



**SPECIAL MEETING OF COUNCIL**  
**Wednesday, February 20, 2019 @ 1:00 PM**  
**George Fraser Room, Ucluelet Community Centre**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
Council would like to acknowledge the Yuułu?it?ath First Nations on whose traditional territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. MAYOR'S ANNOUNCEMENTS	
6. PUBLIC INPUT, DELEGATIONS & PETITIONS	
6.1. Public Input	
7. REPORTS	
7.1. Grants in Aid and Council Contributions for 2019 <i>Donna Monteith, Director of Finance</i> <a href="#">R-1 2019 GIA Report</a>	3 - 13
7.2. Flood Mapping Grant <i>Bruce Greig, Manager of Community Planning</i> <a href="#">R-2 Flood Mapping Report</a>	15 - 27
7.3. Operating and Projects Discussion Donna Monteith, Director of Finance	
8. OTHER BUSINESS	
9. QUESTION PERIOD	
10. ADJOURNMENT	





## STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 20, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DONNA MONTEITH, DIRECTOR OF FINANCE

**FILE NO:** 1850-20 AID

**SUBJECT:** GRANTS IN AID AND COUNCIL CONTRIBUTIONS FOR 2019

**REPORT NO:** 19-16

**ATTACHMENT(S):** APPENDIX A – GRANTS IN AID POLICY  
APPENDIX B – SCHEDULE OF 2019 GIA AND COUNCIL CONTRIBUTION REQUESTS  
APPENDIX C – LETTER FROM UCLUELET & AREA CHILDCARE SOCIETY (JAN. 31, 2019)

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

*Staff recommend that each motion be discussed and voted on separately:*

1. **THAT** Council review requests for grant in aid and direct staff on the actual amount to be awarded to each applicant;
2. **THAT** Council review requests for council contributions towards facility use and lease payments and direct staff on the actual amount to be awarded to each applicant;
3. **THAT** Council approve \$10,000 annually in RMI funding to the Pacific Rim Whale Festival from 2019 – 2022 dependent on provincial approval of the District of Ucluelet's 2019-2022 Resort Development Strategy; and
4. **THAT** Council direct staff bring back for Council's consideration an updated Grants in Aid Policy and application form that clarifies requests for in-kind council contributions.

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

The purpose of this report is to seek approval from Council as to the recipients and the amounts to be awarded under the current Grant in Aid Policy as well as the Council contributions related to facility use and lease payments.

### **BACKGROUND:**

Legislation provides that Council may grant aid for or to a variety of organizations

The prime purpose for grant in aid is to provide one-time financial assistance to a non-profit organization for a specific project. Aid is to be considered on a year to year basis and continued support is not to be anticipated by any organization.

The criteria for evaluating proposals for grants in aid is outlined in the Grants in Aid Policy adopted on November 27, 2018 by the new Council (see Appendix A).

### **DISCUSSION:**

The requests for funds from grants in aid and council contributions is attached as Appendix B. Please note, staff have updated the amounts in Appendix B to reflect new information and may not necessarily reflect the original application amount. All affected applicants have been notified.

Staff recommend that Council approve grants in aid to a maximum combined total of \$20,000 based on the evaluation criteria in the policy.

Council should note that the Westcoast Community Resources Society funding request for Basic Mental Health First Aid training for staff is ineligible under section 2 (e) of the policy. The applicant has clarified that no more than 10 of the 24 spots would be filled by their staff and the remaining 14 spots would be open to the general public free of charge.

Furthermore, that Council consider for approval requests for in-kind council contributions, for the waiving of facility use fees, as per the schedule in Appendix B. A letter from the Ucluelet and Area Childcare Society requesting the waiving of annual lease fees totaling \$30,010 was received at the February 12, 2019 regular council meeting and referred to the February 20<sup>th</sup> special budget meeting for Council's discussion (Appendix C).

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

In accordance with the policy, the timeline for processing grants in aid applications is as follows:

- December 15 - Applications must be received.
  - Applications are first reviewed by the Finance Department to ensure eligibility and completeness.
- February 28 – Prior to this date Council will meet to review the applications:
  - Grant in Aid presentations on February 19, 2019 at 6:00 p.m.
- At a subsequent meeting, Council will make the final decision on applications:
  - During budget discussions on February 20, 2019 at 1:00 p.m.
- Grant financial payments will be made by March 31 each year.

**FINANCIAL IMPACTS:**

The combined value of 2019 grant in aid requests totaled \$40,970; however, the current total annual budget is only \$20,000 to be granted as per the policy and Council's discretion.

The 2019-2022 Resort Development Strategy program now allows a portion of RMI funds to be used for special events. Staff have budgeted \$10,000 annually to each of the following events: Pacific Rim Whale Festival, Ukee Days, and Edge to Edge Marathon. Staff recommends postponing consideration of the Pacific Rim Whale Festival's \$3000 request until receiving confirmation of RMI funding.

The combined value of 2019 council contribution requests totaled \$41,440 which is within the annual budget of \$45,190 for in-kind requests to waive facility use fees. Due to the lack of clarity in the Grants in Aid Policy, there are some facility user groups that did not apply for council contribution. The Manger of Parks and Recreation recommends that council approve the council contributions for those groups who did not apply - Scouts, Girl Guides, Toastmasters, and Junior Canadian Rangers.

**POLICY OR LEGISLATIVE IMPACTS:**

Staff recommend that the Grants in Aid Policy be updated to clarify requests for in-kind council contributions; that the application form be revised to clearly differentiate between requested amounts for grants in aid (cash) and council contributions (in-kind).

**OPTIONS(S):**

1. **THAT** Council review requests for grant in aid and direct staff on the actual amount to be awarded to each applicant. **(Recommended)**
2. **THAT** Council review requests for council contributions towards facility use and lease payments and direct staff on the actual amount to be awarded to each applicant. **(Recommended)**
3. **THAT** Council approve \$10,000 annually in RMI funding to the Pacific Rim Whale Festival from 2019 – 2022 dependent on provincial approval of the District of Ucluelet’s 2019-2022 Resort Development Strategy. **(Recommended)**
4. **THAT** Council direct staff bring back for Council’s consideration an updated Grants in Aid Policy and application form that clarifies requests for in-kind council contributions. **(Recommended)**
5. **THAT** Council increase the grants in aid budget for 2019.
6. **THAT** Council approve only a portion of the Ucluelet and Area Childcare Society’s request for council contribution.
7. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Donna Monteith, Director of Finance  
Mark Boysen, Chief Administrative Officer



**POLICY NUMBER:** 5-1850-1

**REFERENCE:**

Grants in Aid

**ADOPTED BY:**

Council  
 November 27, 2018

**AMENDED DATE:**

N/A

**SUPERSEDES:**

New

**DEPARTMENT:**

Finance

**EFFECTIVE DATE:**

November 27, 2018

**Policy Statement:**

Page 1 of 3

The District of Ucluelet provides grants in aid to financially assist community groups, not-for-profit societies and organizations for a specific project. It is recognized these organizations are valuable in helping the District provide a community focus. Funding decisions will be made on a year to year basis and continuing support should not be anticipated.

**1. Criteria:**

Criteria for evaluating proposals for grants in aid will be as follows:

- a) Not-for-profit community organizations operating within the District of Ucluelet or which provide a social service to Ucluelet residents.
- b) It should be a goal of each organization to reduce the amount of financial support requested from the District of Ucluelet in each subsequent fiscal year.
- c) The signature on the application must be an authorized signatory and representative of the organization.
- d) Proposal must be completed within 12 months of receipt of the grant.
- e) Preference will be given to organizations based in Ucluelet or those that provide a social service to Ucluelet residents and that there is no overlapping service already existing.

**2. Ineligible Proposals:**

The following types of proposals are ineligible to receive grants in aid and will not be considered by Council:

- a) Proposals requesting funding for sports organizations for competition/travel expense.
- b) Monies to subsidize a commercial organization.
- c) Projects that duplicate projects, programs, services or events already provided within the District of Ucluelet.

- d) Assistance for the payment of property taxes or other programs or services legislated by other levels of government.
- e) Proposals for support of research activities, staff training or professional activities.
- f) Proposals from individuals.
- g) Proposals from groups that did not submit the required final report from grants received in previous years.

### **3. Application Procedure:**

- a) Application forms are available online at [www.ucluelet.ca](http://www.ucluelet.ca) or by emailing a request to [finance@ucluelet.ca](mailto:finance@ucluelet.ca). Completed forms and all supporting documentation may be delivered to 200 Main Street, mailed to Box 999 Ucluelet BC, V0R 3A0 or submitted by email to [finance@ucluelet.ca](mailto:finance@ucluelet.ca).
- b) All applications must be received by December 15 each year.
- c) Each application should include the following details:
  - the nature, goals and objectives;
  - the names of those involved and if applicable a list of the Board of Directors;
  - projected statement of revenue and expenses;
  - additional support the organization receives from the District of Ucluelet: permissive tax exemption; in-kind donations; waiving of rental fees; and
  - any additional funding sources.

### **4. Grant Review Process:**

- a) Applications will first be reviewed by the Finance Department to ensure each application is eligible and complete; no application will be considered if it is incomplete or if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not fully satisfied.
- b) Council will meet to review the applications prior to February 28 each year.
- c) At that meeting, applicants will be permitted 5 minutes to make a presentation to Council supporting their application.
- d) At a subsequent meeting, Council will make the final decision on the applications.
- e) The financial plan will be updated to reflect the total amount of cash and in-kind support to be provided by Grants in Aid.
- f) Grant financial payments will be made prior to March 31 each year.
- g) Any in-kind support commitments will be communicated to the appropriate departments.
- h) Communication will be sent to all applicants by the Finance department advising them of Council's decision.
- i) A list of recipients will be posted in the annual report.

**5. Conditions of Support:**

- a) Funding must be used for the purpose requested. Any funds not used for the requested purpose must be returned to the District of Ucluelet.
- b) District of Ucluelet financial support must be acknowledged at the event or in all printed publicity material relating to the funded activity.
- c) A final report must be submitted to Council by February 28 of the following year.

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Mayor Mayco Noël  
District of Ucluelet



**GRANT-IN-AID APPLICATION FORM**

Organization:

Name of Organization:		
Society Registration #:	Contact Person:	Contact Person Position:
Phone:	Fax:	E-mail:
Mailing Address:		

Organization Type: <input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization:	
Organization's Objectives (attach additional information if available):	
Nature of Services Provided by Organization:	
How many people do you expect to serve by this Grant Application?	Who are the people to benefit from your activity or functions?

Grant:

Grant-in-aid Amount Requested:	\$
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Activity or Functions to be Supported by this Grant Application:
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Implications for the Organization if this Grant is not approved:
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	
Date of Application:	

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	

**District of Ucluelet  
Council Grants-in-Aid Requests  
2019**

	Description	2019 Requests	Non-Profit	Social Enrichment	Service to Residents	Subsidized /Commerical	Fills a need in Community? How many people?	Sports Competition /Travel	Recommendation
Army Navy and Airforce Vetrans in Canada Unit 293	to build a sign and community bulletin board/beautify centotaph	1,650	Yes	Yes	Yes	N/A	All Residents	N/A	y
Cayoquot Biosphere Trust Society	to provide small youth action grants as a continuation of their Neighbourhood small grant program	1,000	Yes	Yes	Yes	N/A	10 directly 100 indirectly	N/A	y
Food Bank on the Edge	To purchase food items during periods of year when needs exceed donated food	2,000	Yes	Yes	Yes	N/A	130/month	N/A	y
Pacific Rim Arts Society	To support four of PRAS annual progr	6,000	Yes	Yes	Yes	N/A	5000	N/A	Meets Criteria
Pacific Rim Arts Society	<i>in kinds grant for rental at UCC hall and activity rooms</i>	2,500	yes	Yes	Yes	N/A	n/a	N/A	Council Contribution Request
Pacific Rim Hospice	develop and facilitate grief groups to children and youth in 2019	4,000	Yes	Yes	Yes	N/A	125+		y
Pacific Rim Whale Festival Society	For seed money for the 2020 festival	3,000	Yes	Yes	Yes	N/A	3000	N/A	Meets Criteria
Strider Pacific Rim	Youth environmental Stewardship - detailed budget provides	8,650	Yes	Yes	Yes	N/A	100 directly 2672 indirectly	N/A	y
Ucluelet and Area Historical Society	<i>meeting room cost in kind at UCC</i>	600	N/A	Yes	Yes	N/A	N/A	N/A	Council Contribution Request
Ucluelet Chamber of Commerce/Ucluelet Business and Employment Retention and Expansion Project	Detailed breakdown provided majority is for Pizza - 1920 (they feed the participants dinner each session and the balance is for wages - to ....organizer? Not clear as volunteers run program. Email to Lara for clarification	6,860	? "non partisan business organization"	Yes	Yes	N/A	8 to 15 directly	N/A	unsure
Ucluelet Chamber of Commerce/Ucluelet Business and Employment Retention and Expansion Project	<i>Application did not account for in-kind contribution they would require to cover room booking fees at the UCC.</i>	400	N/A	Yes	Yes	N/A	N/A	N/A	Council Contribution Request
Ucluelet Junior Rangers	For youth to participate in swimming, kayaking or other activities they don't have funds to cover	500	Yes	Yes	Yes	N/A	15 to 20 directly	N/A	y
Ucluelet Secondary School	Scholarship	500							Yearly amount
Ukee Public Market	for a market coordinator	2,500	Yes	Yes	Yes	N/A	5000	N/A	y
Westcoast Community Resources Society	To hire an instructor to facilitate basic Mental Health First Aid for all staff. Course is 2 days.	5,000	Yes	Yes	Yes	N/A	All Residents	N/A	No - 2e staff training

**District of Ucluelet  
Council Grants-in-Aid Requests  
2019**

	2017 Requests	2017 Actual	2018 Requests	2018 Actual	2019 Requests	2019 Actual
<b>Army Navy &amp; Air Force Veterans</b>			375	1,875	<b>1650</b>	
<b>Clayoquot Biosphere Trust</b>					<b>1000</b>	
<b>Emerald Sea Protection Society</b>	1,000			-		
<b>Food Bank</b>	2,000	2,000	2,000	2,000	<b>2000</b>	
<b>Pacific Rim Arts Society</b>	6,500	3,000	6,000	4,000	<b>6000</b>	
<b>Pacific Rim Hospice Society</b>			2,000	2,000	<b>4000</b>	
<b>Pacific Rim Marine Search &amp; Rescue</b>	4,000	4,000				
<b>Pacific Rim Whale festival (cash)</b>	2,500	1,500	3,000	1,500	<b>3000</b>	
<b>Surf Rider - Pacific Rim</b>			9,621	2,000	<b>8650</b>	
<b>Tofino General Hospital</b>	1,000	1,000				
<b>Ucluelet &amp; Area Historical Society</b>	1,500	1,500	1,500			
<b>Ucluelet Chamber of Commerce</b>					<b>6860</b>	
<b>Ucluelet Junior Canadian Rangers</b>	500	500	500	500	<b>500</b>	
<b>Ucluelet Secondary Kayaking Program</b>	1,850	-				
<b>Ukee Public Market Society</b>				2,500	<b>2500</b>	
<b>USS \$500 discretionary (Policy)</b>	500	500	500			
<b>USS \$500 scholarship (Policy)</b>	500	500	500		<b>500</b>	
<b>USS School trip</b>			1,000			
<b>West Coast Community Resources Society</b>	5,000	2,500			<b>4310</b>	
<b>TOTALS</b>	<b>26,850</b>	<b>17,000</b>	<b>26,996</b>	<b>16,375</b>	<b>40,970</b>	<b>-</b>
<b>Maximum Budget within the Program</b>					20000	
<b>Over/(Under) Budget</b>					<b>20970</b>	<b>-</b>

**District of Ucluelet  
Contributions  
2019**

	2017 Requests	2017 Actual	2018 Requests	2018 Actual	2019 Requests	2019 Actual
<b>Budget</b>						
<b>Unspecified</b>	5,000	5,000	8,000	8,000	-	
<b>Ucluelet Chamber of Commerce</b>	3,000		3,000	3,000	3,000	
<b>Wildsafe Program</b>	3,000	3,000				
<b>Facility Fees Waived or (in-kind)</b>						
<b>1st Ucluelet Scouts</b>	2,330	2,330	2,330	2,330	2,330	
<b>Girl Guides of Canada</b>	5,200	5,200	1,300	1,300	1,300	
<b>Pacific Rim Arts Society</b>			550	550	<b>2,500</b>	
<b>Pacific Toastmasters</b>			1,300	1,300	1,300	
<b>Ucluelet &amp; Area Childcare Society</b>	29,568	29,568	29,568	29,568	<b>30,010</b>	
<b>Ucluelet &amp; Area Historical Society</b>	500	500	430	430	<b>600</b>	
<b>Ucluelet Chamber of Commerce</b>					<b>400</b>	
<b>Ucluelet Junior Canadian Rangers</b>	1,165	1,165	1,170	1,170	1,170	
<b>Westcoast Community Resources Society</b>					<b>200</b>	
<b>TOTALS</b>	<b>48,598</b>	<b>45,598</b>	<b>46,478</b>	<b>46,478</b>	<b>41,440</b>	<b>-</b>
<b>Maximum Budget within Contributions</b>					45,190	
<b>Over/(Under) Budget</b>					<b>(3,750)</b>	

**Note:**

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

## APPENDIX C



1

C/O District of Ucluelet

PO Box 999

Ucluelet, BC

V0R 3A0

January 31, 2019

Over the past few months, the Board of Directors of the Ucluelet and Area Childcare Society has been working on a lease for the Children's Centre located at 500 Matterson Drive, Ucluelet, BC.

The society is a non-profit organization that is here to provide affordable childcare to the community. We are one of the most affordable childcare providers on Vancouver Island.

We would like to request that the Ucluelet Council continue our previous arrangement of \$1.00 per year for the next three years.

We are working towards developing a three year budget that would allow the society to make plans for the future regarding space, playground design, supplies and materials, storage concerns, increasing staff numbers and wages, and increasing our overall ability as a Centre to address the growing needs for childcare within our community.

The Centre has 65 children registered between the Group Daycare and Afterschool Programs. There is a waiting list with 23 children on it. North Island College has been increasing the number of Early Childhood Educator courses available on the West Coast and we are excited that over the next six months we will have many more Early Childhood Educators and Assistants available to start working in the Centre. This will allow us to expand our programs and to reopen the multi-age program, which is desperately needed in this community.

If you need any other further information or any financial information, please let us know. Thank you.

Sincerely,

Kathy de Vries, Daycare Manager

Brialyn Roberts, Co-Chair Ucluelet and Area Childcare Society

Dustin Riley, Co-Chair Ucluelet and Area Childcare Society

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Ucluelet Children's Centre, PO Box 536, Ucluelet, BC V0R 3A0 250-726-2339 [uclueletcare@gmail.com](mailto:uclueletcare@gmail.com)





## STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 20, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 5280-16

**SUBJECT:** DISTRICT OF UCLUELET FLOOD MAPPING PROJECT

**REPORT NO:** 19-17

**ATTACHMENT(S):** APPENDIX A – GRANT GUIDE AND PROPOSED APPLICATION

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

1. **THAT** Council fully supports the District of Ucluelet Flood Mapping Project and directs Staff to allocate time for the overall project including grant management, public engagement and communication.

### **PURPOSE:**

The purpose of this report is for Council to authorize the Manager of Community Planning to proceed with the funding application for the Ucluelet Flood Mapping project to the *Community Emergency Preparedness Fund* through UBCM, and commit the District's in-kind resources (mostly staff time). As part of the application process it is required that Council indicate support for the project and that it will direct Staff to dedicate the appropriate time to provide overall grant and project management.

### **DISCUSSION:**

A detailed project description is included in the draft grant application attached in Appendix A. Briefly, the purpose of the project is to engage a qualified engineering consultant experienced in coastal engineering to develop a flood risk assessment, prepare flood plain mapping, establish flood construction levels, identify sea level rise planning areas and identify flood hazards for the development and refinement of future land use policy in Ucluelet. The 2019 Community Emergency Preparedness Fund grant is an excellent opportunity to harness the resources necessary to complete this specialized work. It is not certain whether similar funding will be available in future years, so staff are strongly supportive of completing this work now. Some adjustment of work plans may be necessary, but with the additional resources being added to the Fire and Emergency Services department we are confident that the project will be a success.

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

Staff have already spent the time to complete the grant application by the submission deadline of February 22, 2019. If the application is successful, the Manager of Community Planning or designate will head/liaise on the project. A provincial response on funding decisions is expected within 90 days.

Moderate staff time will be required to manage this project and its required public engagement and reporting to the funding agency. The main participation will be in the Community Planning and Emergency Services departments. The grant requires that the project be completed within one year of approval.

**FINANCIAL IMPACTS:**

This grant available for the project is 100% of eligible expenses up to a maximum of \$150,000. The District's commitment is for the equivalent of \$15,000 in-kind contribution of resources including staff time, meeting space for public engagement activities, etc. The project would not proceed at this time without external funding.

**OPTIONS REVIEW:**

1. **THAT** Council fully supports the District of Ucluelet Flood Mapping Project and directs Staff to allocate time for the overall project including grant management, public engagement and communication.  
**(Recommended)**
2. THAT Council not support this grant application.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning  
Mark Boysen, Chief Administration Officer



**Community Emergency Preparedness Fund**

**Flood Risk Assessment, Flood Mapping &  
Flood Mitigation Planning**

**2019 Application Form**

Please complete and return the application form by **February 22, 2019**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <i>(for administrative use only)</i>
Applicant: District of Ucluelet	Date of Application: February 21, 2019
Contact Person*: Bruce Greig	Position: Manager of Planning
Phone: 250 726 7744	E-mail: <a href="mailto:bgreig@ucluelet.ca">bgreig@ucluelet.ca</a>

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

<b>SECTION 2: Project Summary</b>
<p><b>1. Name of the Project:</b> District of Ucluelet Flood Mapping Project</p>
<p><b>2. Type of Project.</b> Please identify each component you are applying for:</p> <p><input checked="" type="checkbox"/> Flood Risk Assessment</p> <p><input checked="" type="checkbox"/> Flood Mapping</p> <p><input type="checkbox"/> Flood Mitigation Planning</p>
<p><b>3. Project Cost &amp; Grant Request:</b></p> <p>Total Project Cost: \$165,000.00      Total Grant Request: \$150,000.00</p> <p>Have you applied for or received funding for this project from other sources (i.e. National Disaster Mitigation Program or Gas Tax)?</p> <p>No</p>
<p><b>4. Project Summary.</b> Please provide a summary of your project in 150 words or less.</p> <p>The District of Ucluelet, being surrounded on three sides by the Pacific Ocean and its proximity to the Cascadia subduction zone, is a community that is acutely affected by the incremental and sudden changes to ocean conditions like storm surges, king tides, storm waves, climate change, sea level rise, and coastal erosion. The purpose of the "District of Ucluelet Flood Mapping</p>

Project” is to engage a qualified professional engineering consultant experienced in coastal engineering to develop a flood risk assessment, flood plain mapping, establish a flood construction level (FCL), identify sea level rise planning areas, and identify flood hazards for the development of future land use policy.

### SECTION 3: Detailed Project Information

**5. Project Area.** Describe the proposed project area (location, size, population, land use, etc.).

*Map indicating the location of the proposed project must be included with this application.*

The District of Ucluelet is located on the west coast of Vancouver Island at the southerly most end of the Ucluth Peninsula. The village is surrounded by ocean on three sides. To the west is the Pacific Ocean and the Cascadia Subduction zone fault line. To the east is the First Nations community of Hitacu located across the Ucluelet inlet. This inlet contains extensive harbour facilities and sensitive ecologically areas. To the north is the Long Beach unit of Pacific Rim National Park Resreve, the First Nations Community of Esowista, and the community of Tofino located further north at the tip of the Esowista Peninsula. To the south is Barkley Sound and the Broken Group Islands also within the Pacific Rim National Park Reserve.

Geologically, the town-site of Ucluelet is situated on a rocky section of the peninsula. However, many areas are also comprised of pleistocene sediments, including sand and other unstable materials. Approximately 57% of the District is located below 20m above datum which is consider in the District of Ucluelet's emergency plan as our community's Tsunami inundation zone.

Ucluelet has a population of 1717 people (Census, 2016), but during summer seasons the visitor population brings the overall population to approximately 3,000 to 5,000 people. This larger population is now becoming the norm for winter months as Ucluelet develops as a winter surf and storm watching destination.

**6. Proposed Activities.**

- a. What specific activities will be undertaken as part of the proposed project? Please refer to Section 4 of the Program & Application Guide for eligibility and note that activities must align with the required workplan and budget.
  1. Define the Designated Storm(s) and the associated winds and storm surge.
  2. Determine a flood risk assessment and the Designated Flood Level, considering sea level rise, tide conditions, and storm surge.
  3. Characterize the incident wave climate approaching the shoreline.
  4. Determine Wave affects and overtopping rates at the shoreline.
  5. Calculate the Flood Construction Levels.
  6. Determine the location and quantity of structures, people, and assets that might be affected in the District of Ucluelet.
  7. Written report capturing the above described deliverables with identification of concerns for data quality, data gaps and assumptions for all these models. The report should also include steps to address these issues on a next phase of the project.
  8. Delivery of the information to the community by the team running the models at a public and expert level of information during a workshop where public and managers questions can be addressed.

9. Update District of Ucluelet polices and bylaws such as the Official Community Plan and Zoning Bylaw; create new policies and/or bylaws such as a Flood Control Bylaw utilizing flood mapping and data; and complete a National Disaster Mitigation Plan Risk Assessment Information Template (RAIT) with the new data (the timing of the two projects are such that they may run concurrently).

- b. List any potential implementation risks that may impact the ability to deliver on the project, and explain what mitigation measures are in place to address them (e.g. staff capacity, procurement, etc.).

We don't anticipate any major risks to the implementation of this project.

- 7. Rationale.** What is the rationale and evidence for undertaking this project? This may include local flood hazard and/or seismic vulnerability as identified in the Emergency Plan or flood mapping, threat levels identified in completed flood risk assessments and/or recent flood history (e.g. evacuation order and/or disaster financial assistance).

*Copies of any relevant documents that support the rationale for this project must be included with this application.*

Ucluelet's coastline is vulnerable to the impacts of storm surges, high tides, and waves; climate change, sea level rise and coastal erosion; and subsidence, soil liquefaction, and tsunamis. Mapping areas at risk from coastal flooding could help identify areas and coastal conditions of concern for all residents and visitors to the District of Ucluelet, as well as contribute to planning, design and mitigation efforts to minimize impacts.

On October 14, 2016 an HF Radar system operated by Ocean Networks Canada in Ucluelet triggered automatic alerts when it detected a tsunami (Dzvonkovskaya et al, 2017). As a precaution and independent of the alert to Ocean Networks Canada, the local authorities in Ucluelet, Tofino and the Pacific Rim National Park closed all beaches on the Esowista Peninsula. This event was caused by the remnants of Typhoon Songda approaching BC from the Pacific. The data from tidal buoys from the Canadian Hydrographic Service and meteorological information from Weather Canada confirmed this event as a combination of multiple tsunami waves of meteorological origin, together with other hazardous waves (seiches and infragravity waves) and about 60cm of storm surge (Rabinovich et al., 2017). The currents generated by these events are a serious hazard for navigation and these tsunami waves can affect coastal regions in a destructive way. The detection of this event (Guerin et al. 2017, Dzvonkovskaya et al. 2017), indicates the high risk of hazardous waves and storm surge in Ucluelet. The currents generated by these events are a serious hazard for navigation and the tsunami waves observed can affect coastal regions in a destructive way.

Again, on October 19, 2017, hazardous waves, high tides, and storm surge forced the closure of all beaches on the Esowista Peninsula (from Ucluelet to Tofino). These conditions resulted in flooded beaches, floating logs, large waves breaking high up on shore and extremely hazardous surf conditions.

Modelling and mapping is required to better understand these hazardous coastal processes and the joint probability of all of the processes occurring at the same time. This mapping project will help to establish quantitative criteria for the restriction or closure of public beaches due to hazardous coastal flooding conditions. The District of Ucluelet has many residences and resorts adjacent to its outer coast and inlet areas. Currently the District of Ucluelet Zoning Bylaw No. 1160, 2013 contains regulations requiring buildings to be 15 m away from the natural boundary of the sea. There is currently no regulation within the Ucluelet's Zoning Bylaw to regulate the flood construction level for buildings. The District of Ucluelet wishes to utilize the flood mapping data to comply with best practices including accounting for climate change and local conditions.

The District of Ucluelet is also at risk from both earthquakes and tsunamis. Traditional knowledge from coastal First Nations and sediment records indicate the recurrence of earthquake and tsunami events in this area. Due to natural erosion processes, there are only deposits from 3 tsunamis in the Ucluelet area: the Alaska 1964 tsunami, the Cascadia 1700 event and a tsunami from an unknown source between 500-800 years ago (Clague and Bobrowsky 1994a, b). The probability of a damaging tsunami with more than 1.5m run-up in the West Coast of Vancouver Island is between 40-80% for the next 50 years (Leonard et al, 2013). Ucluelet has activated its Emergency Operation Center on a number of occasions in recent years, all in response to distant and regional tsunami alerts. The community's proximity to the Cascadia Subduction Zone leaves it vulnerable to notifying both residents and tourists in the event of a locally generated Tsunami.

Current protocol is to move to high ground if shaking is felt and not to wait for an official warning. A safe planning level has been designated to be above 20 metres, however, preliminary tsunami modelling and mapping is required to confirm this, identify high ground (safe areas), and help in determining the most effective evacuation routes. In the case of a significant earthquake from the Cascadia subduction zone, Ucluelet could suffer strong subsidence making it more susceptible to the tsunami. The permanent inundation after the event of subsided areas should also be considered as a long-term issue related to sea-level rise (SLR). The scientific literature based on numerical models and sediment records indicates that such subsidence would rapidly elevate the sea-level 30 to 200 cm on the west coast of Vancouver Island (Thomson et al, 2008). Rates of SLR for BC have been estimated at a 1m rise between 2000 and 2100 and a further 1m by the year 2200 (Ausenco Sandwell 2011a), but further adjustments to SLR are required in Ucluelet to account for uplift and subsidence of the land surface.

## 8. Engagement & Collaboration

- a. Describe how the proposed project will contribute to a comprehensive, cooperative and regional approach to flood planning.

The District of Ucluelet is looking at the risks from coastal flooding from a comprehensive perspective including; emergency planning, community sustainability, land use planning, engineering and management of infrastructure assets, and public policy.

Historically, the District of Ucluelet and the communities within the west coast region (see s. 8 below) have worked together and consulted each other on a range of important issues; this project would be an important continuation of that cooperative spirit.

We plan to share our experience and the information collected to increase our region's collective knowledge on coastal flooding. As flood mapping is completed for the peninsula's entire coastline, we anticipate that the region will work together to develop a unified approach to mitigate the risks associated with coastal flooding. This work builds on the spirit of mutual community assistance as evidenced by protocols for mutual aid between the Ucluelet Volunteer Fire Brigade (UVFB) and Tofino Volunteer Fire Department, and servicing agreements which extend the UVFB area of response to the Yuułuʔiłʔatḥ village of Hitacu and the unincorporated areas of the Alberni Clayoquot Regional District which together comprise the eastern side of the Ucluelet Inlet.

- b. List current and potential stakeholders and partnerships, and describe their level of engagement and commitment to the project.

The potential stakeholders for our region are; Yuułuʔiłʔatḥ Government (YFN), the Tla-o-qui-aht First Nation (TFN), the Toquaht First Nation, the Pacific Rim National Park Reserve, the Alberni Clayoquot Regional District (ACRD) and the District of Tofino (DoT)

The TFN, the ACRD the Toquaht Nation and the DoT are all engaged in pursuing flood mapping and climate adaptation. If the District of Ucluelet is successful with this grant the project will provide one part of a regional solution. The project area includes land within the

ACRD and the YFN, and this project will support work these entities pursue toward flood mapping and climate change adaptation. The District of Ucluelet will engage with all partners and support their efforts towards flood assessment and mitigation. Tofino and TFN are actively creating flood mapping and it is hoped that the Pacific Rim National Park Reserve will also complete flood mapping so that collectively the west coast region can plan coordinated approaches and solutions. Regional stakeholders will be invited to be information-sharing participants in the Ucluelet Flood Mapping project, but are not expected to contribute funding support for this project.

## 9. Proposed Deliverables & Outcomes

- a. What specific deliverables will result from this project?

The specific deliverable for the District of Ucluelet Flood Mapping Project is to engage a qualified professional engineer consultant experienced in coastal engineering to develop a flood risk assessment, flood plain mapping, establish Flood Construction Levels (FCL), identify sea level rise planning areas, and identify flood hazards for the development of future land use policy.

- b. Describe how the proposed project considers climate change in the project methodology and mitigates the impacts of climate change through the final deliverables.

The District of Ucluelet has many residences and resorts adjacent to its outer coast and inlet areas. Currently the District of Ucluelet Zoning Bylaw No. 1160, 2013 contains regulations requiring buildings to be 15 m away from the natural boundary of the sea and there are currently no regulations within the Ucluelet's Zoning Bylaw to regulate the elevation or flood construction level for buildings. Based on the findings of this project and its final deliverables, the current bylaws and policies will be updated.

- c. To what extent will the proposed project increase understanding of the social and economic impacts of flood events to the community?

The proposed flood mapping is meant to serve as a communication piece with the community to increase understanding of the social and economic impact of flood events. The community is becoming more educated on tsunami risks thanks to increased efforts of the District of Ucluelet staff and its Emergency Network through events such as Community Shakeout events and stakeholder meetings. A component that requires further attention is the understanding of risks associated with increases to sea level rise and instances of storm surge, and the impacts of climate change. The project includes two public consultation components: one to gather community input at the data collection stage and another to review the results of the mapping project. The project also includes presentations to District of Ucluelet Council in a public meeting setting. Future consultation opportunities will also arise from having this data available once the District proceeds with utilizing the information to update/ create policies and bylaws surrounding flood hazards.

- d. How does the project align with other work by your local authority in meeting [Provincial Flood Hazard Area Land Use Management Guidelines](#), including existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education?

The guidelines have recently been updated by the Province predicting significant sea level rise for coastal communities, and the District of Ucluelet wishes to utilize the flood mapping data to comply with best practices including accounting for climate change and local conditions. The data can then feed into updated policy and bylaws with the purpose to mitigate risk to vulnerable properties by possibly establishing future no build areas, flood construction levels that account for future sea level rise, and future growth areas located out of current and future hazardous areas. The draft Ucluelet Official Community Plan (OCP) introduces new Development Permit (DP) Area regulations for hazardous conditions

including shoreline areas that may be subject to flooding. The draft DP area mapping is considered a placeholder until proper flood risk mapping and detailed FCL data is available. The draft OCP points to ongoing improvement of local mitigation strategies, explicitly pointing to future bylaw amendments to incorporate better shoreline data as it becomes available; this grant application is a critical opportunity for the District to harness the necessary capacity to improve community preparedness for flood emergencies.

- 10. Monitoring & Performance Measures.** Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.).
1. Proposal evaluation criteria and evaluation procedures have been developed for the procurement process.
  2. A contingency fund of 15% will be allocated for the project.
  3. Project milestones will be developed to ensure deliverables are being met on time/schedule.
  4. The RFP will include a summary of the proponent's understanding of the work, methodology and work plan, project team and resumes, relevant project experience, budget table, and proposed schedule for the work.
  5. A project consultation group made up of subject matter experts will review and assess the quality of the deliverables.

- 11. Qualified Professionals.** Outline the procurement process and how you will select a qualified professional to complete this project.
- The procurement process will follow the District of Ucluelet's Purchasing Policy. A project of this scale will require a formal tender or Request for Proposal advertised nationally using the Provinces of British Columbia's BC Bid Service.

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

#### SECTION 4: Required Application Materials

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

- Local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed workplan and budget for each component identified in the application. This must include a breakdown of work activities, tasks, deliverables or products, resources, timelines (start and end dates), and other considerations or comments. The budget must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- Map identifying the location of the proposed project.
- If applicable, copies of any relevant documents that support the rationale for this project must be included with this application.

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<b>SECTION 5: Signature</b>	
I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).	
Name: Bruce Greig	Title: Manager of Community Planning
Signature: <i>An electronic or original signature is required.</i>	Date: February 21, 2019

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

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

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

## B. Detailed Workplan

### District of Ucluelet Flood Risk Assessment, Flood Mapping & Mitigation Planning - CEPF Grant

Activities	Tasks	Deliverables/ Products	Resources	Timelines Start and Dates
<b>Request for proposal</b>	Work with District of Tofino (DoU) staff to develop RFP.	Request for Proposal.	DoU Lead and staff assistance as required.	June 2019
<b>Review proposals and award contract</b>	Review of applications, development and award of contract.	Contract awarded to Consultant.	DoU Lead and staff assistance as required.	July 2019
<b>Meet consultant</b>	Discuss scope of work, project deliverables and timelines.	Commencement of works.	Consultant, DoU Lead, and staff assistance as required.	July 2019
<b>Coastal Flood Data Collection</b>	As identified in the contract.	Data collection and analysis, MET coastal ocean study, wave modelling.	As required by consultant.	August to September 2019
<b>Project Management</b>	Regular review and reporting of progress.	Progress reports for project milestones.	DoU Lead, and staff assistance as required.	July 2019 to February 2020
<b>Stakeholder Engagement</b>	Engage stakeholders for input through a community workshop.	Community workshop.	Consultant, DoU Lead, and staff assistance as required.	October 2019
<b>Coastal Flood Mapping</b>	Creation of deliverables.	Creation of flood mapping.	As required by consultant.	September 2019 to January 2020
<b>Completed Mapping</b>	Review of deliverables.	Completed flood mapping that meets APEGBC professional practice guidelines.	Consultant, DoU Lead, Emergency Program Coordinator, and staff.	February 2020
<b>Stakeholder Engagement</b>	Engage stakeholders to share results from mapping.	Community workshop. Distribution of Coastal Flood Risk Assessment report.	Consultant, DoU Lead, and staff assistance as required.	February 2020



## APPENDIX B

Integration	Review relevant policies and bylaws for alignment with	Updated and or new policies and bylaws such as OCP	DoU Planning staff, and staff assistance as required.	February to May 2020
Risk Assessment	Update NDMP risk assessment.	Utilize completed mapping data to complete Risk Assessment Information Template.	DoU Emergency Program Coordinator, and staff assistance as required.	February to May 2020
Project Reporting	Submit final report to grantor.	Completed Final Report Form & Financial Summary.	DoU Lead, and staff assistance as required.	June 2020

## C. Detailed Budget

### District of Ucluelet Flood Risk Assessment, Flood Mapping & Mitigation Planning - CEPF Grant

Budget Item	Amount	Source
Consultant Fees for coastal flooding data collection and mapping	\$150,000	CEPF Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning 2019 Grant
DoU Staff wages: <ul style="list-style-type: none"> <li>Emergency Program Coordinator</li> <li>Planner</li> <li>Manager Community Planning</li> </ul>	\$13,000 (In kind contribution)	District of Ucluelet
Office supplies / Meeting venue rentals / Public consultation materials	\$2,000 (In kind contribution)	District of Ucluelet

# D. Location Map

District of Ucluelet Flood Risk Assessment, Flood Mapping & Mitigation Planning - CEPF Grant

