodology supports the approach that will be used, and the additional risks associated with using this innovation (include where it has been used, and the results).

38. Innovation: Describe the relative benefit of the innovative process, method or technology over existing practices.

SECTION 6 PROJECT PLANNING AND BENEFITS

ASSET MANAGEMENT

Reporting on progress towards improving Asset Management practices is a mandatory requirement for fulfilling reporting commitments set out in the Canada Community-Building Fund Community Works Fund (CWF) Agreement between BC local governments and the Union of BC Municipalities (UBCM).

In 2022, all local governments will be required to complete the CCBF Asset Management Survey – Phase 3. Completion of this survey will also be a pre-condition to approvals under this CCBF 2022 Strategic Priorities Fund intake. Information on how to complete this survey will be available on the UBCM website.

For more information on asset management tools, resources and best practices, including the document Asset Management for Sustainable Framework for BC, please visit Asset Management BC

39. How do you manage your infrastructure assets? Explain whether you have an asset management plan linked with a long-term financial plan, asset management policy, strategy, framework, and/or governance structure.

40. Does your local government have a long-term financial plan?

- a. How long-term is your financial plan (in years)?
- b. How does the financial plan relate to an Asset Management plan, Capital Works plan, Official Community Plan, and any other strategic community and corporate plans.

41. Describe how operation and maintenance will be funded over the lifecycle of the infrastructure subject to this application.

42. What proportion (%) of infrastructure replacement for this project will be funded through current financial revenues?

For the Asset Class subject to this application:

43. Is there an asset inventory/registry?

If yes: Is it complete?

If yes: What year was it completed?

44. Has a condition assessment been completed?

If yes: What year was it completed?

45. Is there an asset management plan?

If yes: Is it complete?

If yes: What year was it completed?

If yes: Is the plan linked your organizations long-term financial plan?

46. Additional Comments for the Asset Management Questions Listed Above:

47. What effects will the proposed project have on service levels and how will these be measured?

e.g. The water treatment plant upgrade will improve water quality– measured by the reduction in the number of boil water advisories, and improved levels of disinfection residuals and or by the number of residents with improved water quality and/or meet a provincial/federal standard.

48. Describe the long-term financial plan in place for renewal or replacement of the asset subject to this application?

COMMUNITY SERVICE DEMANDS

A community's demand for a service (existing or new) is a critical component in establishing the appropriate level of service. It is determined by various factors such as population growth, immigration/emigration, societal changes, changing demographics and changing community demands/expectations including the ability or desire to pay for the service.

49. Explain how community demands were used to identify the size and scope of project components and/or establish the appropriate service levels provided by the project.

e.g. Drinking Water: For design of the water main the average per capita demand of 400 L/day/person was used to size the proposed main.

RESOURCE RECOVERY

50. Explain how resources are recovered and reused in this project.

e.g. Collection of biogas, heat, or reclaimed effluent/water

ENVIRONMENTAL PROTECTION

51. What considerations have been or will be applied to protect the environment and/or reduce the demand on natural capital/resources?

e.g. Supporting water conservation, waste diversion, green building requirements, enhancing the natural areas.

CLIMATE RESILIENCE

52. How has this project considered climate risk and what considerations (climate mitigation and/or adaptation) have been considered and integrated into this project to make it more climate resilient.

OTHER CONSIDERATIONS

53. What, if any, regulatory requirements, or standards apply to this project? How will the infrastructure and/or service provided by this project affect these requirements?

Include how the current and proposed infrastructure or services differ in regulatory standards.

54. Describe the key project benefits(s) that led the community to make this project a priority for application for funding. (Include the key reason(s) why this project is important to the community.)

When submitting your SPF application, you are required to include the Strategic Priorities Fund Detailed Cost Estimate. This document is an excel spreadsheet and can be found [on our website](#).



ANNEX C: SAMPLE ONLINE CAPACITY BUILDING APPLICATION FORM

SECTION 1 PROJECT INFORMATION

1. Project Title
2. Project Category
3. Has this project started?

Project works, which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

4. Estimated project start date:
5. Estimated project completion date:
6. Project Rationale

Provide a brief project rationale outlining why the project is important to the community.

7. Project Description/Abstract

Briefly describe the proposed activities. Please also attach a detailed work plan and budget, and terms of reference or consultant's proposal. If you are providing supplemental documentation, please provide the page number in the document that you refer to.

For example:

Deliverables include:

- A ICSP inclusive of new digital mapping which will be available to the community through a District website;
- A District wide sustainability framework against which to measure and assess development proposals; and
- Communications and engagement strategy.

Phase 2 will develop a Long-term Infrastructure and Asset Management Plan, including:

- GIS infrastructure inventory,
- Infrastructure replacement evaluation and schedule,
- Some infrastructure conditional assessments and identification of capital works;
- A review of operation and maintenance to ensure long-term infrastructure integrity;
- Some long-range financial planning.

SECTION 2 PROJECT COSTS AND SOURCES OF FUNDING

Note that SPF does not consider cost overruns

8. Estimated Total Project Cost
9. Strategic Priorities Funding Request
10. Ineligible Costs
11. Borrowing
12. Other Grants
13. Other Local Government Contributions

e.g. In-kind contributions, legal fees, tax rebates, other

14. With reference to the field, provide any other information to support responses above.
15. Has this project or a component of this project applied for or received funding through FCM's Municipal Asset Management Program or the Asset Management Planning Grant administered through UBCM? Y/N

If yes: Provide the name of the program and status of application.

For a defined project, eligible applicants may either be approved for funding under the Strategic Priorities Fund or FCM's Municipal Asset Management Program (MAMP) or the Asset Management Planning program, but not both. It is recommended that the same project not be applied for under both programs. Projects that have been approved under the MAMP or Asset Management Planning Program are deemed ineligible projects under the Strategic Priorities Fund program, unless they are identified as a distinct or phased component of the overall project.

SECTION 3 PROJECT OUTCOMES AND OUTPUTS

16. Progress to Date: Summarize the progress to date related to asset management, integrated community sustainability planning, or long-term infrastructure planning.
17. Process: What are the key process steps in completing the project?
e.g. public consultation, research, assessment, training.
18. Integration: In what ways does this project integrate with other plans or activities?
19. Intended Deliverables: What deliverables, outputs or products will result from this project? List any policies, practices, plans, or local government documents that will be developed or amended as a result of the project.

ANNEX C: SAMPLE ONLINE CAPACITY BUILDING APPLICATION FORM

20. Intended Outcomes: What are the intended benefits that will result from this project? Please describe in detail.

e.g. Improved awareness of asset management, reduction in long term operating costs, increased sustainability, enhancements in overall community health and safety, increased or improved environmental protection, enhanced economic benefits, etc.

21. Implementation: Is there an anticipated implementation plan for the project?

If yes, please describe:

22. Capacity: Describe how you plan to provide the appropriate resources required to manage and deliver the project. Please describe in detail.

e.g. Internal staffing compliment, External consultant, Training and education, etc.

23. Identify existing risks to the project.

e.g. Financial, Implementation, Staffing changes or Meeting timelines, etc.

SECTION 4 PROGRAM OBJECTIVES

In order to be eligible a project must align with one or more of the Canada Community-Building Fund National Objectives of Productivity and Economic Growth, Cleaner Environment, or Strong Cities and Communities. Describe how these objectives will be met.

24. Productivity and Economic Growth: Describe how this project will consider economic growth in the community.

e.g. Jobs / Construction Infrastructure and Development / Tourism / Movement of Goods / Community Facilities / Economic Development Opportunities / Improvements in Connectivity (IT)

25. Cleaner Environment: Describe how this project will consider environmental benefits and impacts.

e.g. Protect the Environment / Environmental Improvements / Meets Regulatory Requirements / Green Energy Creation, Distribution/ Reduction in Negative Environmental Effects or Volume thereof / Improved Service Levels / On Side Demand Management

26. Strong Cities and Communities: Describe how this project will consider long-term goals and vision of the community.

E.g. Public Health and Safety / Healthy Living / Resiliency / Meets Regulatory Requirements / Cultural, Creative or Recreational Opportunities / Increased Efficiency, Accessibility to an Essential Core Service / Increases Resiliency to Climate Change

SECTION 5 PROGRAM CRITERIA

In order to be eligible, a project must meet at least one of the program criteria of: Large in scale; Regional in impact; or Innovative. Please describe how you meet one or more of these criteria.

27. Large in scale: Describe how the project is considered large in scale and/or scope and will be integrated, relative to the size of the community, and provides benefits to large percentage of the population.
28. Regional in impact: Describe how this project is identified as regional in impact, a regional priority or leads to regional collaboration.
29. Contribution to Innovation: Describe any innovative research, planning, testing, technology, methodology or approaches that will be used, and how these innovative elements may be transferable to other jurisdictions.

SECTION 6 REQUIRED DOCUMENTATION

Prior to submitting the application to UBCM please ensure you have uploaded all mandatory attachments to this form. The maximum size per file upload is 20 MB.

If you are uploading large documents, please indicated in the application form what they are and where the reviewer should refer to find relevant information. It is preferred that only relevant information be uploaded.

If you resolution is not available at the time of application submission, please include the date it will be submitted by email.

30. Required Documents: Budget / Board or Council Resolution / Other

31. Notes for Required Documents

UNION OF BRITISH COLUMBIA MUNICIPALITIES

Victoria Office
525 Government Street
Victoria, BC V8V 0A8
250-356-5134
ccbf@ubcm.ca

Richmond Office
Suite 60 -10551 Shellbridge
Way
Richmond, BC V6X 2W9
604-270-8226
ubcm@ubcm.ca



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THE UNIVERSITY
WOMEN'S CLUB
of VANCOUVER
at H Y C R O F T

April 26, 2022

The United Nations has declared February 6th as International Day of Zero Tolerance for Female Genital Mutilation.

Canada has 80,000 survivors of Female Genital Mutilation (FGM). Join Prime Minister Trudeau's voice to help women overcome a culture of silence and invisibility by making the issue public and promoting Zero Tolerance for FGM.

You are invited to learn more from a special screening of the award-winning documentary *In the Name of Your Daughter* and a Panel Discussion with Filmmaker Giselle Portenier, Moderator Nurjehan Mawani, University Women's Club Member and Former Chair of the Immigration and Refugee Board, and others with first-hand experiences. Learn about the girls who are subjected to FGM and their stories of courage and hope.

Participate in-person on **Tuesday, May 17, 2022**, or view the documentary online May 18th at your convenience.

Click [here](#) to view poster for Registration Information.

In addition, **please forward this email** to a friend, other organizations, those in the medical community, teachers, counsellors, social workers, municipal counsellors and staff, politicians, and anyone else in mind.

Let's help women overcome a culture of silence and invisibility by making the issue public and promoting Zero Tolerance for FGM.

Louann McCurdy

Chair, Status of Women and Human Rights Committee
The University Women's Club of Vancouver



THE UNIVERSITY WOMEN'S CLUB *of* VANCOUVER at H Y C R O F T
Member of the Canadian Federation of University Women

1489 McRae Avenue, Vancouver, BC V6H 1V1 | Tel: 604-731-4661 | Fax: 604-731-3710 | office@uwcvancover.ca | www.uwcvancover.ca

International Day of Zero Tolerance for Female Genital Mutilation Louann...

From: [Mayco Noël](#)
To: christine@refreshpackaging.ca
Cc: [Paula Mason](#)
Subject: Re: Reusable Bags are too Expensive
Date: April 28, 2022 7:47:44 PM

Thank you for the letter.

I will forward this to the next council agenda as correspondence.

Mayco Noël
250.266.7368

On Apr 28, 2022, at 9:02 AM, Christine Reyes <christine@refreshpackaging.ca> wrote:

[External]

Mayco Noël,
Mayor

District of Ucluelet Administration Office PO Box 999
Ucluelet, BC
V0R 3A0

Dear Mayco Noël,

I am once again writing to you as a concerned citizen regarding single-use plastic bans and the well-intentioned but misguided trend of offering reusable bags as the preferred replacement.

Although the decision by many municipalities and provinces and the federal government to ban single-use plastic bags is certainly a step in the right direction in the effort to help the environment, the public support of these governments towards a shift to reusable bags is not without its problems. Retailers, whether running small businesses or large corporations, have to take into account the cost of the alternative that they are using to replace plastic. It is fairly well-known that reusable bags are the most expensive option, both for retailers and for consumers. What this extra cost leads to on the retailers' side is companies inevitably opting for the least expensive reusable bag that they can find. These are the thinner non-woven polypropylene bags offered by companies like [Sobeys](#) and [Walmart](#).

These bags are inexpensive because they are thin and will not last very long; many of them (including the Sobeys bags in the above link) are not even able to be machine washed because they would fall apart. This is known by the retailer, such as Sobeys, as it states right on the bag "Hand wash in cold water". Even if legislation is passed saying that reusable bags must be machine washable, it is undeniable that retailers and customers alike will tend to opt for the cheapest available option, which is still made of plastics and will ultimately not last as long as governments are intending. This leads to the bags tearing and becoming extra plastic waste in landfills and the environment, not really preventing bag litter at all.

Another issue that arises with the high price of reusable bags is that it increases the disparity between high and low-income individuals. The high cost of bags on top of continually rising costs of groceries and other essentials creates an even greater strain on those who may be struggling financially. Not only this, but individuals who would ordinarily have re-used their plastic bags for garbage collection are now forced to purchase trash bags separately, on top of the reusable bags they have to purchase at checkout.

According to a 2019 article in the Journal of Environmental Economics and Management, "the elimination of 40 million pounds of plastic carryout bags is offset by a 12 million pound increase in trash bag purchases—with small, medium, and tall trash bag sales increasing by 120%, 64%, and 6%, respectively. The results further reveal 12–22% of plastic carryout bags were reused as trash bags pre-regulation and show bag bans shift consumers towards fewer but heavier bags" ([Taylor, 2019](#)). What this shows is more evidence as to what the federal government is referring to when they say, regarding the single-use plastic (SUP) ban, "The proposed Regulations would prevent approximately 1.6 million tonnes of plastics from entering the waste stream over the analytical period, but would also add about 3.2 million tonnes of other

materials to the waste stream from the use of substitutes, due to their increased unit weights relative to SUPs™ ([Canada Gazette, 2021](#)).

If the aim of the single-use plastic ban is truly to benefit the environment, endorsing the use of reusable bags as a substitute simply does not make sense. Certified compostable bags are far less expensive (approximately \$0.10-\$0.15 per bag for retailers compared to \$0.50+ for reusables), can be reused for organic waste collection purposes, and will not add any plastic waste to the environment. The right choice is clear.

Thank you for taking the time to read this letter thoroughly and please pass it on to any stakeholders that you feel could benefit from it.

I will continue to provide science-backed insight into existing and upcoming single-use plastics bans.

Please do not hesitate to reach out with any questions or comments you may have, I welcome the opportunity for discussion.

Sincerely,

Christine Reyes

CEO, Refresh Packaging

T: 1-587-434-2384

W: refreshpackaging.ca



From: [Info Ucluelet](#)
To: [Management Group](#)
Subject: FW: Information Item Request for Council Meeting Agenda - Climate Leaders Institute 2022
Date: May 3, 2022 3:39:32 PM
Attachments: [image002.png](#)
[CLI Info.pdf](#)
[image001.png](#)

Good Afternoon,

For your review:



Lailah McCallum
Administrative Support

District of Ucluelet
 P.O. Box 999, Ucluelet, B.C.
 Phone: 250-726-7744

From: bcmclc <bcmclc@communityenergy.bc.ca>
Sent: May 3, 2022 12:13 PM
To: bcmclc <bcmclc@communityenergy.bc.ca>
Subject: Information Item Request for Council Meeting Agenda - Climate Leaders Institute 2022

[External]

The BC Municipal Climate Leadership Council and Community Energy Association are organizing a 3-day event on June 8-10, 2022, called the Climate Leaders Institute (CLI). CLI is a unique opportunity for BC local elected officials to come together for peer mentorship, support, tools, and inspiration on accelerating climate action in their communities. We would appreciate you forwarding the details of this valuable event (see below and the attached PDF) to your Mayor and Councillors either in advance of your next council meeting or as an info item on the next meeting agenda.

Greetings on behalf of the BC Municipal Climate Leadership Council (BCMCLC) and the Community Energy Association (CEA). Together, we are working to present the [2022 Climate Leaders Institute \(CLI\)](#) for elected officials – from June 8-10 at UBC's Vancouver campus.

The Climate Leaders Institute is less like a conference and more like a retreat; we prioritize small group discussions and interactive activities alongside short, relevant presentations. Our focus is on helping you build your knowledge of what to do to be a climate leader and how to do it. CLI is a unique opportunity for BC local elected officials to come together for peer mentorship, support, tools, and inspiration on accelerating climate action in your community.

In short, if you want to lead climate action in your community, this is the event for you.

For more information, see <https://bcclimateleaders.ca/cli/>. The web page provides up-to-date information on the program, accommodation options, and registration info. Note that those

attendees from CEA member municipalities will receive a discount on their registration.

I hope to see you there. The Climate Leaders Institute is one of the events I have really enjoyed as an elected official, and the testimonials are similarly positive from other past attendees. Climate change is one of the defining issues of our time. People are looking to local governments for leadership on land use, zero-emission transportation and buildings, utilization of waste, and the sustainability of our corporate operations and activities. I feel confident that we can and will provide that leadership, and there is much we can learn from each other.

For any questions, please email bcmclc@communityenergy.bc.ca.

Arjun Singh, Councillor, City of Kamloops
Chair, BC Municipal Climate Leadership Council





2022 CLIMATE LEADERS INSTITUTE

June 8-10, 2022

at UBC Centre for Interactive Research on Sustainability



As an elected leader in BC, you are invited to this 3-day event to learn, share and contextualize proven climate action solutions to meet your community's unique needs.

At this year's CLI, our focus is on helping you build your knowledge of what to do to be a climate leader and how to do it*:

- › Learn about youth engagement
- › Develop and communicate your future vision for a low carbon community
- › Social and peer networking *(evening social events are an extra opportunity to connect with other elected leaders and build your network)*
- › Learn about big impact climate solutions and how to adapt them to your community context
- › How to communicate the benefits of climate action to gain community and council support

**The CLI program prioritizes small group discussions and interactive activities alongside short relevant presentations.*

If you want to lead climate action in your community, this is ***the*** event for you.

Learn more & register: BCclimateleaders.ca/cli

CLI is brought to you by:

Information Item Request for Council Meeting Agenda - Climate Leaders In...





May 3, 2022

District of Ucluelet
200 Main Street
Ucluelet, BC
V0R 3A0

Dear Mayor and Council:

Re: Dispersed/Unauthorized Camping in the Kennedy Lake Backcountry Roads

Dispersed and unauthorized camping has become an increasingly pervasive issue in the Alberni Clayoquot Regional District (ACRD) Electoral Area C, and communities on the west coast of Vancouver Island. While exacerbated by the pandemic situation, the desire to recreate and camp in front country and backcountry areas continues to grow and has created several issues for our communities and for the environment. To address these growing issues, a Task Force of stakeholders in the ACRD was created to identify and implement a suite of strategies.

Due primarily to the increased interest and demand for front and backcountry recreation and camping, limited fixed roof seasonal employee housing, and limited authorized campsites on the west coast of Vancouver Island region, there have been growing numbers of people camped “illegally” in the area. While camping on forest service roads and crown land is allowed for up to two weeks at a time, there is no policing of fire bans, garbage, or pollution in our back road areas. The more chronic problems arising are most often due to people camping for prolonged periods of time, up to multiple months, and to disrespect of the land. Issues resulting from this dispersed and unauthorized camping on forest service roads and crown land include:

- Reduced/limited access for legitimate users on roads, land, parking spots, washrooms
- Increased impacts to environment and wildlife: food and garbage left on site, wildfire risk, bear attractants, firewood harvesting, vehicles in riparian areas
- Reduced user experience, health and safety issues: dogs off-leash, human waste, cultural sites disturbed, disrespectful attitudes, pressures on west coast emergency response services
- Creation of excess garbage/waste/noise
- High risk of human caused wildfire

These issues are being experienced in many areas of the region; however, they are mostly focused on camping along the West Main Forest Service Road, within BC Parks and Parks Canada boundaries, Tla-o-qui-aht and Yuułu?if?ath and Toquaht lands/territories and within municipal boundaries. In the summer of 2021, the backroads issues became so pervasive that access to the West Main Forest Service Road was restricted by a short-term impromptu blockade. This effective “road closure” moved the dispersed/unauthorized camping issues from the backcountry and into the front country or local communities and created other challenges.

P. 250.725.3350 F. 250.725.3352
www.tla-o-qui-aht.org

TLA-O-QUI-AHT FIRST NATION
PO Box 18 #1119 Pacific Rim Hwy . Tofino . BC . V0R 2Z0

While communities deployed bylaw and education resources to limit the impact of dispersed camping in their respective jurisdictions, the situation of moving the problem from one jurisdiction to another and back again highlighted the need for a multiorganization collaborative systems-based approach.

To address the identified issues in a regional, collaborative manner, a Summit was held on February 25, 2022, hosted by the ACRD and the Tla-o-qui-aht First Nation. In attendance were representatives from Tla-o-qui-aht First Nation, Toquaht Nation, Yuułuʔiłʔatḥ First Nation, Alberni-Clayoquot Regional District (ACRD), District of Ucluelet, District of Tofino, Tourism Ucluelet, Parks Canada (Pacific Rim National Park Reserve), RCMP, and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development. Together they created a unified West Coast Vancouver Island Task Force that will identify and implement strategies this spring/summer (2022) to address unauthorized camping in the area. During the Summit, the Task Force explored leading practices employed in other British Columbia and Canadian jurisdictions to dissuade or manage dispersed/unauthorized camping and identified the need for a short-term strategy for 2022 and a more robust long-term lands management strategy for 2023 and beyond.

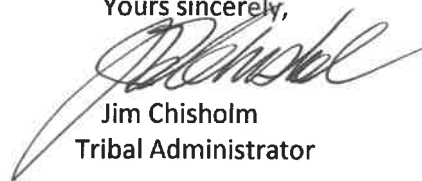
The Task Force created three subcommittees to help focus on the 2022 strategy: Communications, Visitor Overflow Camping and Seasonal/temporary housing.

While current lands/resources staff on the coast already deliver some onsite backcountry education and observation, education is only accessory to their main jobs. With this in mind, the Task Force endorsed a more dedicated communications and education program to be executed on the forest service road areas that would involve outreach to visitors, monitoring, clean up and communicating issues to Natural Resource Officers (NROs) and RCMP. The communications would focus on respectful use of the land and educate all visitors about full serviced managed campsites in the area.

Tla-o-qui-aht has achieved some seed money to purchase two ride-along Quads and a SeaCan, for assets needed to manage the Kennedy Back Road system however funds to support the Tribal Guardian program human resources is still needed. Tla-o-qui-aht can run this pilot program to mid June but is looking for an additional 100,000 to run the program for the entire summer tourism season. We are requesting that a portion of the Resort Municipality Funding that the Districts of Ucluelet and Tofino receive from the Province be allocated to support this critical issue.

We understand that you may have further need to information and remain available to appear as a delegation. Thank you in advance for your consideration.

Yours sincerely,



Jim Chisholm
Tribal Administrator



social planning & research council of british columbia
 4445 Norfolk Street, Burnaby, BC, V5G 0A7
 T: 604-718-7733, 1-888-718-7794
 www.sparc.bc.ca

May 04, 2022

Dear Mayor and Council;

RE: Please Join Us in Celebrating Access Awareness Day on June 4, 2022

The year 2022 would mark the 25th annual Access Awareness Day celebrated by British Columbians! Access Awareness Day provides an opportunity for communities to come together to celebrate their successes and show what it means to be truly accessible and inclusive for everyone. Access Awareness Day also falls within National AccessAbility Week which is celebrated from May 29th to June 4th, 2022. National AccessAbility Week is designed to celebrate and recognize the contributions that individuals living with disabilities make in their communities every day.

The theme for this year's Access Awareness Day is "Accessibility Is Inclusion". We have adopted this theme to draw attention to the fact that when we focus on addressing issues of accessibility in our communities, we are also creating opportunities to build true inclusion.

Enclosed is a copy of our Access Awareness Day poster for this year. We recognize that many communities no longer have a practice of passing proclamations and therefore welcome your participation in other ways. For example, you may wish to access our small grant funding of \$500 to host an Accessibility Event in your community to highlight some of the ways your community is working to make accessibility a reality.

Please reflect on different ways your community can join the conversation. We appreciate your efforts in creating an accessible and inclusive community where everyone can share their talents, experiences, and abilities in real and meaningful ways.

We look forward to the opportunity to work with you and others in your community to show that by investing in accessibility and believing in the community the possibilities are limitless.

Thank you for the role that you play every day in making this vision a reality!

Sincerely,

Lorraine Copas
 Executive Director, SPARC BC



SPARC BC acknowledges that our office is located on the ancestral and unceded homelands of the hən̓q̓əmi̓nəm̓ and Skwxwú7mesh speaking peoples. They have been custodians of this land for thousands of years and we would like to pay our respect to the Elders and Knowledge keepers both past and present. We are grateful for the opportunity to be on this shared territory.

Please Join Us in Celebrating Access Awareness Day on June 4, 2022 Lorra...



ACCESS AWARENESS DAY

This year marks the 25th annual celebration of Access Awareness Day. The theme for this year's Access Awareness Day is **"Accessibility Is Inclusion"**.

We have adopted this theme to draw attention to the fact that when we focus on addressing issues of accessibility in our communities, we are also creating opportunities to build true inclusion.

Please join us in celebrating Access Awareness Day on June 4, 2022. We know the difference that we can make together in building truly inclusive and accessible communities.



Accessibility is INCLUSION

ACCESS AWARENESS DAY 2022



**Accessibility is
INCLUSION**
ACCESS AWARENESS DAY 2022



\$500 AccessAbility Grants

These grants are provided through SPARC BC with funding support from the Federal government through the Accessible Canada Social Development Partnership Program as well as the Province of British Columbia through the Provincial Accessibility Secretariat. These grants are available to local government partners, local Accessibility Committees as well as local disability serving organizations.

About Your Organization

Please share a bit of information about your organization.

Your Name: _____

Your Organization: _____

Address: _____

Municipality: _____ Postal Code: _____

Phone: _____ Email: _____

Event Details

Name of the event: _____

Type of event: _____ Date of the event: _____

The event will be held online

The event will be held in person at the following location: _____

page 1 of 2



Accessibility is INCLUSION
ACCESS AWARENESS DAY 2022



Key outcomes and highlights from your event

Number of participants: _____

Next steps

Please complete this grant application form and return it to accessibility@sparc.bc.ca with the subject line—Accessibility is Inclusion.

Sharing your story

On Access Awareness Day, SPARC BC would like to profile your event through social media. Please tag SPARC BC if you will be sharing your event online.



@SPARCBC



@sparcbc



@socialplanningresearchbc

Questions

Please do not hesitate to reach out:

Tanya Tejassvi

Manager, Accessibility Initiatives

Social Planning and Research Council of British Columbia (SPARC BC)

4445 Norfolk Street Burnaby, BC V5G 0A7

T: 604.718.7732 E: ttejassvi@sparc.bc.ca





Wednesday, May 4, 2022

Dear Sir/Madam,

On behalf of Council, I'm pleased to announce the appointment of Nyla Attiana to the position of Chief Administrative Officer (CAO) for the District of Tofino.

Nyla brings passion and commitment to the organization as well as to the community as a whole. We are confident in her incredible leadership skills and depth of knowledge of District matters, which combined will help ensure the successful implementation of a strategic vision that meets the Municipality's current and future needs.

Please join me in welcoming Ms. Attiana to her new role when she begins the position on May 22, 2022.

Mayor Dan Law
dlaw@tofino.ca

Sent from within the Hahuulthii of the Tla-o-qui-aht Ha'wiih.

May 3, 2022.

To Mayor Noel and Council,

Re: Designated Recipient status transfer to Tourism Ucluelet

Since Tourism Ucluelet's establishment in late 2009 the district has observed and supported our growth and development into the organization it is today. Especially over the last 6 years, after separating from the Ucluelet Chamber of Commerce, the organization has dedicated itself as an effective and transparent partner with the community, all businesses, and key partners. We continually strive to find balance in our commitment to keep the charm of a small town all the while challenging our fundamental purpose of driving visitation and business through marketing to support our stakeholders. We recognize that balance for the community, bringing the 'right' like-minded consumer to town and dispersion are key to maintaining balance throughout the year while protecting a few pockets, so locals and businesses alike have some reprieve. We feel we have proven ourselves to be a committed functional organization following the path put forward in our new mission statement as well as pillars for long term growth and sustainability.

With this this mind, Tourism Ucluelet is asking the district and council to transfer the designated recipient title to Tourism Ucluelet for the Municipal Regional District Tax (MRDT) program. What does this mean? Tourism Ucluelet would hold the contract with the province, receiving the funds directly and distribute the On-line Accommodation Program (OAP) funds to the district.

To offer assurance to council and staff, the district/council would retain the ultimate veto on the tax being collected in town, and should the district and council feel that Tourism Ucluelet is not conducting itself in a way that supports our new direction, council can revert Tourism Ucluelet back to a contractor. To clarify, while voting stakeholders would continue to only have the power to approve how the funds are spent, the district would have final say as to whether the tax gets collected at all. Additionally, to strengthen our commitment of collaboration with the district, Tourism Ucluelet would offer one voting seat on the board of directors, instead of the current arrangement as a non—voting representative. In maintaining our communication with council, we would also continue to present our plan to council annually.

By awarding Tourism Ucluelet the ability to operate as the designated recipient it would allow the organization to,

1. Fall in-line with best practice protocols around the province
2. Receive funds directly, reducing the up to 2 months wait before funds are received and make it more effective for budgeting
3. Give the organization a greater level of independence
4. Streamline the approval and reporting process
5. Reduce additional administrative work for district staff

For the district:

6. Would remove added administrative work for staff except the OAP paperwork due annually
7. Funds would come in as revenues only through OAP instead of a "flow through"
8. The district will no longer need to approve the budget or tactical plan through a motion at council

Tourism Ucluelet believes, we have shown that we are able to operate as a stable, functioning organization with the community's best interest at heart. Our partnership with the district continues to be a cornerstone of our success. We feel that Tourism Ucluelet has proved itself as a trustworthy and community minded organization and ask council to complete the final step of our development by granting this request.

To keep with our current submission timeline, we are respectfully asking for a response by the end of May 2022.

On behalf of the board of directors, we thank you as always for your continued support and consideration.

Regards,



Denise Stys-Norman
Executive Director
Tourism Ucluelet

Cc: Duane Lawrence, CAO District of Ucluelet
Heather Riddick, Chair, Tourism Ucluelet

His Worship Mayco Noel and Council Members
District of Ucluelet
PO Box 999
Ucluelet, BC

RE: Boardwalk & Gazebo reconstruction.

Dear Mayor Noel and Councilors,

I wish to express our concern about the disintegrating condition of the District of Ucluelet's boardwalk to the Gazebo at Water's Edge Ucluelet, which is adjacent to our property.

The deterioration of the boardwalk has progressed rapidly over recent years since first approved in the District's budget, and poses a significant hazard to the public. I have concerns about the safety for myself, of our guests, tourists and the negative impression that the current state of disrepair gives not only to our property, but to our community as well.

This issue has been raised in the past a couple of times by our previous General Manager and former District of Ucluelet Mayor, Dianne St. Jacques, as well as our Director of Marketing, Brent Hohlweg.

I would encourage Council to move forward with this project with urgency.

I sincerely thank your Worship, Mayor Noel and Council for their time in considering our request.

Respectfully,
Lorne d. priestley