



**REGULAR MEETING OF COUNCIL  
Tuesday, April 10, 2018 @ 7:30 PM  
George Fraser Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?i?at̓ First Nations on whose territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. ADOPTION OF MINUTES	
5.1. March 20, 2018 Special Minutes <a href="#">2018-03-20 Special Council</a>	5 - 8
5.2. March 22, 2018 Special Minutes <a href="#">2018-03-22 Special Council</a>	9 - 11
5.3. March 27, 2018 Regular Minutes <a href="#">2018-03-27 Regular Minutes</a>	13 - 18
6. UNFINISHED BUSINESS	
7. MAYOR'S ANNOUNCEMENTS	
8. PUBLIC INPUT, DELEGATIONS & PETITIONS	
8.1 Public Input	
8.2 Delegations	
• Erika Goldt, Alberni-Clayoquot Regional District Re: Coastal Addendum to the Alberni Agriculture Plan <a href="#">D-1 ACRD Delegation</a>	19
• Lance Blackwell Re: Requesting Letter of Support & Permission to use the PRVC. <a href="#">D-2 Blackwell Delegation</a>	21
9. CORRESPONDENCE	
9.1. 2018 BC Community Achievement Awards Invitation BC Achievement Foundation	23 - 25

	<a href="#">C-1 BCCAA Invitation</a>	
9.2.	2018 Kap'Yong / Radar Hill Commemoration Ceremony Invitation Parks Canada	27
	<a href="#">C-2 Kap'Yong/Radar Hill Invitation</a>	
9.3.	Central Westcoast Forest Society Speaker Series Invitation Central Westcoast Forest Society	29 - 30
	<a href="#">C-3 CWFS Invitation.</a>	
9.4.	Vancouver Island Real Estate Board Commercial Building Awards Business Examiner	31
	<a href="#">C-4 VI Real Estate Board Awards Invitation</a>	
9.5.	Saving Lives Through Organ Donation The Kidney Foundation of Canada	33 - 36
	<a href="#">C-5 Saving Lives Through Organ Donation</a>	
9.6.	2018 UBCM Convention - BC Assessment Meeting Invitation BC Assessment Local Government and Communications Division	37
	<a href="#">C-6 BC Assessment UBCM Invitation</a>	
10.	INFORMATION ITEMS	
10.1.	2018 Resolution - Collection of Unpaid Bylaw Fines The Resort Municipality of Whistler	39 - 44
	<a href="#">I-1 Whistler Resolution</a>	
10.2.	Personal Service Establishments Island Health	45 - 47
	<a href="#">I-2 Personal Service Establishments</a>	
10.3.	Transportation Update Alberni Clayoquot Health Network	49 - 59
	<a href="#">I-3 Transportation Update</a>	
10.4.	Vancouver Island Crisis Society Honours Crisis Line Awareness Week 2018 Vancouver Island Crisis Society	61 - 63
	<a href="#">I-4 VI Crisis Line</a>	
10.5.	West Coast Multiplex Society Letter Sean & Deddeda White	65 - 70
	<a href="#">I-5 WCMS Letter</a>	
10.6.	Project Aims to Boost 'Grown on Vancouver Island' Sales Island Coastal Economic Trust	71 - 72
	<a href="#">I-6 ICET Letter</a>	
11.	COUNCIL COMMITTEE REPORTS	
11.1	Councillor Sally Mole <i>Deputy Mayor January – February</i>	
	<ul style="list-style-type: none"> <li>• Ucluelet &amp; Area Child Care Society</li> <li>• Westcoast Community Resources Society</li> <li>• Coastal Family Resource Coalition</li> </ul>	

- Food Bank on the Edge
- Recreation Commission
- Ucluelet Health Centre Working Group

=> *Other Reports*

11.2 Councillor Marilyn McEwen  
*Deputy Mayor March – April*

- West Coast Multiplex Society
- Ucluelet & Area Historical Society
- Wild Pacific Trail Society
- Vancouver Island Regional Library Board – Trustee

=> *Other Reports*

11.3 Councillor Mayco Noel  
*Deputy Mayor July – October*

- Ucluelet Volunteer Fire Brigade
- Central West Coast Forest Society
- Ucluelet Chamber of Commerce
- Tourism Ucluelet
- Signage Committee
- Clayoquot Biosphere Trust Society - Alternate
- Barkley Community Forest Board
- Alberni-Clayoquot Regional District Board – Alternate

=> *Other Reports*

11.4 Councillor Randy Oliwa  
*Deputy Mayor May – June*

- Vancouver Island Regional Library Board - Alternate
- Harbour Advisory Commission
- Aquarium Board
- Seaview Seniors Housing Society
- Education Liaison

=> *Other Reports*

11.5 Mayor Dianne St. Jacques

- Alberni-Clayoquot Regional District Board
- West Coast Committee
- Airport Committee

- Coastal Community Network
- Groundfish Development Authority
- DFO Fisheries Committees for Groundfish & Hake
- Regional Fisheries Committees
- Pacific Rim Arts Society
- Pacific Rim Whale Festival Committees
- Ucluelet Health Centre Working Group

=> *Other Reports*

## 12. REPORTS

- |       |  |           |
|-------|--|-----------|
| 12.1. | Resolution Tracking<br><i>Marlene Lagoa, Deputy Municipal Clerk</i><br><a href="#">R-1 Resolution Tracking Report</a>  | 73 - 93   |
| 12.2. | Leaf Compassion Inc. Appeal of Denied Business Licence<br><i>Bruce Greig, Manager of Community Planning</i><br><a href="#">R-2 Leaf Compassion Appeal Report</a> | 95 - 99   |
| 12.3. | 2018 Budget - Public Input<br><i>Marlene Lagoa, Deputy Municipal Clerk</i><br><a href="#">R-3 2018 Budget - Public Input Report</a>                              | 101 - 119 |
| 12.4. | Request For A One Year Renewal For A Temporary Use Permit<br><i>John Towgood, Planner 1</i><br><a href="#">R-4 TUP17-01 Report</a>                               | 121 - 132 |

## 13. OTHER BUSINESS

## 14. QUESTION PERIOD

## 15. ADJOURNMENT

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, March 20, 2018 at 1:00 PM**

Present:       **Chair:**           Mayor St. Jacques  
                   **Council:**       Councillors McEwen, Oliwa, Mole, and Noel  
                   **Staff:**           Mark Boysen, Chief Administrative Officer  
                           Carolyn Bidwell, Chief Financial Officer  
                           Barb Millar, Manager of Finance  
                           Marlene Lagoa, Deputy Municipal Clerk

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor St. Jacques called the meeting to order at 1:09 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

**2.1 Council acknowledged the YuułuꞀilꞀath First Nations on whose traditional territories the District of Ucluelet operates.**

**3. ADDITIONS TO AGENDA**

**3.1 There were no additions to the agenda.**

**4. APPROVAL OF AGENDA**

**4.1 Move item 7.5 Grant in Aid to 7.1 and re-number the other items accordingly.**

2017-001           **It was moved by Councillor Noel and seconded by Councillor McEwen**  
                           *THAT Council approve the March 20, 2018 Special Agenda as amended.*

CARRIED.

**5. ADOPTION OF MINUTES**

**5.1 March 13, 2018 Special Minutes**

2017-002           **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
                           *THAT Council approve the March 13, 2018 Special Minutes as presented.*

CARRIED.

**6. PUBLIC INPUT**

**6.1 There were no members of the public who wished to speak.**

**7. REPORTS**

## 7.1 Grants in Aid for 2018 (Report #2)

- Mayor St. Jacques noted that Grant in Aid presentations were made at the March 13th Regular Council Meeting and that a decision is needed today.
- Council asked that District staff work with the Ucluelet & Area Historical Society to seek clarification on the maintenance of the historical gardens.
- Council members discussed options for allocating any unused Grants in Aid funds. Staff recommended that Council move any unused funds to the council contributions budget so that may be allocated later in the year.

2017-003

**It was moved by Councillor Noel and seconded by Councillor McEwen**

*THAT Council direct staff to move the Ucluelet Secondary School items, scholarship for \$750 and discretionary for \$500, to Council contributions for a total of \$1,250.*

CARRIED.

2017-004

**It was moved by Councillor Mole and seconded by Councillor Oliwa**

*THAT Council direct Staff to move any remaining balance in Grants in Aid to Council Contributions for 2018.*

CARRIED.

2017-005

**It was moved by Councillor Noel and seconded by Councillor Oliwa**

*THAT Council move recommendation 1 of report item, "Grants in Aid for 2018 (Report #2)" which states:*

1. *THAT Council award \$16, 375 in Grants in Aid funding for 2018 as outlined in the attached Appendix A - Council Grants in Aid Requests 2018.*

CARRIED.

## 7.2 Operating Budget (2018)

CFO Carolyn Bidwell presented the following operating budget updates:

- Operating Budget alone requires a property tax increase of 3%.
- There were several property assessment appeals received by BC Assessment which may negatively impact the District's budget if approved.
- Confirmed Tourist Commercial zoning (CS-5) is being taxed as residential.
- Removal of debt purposes rate, once required by the Municipal Act, which is now outdated. Debt is included in the operating budget.
- Barkley Community Forest is now accounted for under revenue with a matching expense to transfer to reserve.
- Added transfer of \$45,000 to small craft harbour reserve.

- Added Economic Development line item to operating for \$30,000.
- The 2018 projects result in a \$77,000 deficit and total tax rate increase of approximately 5%.

Council provided the following questions and direction to staff:

- Follow-up on the status of 2018 BC Assessment appeals.
- Gather budget figures for all taxing authorities for Council's information and show on pie chart for presentation.
- Curious to know future anticipated revenue on the 1% utility tax.
- Whether the District received Payment In lieu of Taxes on provincial properties.
- Check with Clayoquot Biosphere Trust on investing options with sustainable companies. They are investing funds for other groups in the region.
- Concern with the amount of revenue coming in from bylaw, the need to review fees and fines, and for the District to be part of the Vancouver Island Adjudication program.
- Confirm whether the District has an agreement with the Department of Fisheries and Oceans on an amount to be transferred to reserves.
- Check who our insurance provider was back in 2014 as coverage has increased significantly since.
- Review BC Assessments on properties zoned Tourist Commercial (CS-5) asking BC Assessment to reclassify them as commercial.

### 7.3 Projects Review (2018)

2017-006

**It was moved by Councillor Mole and seconded by Councillor Oliwa**

*THAT Council give early budget approval of \$180,000 for Walkways - Marine Drive (PWCP2017-01) and \$75,000 for the WPT Connection Trails - Spring Cove (PRCP2017-01) as part of the 2018-2022 Financial Plan.*

CARRIED.

### 7.4 Funding Options

CFO Carolyn Bidwell presented the following funding options:

- Confirmed that there is no issue with stacking Gas Tax Funding with other grants.
- The Resort Municipality Initiative funding may also be stacked with Gas Tax.
- Remove projects from 2018 budget to reduce tax rate from 4.91%.
- Use Barkley Community Forest Funds to reduce tax rate.
- Recommend charging the maximum for utilities which is either

the rate that is set or \$40.

CFO Carolyn Bidwell discussed the impact of a 4.91% property tax increase to residential, commercial and recreation classes. Council discussed the merits of lowering the tax rate in the future for commercial properties in order to reach a fairer equalization between property classes.

Mayor St. Jacques recessed the meeting at 3:24 pm due to a request for information.

Mayor St. Jacques reconvened the meeting at 3:56 pm.

Mayor St. Jacques left the meeting at 4:02 pm and returned at 4:04 pm.

Council directed staff to schedule a Special Meeting on Thursday, March 22nd in order to finalize the budget for the public presentation on April 3rd.

## **7.5 Public Budget Presentation**

- CAO Mark Boysen stated that staff are hoping to post the budget presentation online as soon as possible.

## **8. QUESTION PERIOD**

**8.1 There were no members of the public who wished to speak.**

## **9. ADJOURNMENT**

**9.1 Mayor St. Jacques adjourned the meeting at 4:12 pm.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Tuesday, March 20, 2018 at 1:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Dianne St. Jacques  
Mayor

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Mark Boysen  
CAO

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Thursday, March 22, 2018 at 1:00 PM**

Present:       **Chair:**           Mayor St. Jacques  
                  **Council:**       Councillors McEwen, Oliwa, Mole, and Noel  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Carolyn Bidwell, Chief Financial Officer  
                          Marlene Lagoa, Deputy Municipal Clerk

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor St. Jacques called the meeting to order at 1:08 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

**2.1 Council acknowledged the Yuułu?ił?ath First Nations on whose traditional territories the District of Ucluelet operates.**

**3. ADDITIONS TO AGENDA**

**3.1 There were no additions to the agenda.**

**4. APPROVAL OF AGENDA**

**4.1 Mayor St. Jacques noted that the purpose of the meeting was to provide final direction to staff on the Five Year Financial Plan.**

**5. PUBLIC INPUT**

**5.1 There were no members of the public who wished to speak.**

**6. REPORTS**

**6.1 Five Year Financial Plan Review**

**Property Assessments**

- Mayor St. Jacques provided an update on the status of property assessment appeals that were submitted to BC Assessment.
- Thirty-two appeals were received but only one was approved by BC Assessment for 2018.

**Harbour Authority**

- CAO Mark Boysen reported that staff met with the District's new

- contact with the Department of Fisheries (DFO).
- Claire Salvador, DFO representative, will be assisting the District with updating the Harbour Master Plan.
  - Ms. Salvador recommended that some funds be put away in reserves for future harbour projects; however, there is no prescribed amount.
  - Ms. Salvador will attend the next Harbour Authority Meeting on May 15, 2018.

### **Five Year Financial Plan**

- CFO Carolyn Bidwell provided an update on the five-year financial plan.
- The District is anticipating an additional \$124,000 in property tax revenue in 2018. This will put the municipality in a slight surplus position.
- Staff recommends at least a 2% cost of living increase and the option of contributing funds to reserves.

### **Tax Rates**

- Council members discussed property tax rate options for 2018 and whether to change the rate paid by residential and commercial properties.
- Mayor St. Jacques requested that information on the other taxing authorities be presented at the public house. CAO Mark Boysen noted that staff will not have budget numbers for all regional services by the date of the open house.

2017-001

**It was moved by Councillor Noel and seconded by Councillor McEwen THAT Council direct Staff to prepare a public budget presentation showing a 4% increase to property taxes.**

CARRIED.

## **7. QUESTION PERIOD**

**7.1 There were no members of the public who wished to speak.**

## **8. ADJOURNMENT**

**8.1 Mayor St. Jacques adjourned the meeting at 1:55 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, March 22, 2018 at 1:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Dianne St. Jacques  
Mayor

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Mark Boysen  
CAO



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, March 27, 2018 at 7:30 PM**

Present:      **Chair:**           Mayor St. Jacques  
                   **Council:**       Councillors McEwen, Mole, Oliwa, and Noel  
                   **Staff:**           Carolyn Bidwell, Acting CAO/Chief Financial Officer  
                                   Marlene Lagoa, Deputy Municipal Clerk

Regrets:       Mark Boysen, Chief Administrative Officer

**1. CALL TO ORDER**

**1.1 Mayor St. Jacques called the meeting to order at 7:30 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

**2.1 Council acknowledged the Yuulu?i?ath First Nations on whose territories the District of Ucluelet operates.**

**3. ADDITIONS TO AGENDA**

**3.1 There were no additions to the agenda.**

**4. APPROVAL OF AGENDA**

**4.1 March 27, 2018 Regular Agenda**

2017-001           **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
                           ***THAT Council approve the March 27, 2017 Regular Agenda as presented.***  
**CARRIED.**

**5. ADOPTION OF MINUTES**

**5.1 March 13, 2018 Regular Minutes**

2017-002           **It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
                           ***THAT Council approve the March 13, 2018 Regular Minutes as presented.***  
**CARRIED.**

**6. UNFINISHED BUSINESS**

**6.1 There was no unfinished business.**

**7. MAYOR'S ANNOUNCEMENTS**

**7.1 There were no announcements.**

## 8. PUBLIC INPUT, DELEGATIONS & PETITIONS

### 8.1 Public Input

**There were no members of the public who wished to speak.**

Councillor Mole arrived at 7:35 PM.

## 9. CORRESPONDENCE

### 9.1 Request for Support of Pre-hospital Critical Care Petition BC Heros

2017-003      **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
*THAT the District sign the BC HEROS online petition.*

CARRIED.

2017-004      **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
*THAT Council direct Staff to send a letter to BC HEROS inviting them to make*  
*a presentation to Council.*

CARRIED.

### 9.2 BC Community Forest Association Conference & AGM Susan Mulkey, BCCFA

2017-005      **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
*THAT correspondence item, "BC Community Forest Association Conference &*  
*AGM" be referred to CAO Mark Boysen and Councillor Noel for review.*

CARRIED.

### 9.3 Cannabis Sales Revenue Sharing Reply Ministry of Municipal Affairs and Housing

2017-006      **It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
*THAT Council receive correspondence item, "Cannabis Sales Revenue*  
*Sharing Reply" for information.*

CARRIED.

## 10. INFORMATION ITEMS

### 10.1 Employer Health Tax Implications Mayor Nicole Reed, City of Maple Ridge

2017-007      **It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
*THAT Council refer correspondence item, "Employer Health Tax Implications"*  
*to Staff and direct Staff to report back to Council.*

CARRIED.

### 10.2 Order of British Columbia - 2018 Call for Nominations

**BC Honours & Awards**

2017-008

**It was moved by Mayor St. Jacques and seconded by Councillor Oliwa**  
*THAT correspondence item, "Order of British Columbia - 2018 Call for Nominations BC Honours & Awards" be forwarded to the various societies and posted to the website.*

CARRIED.

**10.3 Consolidated Strategic Landfill Diversion Program  
 Alberni-Clayoquot Regional District**

Mayor St. Jacques provided an update on the funding and status of the ACRD Landfill Diversion Program. Council members discussed opportunities for backyard composting and regional composting.

**10.4 Asset Management Implementation Project  
 Alberni-Clayoquot Regional District**

2017-009

**It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
*THAT Council receive information items, 10.1, 10.2, 10.3 and 10.4 as a block.*

CARRIED.

**11. COUNCIL COMMITTEE REPORTS**

11.1 Councillor Sally Mole  
*Deputy Mayor January – February*

**Food Bank on the Edge**

- The Great Chowder Chow Down raised the same amount of funds as the year before even though attendance was lower.

11.2 Councillor Marilyn McEwen  
*Deputy Mayor March – April*

**Vancouver Island Regional Library Board – Trustee**

- The first regular meeting of the Board of Trustees was held March 17th.
- Received a presentation on the new STEM (Science, Technology, Engineering, and Math) program for 2018.
- Revised board policies on procurement, tangible capital assets and amortization, and security video surveillance policy.
- Received an update on facilities. The Ucluelet Branch report for 2017 included: 10% increase in membership; 100% increase in number of programs with 58% increase

in attendees; and 100% increase in number of childrens programs with 10% increase in attendees.

=> **Other Reports**

- Barkley Community Forest Open House held March 14. The event was well attended and a lot of good information was presented.
- Attended the Tourism Vancouver Island and Destination BC's Launch event on March 16th. Reviewed the South Central Island's Destination Development Strategy final draft and discussed next steps. Key feedback provided was the addition of information related to surfing and the potential ferry route from Port Alberni.
- Councillor Mole suggested that Ucluelet reach out to the Vancouver Island North Film Commission to highlight possible filming locations including both public property and private residences.

2016-10

**It was moved by Councillor Mole and seconded by Councillor McEwen.**

*THAT Council invite Joan Miller from the Vancouver Island North Film Commission to visit Ucluelet to meet with Council and provide an update.*

CARRIED.

11.3 Councillor Mayco Noel  
*Deputy Mayor July – October*

**There were no committee reports from Councillor Noel.**

11.4 Councillor Randy Oliwa  
*Deputy Mayor May – June*

**There were no committee reports from Councillor Oliwa.**

11.5 Mayor Dianne St. Jacques

**Alberni-Clayoquot Regional District Board**

- ACRD budget meeting was held on March 23rd.
- Discussed the \$6 million Gas Tax Funding received for landfill diversion. The total cost is \$18.4 million. Landfill is the ACRD's largest expense.
- ACRD only collects 33% of their total budget from taxes.
- The Regional Hospital District will be paying for 40% of the

cost of a new helipad.

=> **Other Reports**

- Met with RCMP Sargent Mancini to discuss attending an in-camera meeting with Council in April as well as the local detachment's staffing challenges.
- Councillor Mole noted that there is a recent UBCM briefing on RCMP which she will circulate to members of Council.
- Hosted a March 26th visit with Minister Popham that included a tour of Ucluelet Harbour Seafoods and the Barkley plant. Representatives from the two First Nation neighbours were also in attendance.

2016-11

**It was moved by Councillor Mole and seconded by Councillor McEwen.**

*THAT Council receive the committee reports as presented.*

CARRIED.

## 12. REPORTS

### 12.1 Community Emergency Preparedness Fund - EOC Kits and Training

**Mark Boysen, Chief Administrative Officer**

2017-012

**It was moved by Councillor McEwen and seconded by Councillor Oliwa**

*THAT Council approve recommendation 1 and 2 from report item, "Community Emergency Preparedness Fund - EOC Kits and Training" which states:*

1. *THAT Council support Staff in the application for an Emergency Operation Centre (EOC) grant affiliated with the Community Emergency Preparedness Fund (CEPF) that is administered by the Union of British Columbia Municipalities (UBCM); and*
2. *THAT Council authorize the award of a sole source contract that is the basis for the grant submission.*

CARRIED.

### 12.2 Cheque Listing - January & February 2018

**Marlene Lagoa, Deputy Municipal Clerk**

2017-013

**It was moved by Councillor Oliwa and seconded by Councillor Mole**

*THAT Council approve recommendation 1 from report item, "Cheque Listing - January & February 2018" which states:*

1. *THAT Council receive the District of Ucluelet's January and February 2018 Cheque Listings for information.*

CARRIED.

## 13. OTHER BUSINESS

**13.1 There was no other business.**

**14. QUESTION PERIOD**

**14.1 There were no members of the public who wished to speak.**

**15. ADJOURNMENT**

**15.1 Mayor St. Jacques adjourned the regular meeting at 8:01 PM.**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, March 27, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Dianne St. Jacques  
Mayor

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Mark Boysen  
CAO



## DISTRICT OF UCLUELET

### Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 11:00 a.m. the Wednesday preceding the subsequent Council meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

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

Please arrive by 7:20 p.m. and be prepared for the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor St. Jacques.

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

Requested Council Meeting Date: April 10, 2018

Organization Name: Alberni-Clayoquot Regional District

Name of person(s) to make presentation: Erika Goldt

Topic: Coastal Addendum to the Alberni Agriculture Plan

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

Please describe:

The Alberni-Clayoquot Regional District (ACRD) and Clayoquot Biosphere Trust have partnered to develop a Coastal Addendum to the Alberni Agricultural Plan. This initiative aims to create a vibrant and locally-appropriate vision for a sustainable food system and an implementation plan for the further development of economic, social, and environmental opportunities of agriculture on the coast.

Contact person (if different from above): Heather Shobe

Telephone Number and Email: \_\_\_\_\_

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

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





**DISTRICT OF UCLUELET**

Request to Appear as a Delegation

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

Please arrive by 7:20 p.m. and be prepared for the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor St. Jacques.

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

Requested Council Meeting Date: APRIL 10, 2018

Organization Name: N/A

Name of person(s) to make presentation: LANCE BLACKWELL

Topic: REQUESTING BOTH LETTER OF SUPPORT & PERMISSION TO

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

Please describe:

ASKING FOR LETTER OF SUPPORT FOR A "VISITOR INFORMATION" RADIO CHANNEL.  
 ASKING FOR PERMISSION TO PLACE TRANSMITTER AND FM ANTENNA AT PRVC TEMPORARILY UNTIL MNT OZZARD LOC.

APPROVED.

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

Telephone Number and Email:

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?  Handout(s)  
 PowerPoint Presentation

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



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**Subject:** 2018 BC Community Achievement Awards -- An Invitation  
**Attachments:** 2018 BC Community Achievement Award Invitation.pdf

**From:** Gaylean Davies  
**Sent:** Thursday, March 29, 2018 4:02 PM  
**Subject:** 2018 BC Community Achievement Awards -- An Invitation

Hello,

You have been invited to attend the 2018 BC Community Achievement Awards taking place on **April 25th, 2018** at Government House in Victoria. These awards celebrate the spirit, imagination and dedication of outstanding British Columbians, those who raise the quality and character of their communities. You may be receiving this invitation on behalf of one of this year's recipients or because you represent the community in which they live. Recipients will be honoured during a special ceremony taking place in the presence of the incoming Lieutenant Governor of British Columbia, Janet Austin, OBC.

All information regarding the ceremony can be found on the attached pdf invitation. However, if you have any questions, please do not hesitate to let me know — I'm happy to help. Please kindly **RSVP** by April 18th, 2018 ([rsvp@bcachievement.com](mailto:rsvp@bcachievement.com)) should you be able to attend. If we have a mailing address for you, a formal invitation should reach you next week.

Kind regards,  
Gaylean

---

Gaylean Davies | Program Director  
BC Achievement Foundation  
604.261.9777 | 1.866.882.6088  
[www.bcachievement.com](http://www.bcachievement.com)



## British Columbia Community Achievement Awards

Scott McIntyre, CM

CHAIR, BRITISH COLUMBIA ACHIEVEMENT FOUNDATION

*requests the pleasure of your company at the*

### British Columbia Community Achievement Awards 2018 Presentation Ceremony

*in the presence of*

The Honourable Janet Austin, OBC

LIEUTENANT GOVERNOR OF BRITISH COLUMBIA

on Wednesday, April 25, 2018 at 2:30pm  
at Government House, 1401 Rockland Avenue, Victoria  
Reception to follow

*Doors will open at 2:00pm*

*Dress: Business Attire*

*Please RSVP by April 18, 2018*

*RSVP: 604-261-9777 or*

*1-866-882-6088*

*[rsvp@bcachievement.com](mailto:rsvp@bcachievement.com)*

## 2018 Recipients of the BC Community Achievement Award

Kevin Albers, *Victoria*

Joyce Babula, *Gabriola Island*

Lolly Bennett, *Vancouver*

Sukhi Brar, *Abbotsford*

Margo Dent, *Squamish*

Chris Gadsden, *Chilliwack*

Patricia Grue, *Stewart*

Terri Hanen, *Dawson Creek*

Shirley Henry, *Pemberton*

Geraldine Hinton, *Victoria*

Doug Hopwood, *Qualicum Beach*

Jag Khosa, *Surrey*

Jim Lamond, *Richmond*

Paddy Macleod, *West Vancouver*

Jo Mitchell, *Metchosin*

Charles Newton, *Granisle*

Mary O'Neill, *Coquitlam*

Jerrilyn Schembri, *Tumbler Ridge*

Aart Schuurman Hess, *Vancouver*

Min Sidhu, *Vernon*

Jeff Swann, *Ucluelet*

Lisa Tallio, *Bella Coola*

Kim van der Woerd, *West Vancouver*

Pete Wise, *Coldstream*

Andy Yu, *Vancouver*

## 2017 Recipients to be Honoured in 2018

John and Sandra Barth, *Burns Lake*

William K. (Bill) Milsom, *North Vancouver*

Thomas George Whipps, *Lantzville*

BRITISH COLUMBIA  
ACHIEVEMENT FOUNDATION



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**Subject:** 2018 Kap'Yong/Radar Hill Commemoration Ceremony

**From:** Crystal Bolduc

**Sent:** Tuesday, March 27, 2018 2:23 PM

**Subject:** 2018 Kap'Yong/Radar Hill Commemoration Ceremony

Hello Dianne St. Jacques,

Pacific Rim National Park Reserve will be hosting the Kap'Yong Commemoration Ceremony on Friday, April 20th, 2018 at the Kw'isitis Visitor Centre at 11:45am. This ceremony recognizes the Canadian participation in the Korean War and the veterans who served.

There has been an invitation put forward from the Korea Veterans Association for the District of Ucluelet to lay a wreath at the ceremony. The wreath will be provided to the District of Ucluelet if you or a delegate choose to participate.

After the ceremony, there will also be a light lunch hosted by Senator Yonah Martin at the Army, Navy and Airforce Hall (ANAF) in Ucluelet - 1708 Peninsula Rd.

Please let me know by Monday, April 9th, 2018 if you are able to participate in the ceremony and attend the lunch.

If you should have any questions regarding this event please do not hesitate to contact me.

Respectfully,

**Crystal Bolduc**

Promotion Officer, Pacific Rim National Park Reserve

Parks Canada

P.O. Box 280, Ucluelet, BC V0R 3A0

[Crystal.Bolduc@pc.gc.ca](mailto:Crystal.Bolduc@pc.gc.ca) | Tel: 250-726-7165 ext. 517 | Cell: 250-726-3921

Agente de promotion, Réserve de parc national du Canada Pacific Rim

Parcs Canada

C.P. 280, Ucluelet C-B V0R 3A0

[Crystal.Bolduc@pc.gc.ca](mailto:Crystal.Bolduc@pc.gc.ca) | Tél. : 250-726-7165 ext. 517 | Cel : 250-726-3921

FACEBOOK <https://www.facebook.com/PacificRimNPR> | <https://www.facebook.com/RPNPacificRim>

TWITTER <https://twitter.com/PacificRimNPR> | <https://twitter.com/RPNPacificRim>

**Parks Canada - 450 000 km<sup>2</sup> of memories / Parcs Canada - 450 000 km<sup>2</sup> de souvenirs**



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**Subject:** Central Westcoast Forest Society Speaker Series April 2018

**From:** Stephenie Charleson

**Sent:** Friday, March 30, 2018 2:04 PM

**Subject:** Central Westcoast Forest Society Speaker Series April 2018

You're invited to the Central Westcoast Forest Society Speaker Series! The goal for our educational speaker series is to bring communities together for an evening of discussion and revelations at the Ucluelet Community Centre, 500 Matterson Dr, Ucluelet, B.C.

Doors open @ 6:30pm, talk starts @ 7pm, admission is by donation.

Topics of talks for April include:

Identifying & Designing Fish Habitat Restoration Projects: Miranda & Mike of M.C. Wright and Associates.  
April 12/18

Miranda and Mike of M.C. Wright and Associates will use case studies within the West Coast Vancouver Island region to demonstrate how habitat indicators, limiting factors to production, and new technologies are being used to select, design, and monitor effective fish habitat restoration projects.

Barkley Sound At A Crossroads - **This talk has been cancelled.**

There are two mega projects, Kwispaa LNG and the Port Alberni Transshipment Hub (PATH). Join Keith and Bernadette Wyton to explore the planning projects, and possibilities for the future of Barkley Sound.

We would like to thank the District of Ucluelet and Tofino, Blackrock Resort in Ucluelet, Raincoast Education Society in Tofino, for all your support.

Please share! Hope to see you there!

Stephenie Charleson  
Central Westcoast Forest Society  
Office: [2507262424](tel:2507262424)  
cell: [2502660578](tel:2502660578)  
[clayoquot.org](http://clayoquot.org)

CENTRAL WESTCOAST FOREST SOCIETY  
SPEAKER SERIES BRINGS YOU

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## IDENTIFYING AND DESIGNING FISH HABITAT RESTORATION PROJECTS

Miranda and Mike of M.C. Wright and Associates will use case studies within the West Coast Vancouver Island region to demonstrate how habitat indicators, limiting factors to production, and new technologies are being used to select, design, and monitor effective fish habitat restoration projects.



Ucluelet Community Centre  
April 12, 2018 | Doors @ 6:30 - Talk @ 7pm

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**From:** Mark MacDonald <mark@businesssexaminer.ca>  
**Sent:** Tuesday, April 03, 2018 4:59 PM  
**To:** Info Ucluelet  
**Subject:** Invitation to April 19 VIREB Commercial Building Awards

Dear Mayor St. Jacques:

You are officially invited to be our guest at the **11th Annual Vancouver Island Real Estate Board Commercial Building Awards**, set for Thursday, April 19 at the **Vancouver Island Conference Centre** in Nanaimo.

These prestigious awards honor the best in commercial, industrial, institutional and multi-family construction in the area from the Malahat to Port Hardy from Jan. 1 to Dec. 31 2017.

We are inviting you because there are **some buildings in your area that have been named Finalists**.

The event offers a great evening with some of the Island's most successful builders, developers, owners and realtors for a night of networking and celebration and a great dinner.

The event starts with cocktails at 6 p.m., with dinner at 7 p.m. and awards at 8 p.m. Dress is business.

Please **RSVP via email** to let me know if you can attend by this **Friday, April 6 by 3 p.m.**

I hope you can make it!

Kindest regards,

Mark

Mark MacDonald | President | Email: [mark@businesssexaminer.ca](mailto:mark@businesssexaminer.ca)

## **BUSINESS EXAMINER**

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1-866-758-2684 Ext. 120

[www.businesssexaminer.ca](http://www.businesssexaminer.ca)



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**From:** Info Ucluelet  
**Subject:** Saving Lives through Organ Donation  
**Attachments:** Media Release - Mayor and Council Members Support Organ Donor Awareness April 3.doc

**From:** Pia Schindler <pias@kidney.bc.ca>  
**Sent:** Wednesday, April 04, 2018 12:22 PM  
**Subject:** Saving Lives through Organ Donation

Dear Mayor,

The Kidney Foundation is thrilled to be engaging with Mayors and Council Members across BC as part of our “Saving Lives through Organ Donation” campaign to help increase organ donor registration by 50% by 2020. **We were especially honoured when Mayors and Council Members passed a motion at the 2016 UBCM to increase efforts to encourage organ donor registration** – this marked the beginning of a great conversation around organ donation.

Our Kidney Foundation volunteers have been active over the last couple of years, meeting with their local Mayor and Town Council - sharing their story and information on the importance of organ donation. For kidney patients – organ donation really is their best hope for a future – and with over 80% of all transplants being kidney transplants - that’s why The Kidney Foundation has made organ donor awareness and registration a priority. Over 95% of British Columbians support organ donation, yet only 24% have registered – we can, and must change this story.

Our conversation with Mayors and Council Members continued at the UBCM last fall. As you may recall, our Kidney Foundation booth was the one with all the lights and TV camera. Over the course of two days, we interviewed *over 70 Mayors and Council members* on the topic of organ donation for our **Kidney Health TV Show, PLUGGED IN**.

With **National Organ and Tissue Donation Awareness Week** just around the corner, **April 22-29**, we have pulled highlights from our interviews at UBCM and included them in this next episode of PLUGGED IN, which will air later this week and next on SHAW TV across BC, on SHAW Multicultural and on SHAW Direct across Canada – 3 times a day, everyday. We are pleased to include a link to our show here, PLUGGED IN: <https://youtu.be/IBfTsGZKPsW>.

Organ donor awareness week is a perfect time to continue to get the word out to British Columbians about the importance of organ donation and how they can help. With that being said, *we have attached in this email a DRAFT media release which we would like to issue to media in your community on April 18, 2018*. **We would be honoured to have you include a quote in the release** (and have provided a couple of ready-made quotes built into the release, or feel free to provide your own). If you are willing to be included in the release, please email Deborah Tucker, Senior Director of Communications & Marketing, by **Thursday April 12th at [deborah@kidney.bc.ca](mailto:deborah@kidney.bc.ca)**.

If you would like additional information or materials to help promote organ donor awareness and registration within your Municipality during organ donor week (April 22-29), i.e. posters, newsletter articles, social media

content, and organ donor registration cards – please let either Deborah or me know, and we will make it happen. Also, where possible, we might be able to provide a kidney patient volunteer to come and share their story to your team.

I can't thank you enough for your support. Helping us promote awareness and information about organ donation, will save lives. Right now, far too many people die while waiting for a life-saving transplant, but together, we can change this outcome. **Remember, "Heroes aren't born, they're registered" .... And it only takes two minutes to register online.**

Kind regards,

Pia

**Pia Schindler**

**Executive Director**

**The Kidney Foundation of Canada**

**BC & Yukon Branch**

200 – 4940 Canada Way

Burnaby, BC V5G 4K6

604.249.9359 / 1.800.567.8112 Ext 223

***Heroes aren't born, they're registered.***

**Saving Lives Through Organ Donation. Register your wishes at [kidney.bc.ca](http://kidney.bc.ca)**



**Connect with us!**



**Subscribe to our YouTube channel and check out the latest episode of PLUGGED IN**



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### British Columbia & Yukon Branch

200 – 4940 Canada Way,  
Burnaby BC V5G 4K6  
T. 604.736.9775 / 1-800.567.8112  
F. 604.736.9703  
www.kidney.bc.ca

Are you a registered organ donor?  
Please register your wishes today at:  
[www.kidney.bc.ca](http://www.kidney.bc.ca)

## DRAFT Media Release

April 18, 2018

### It's National Organ and Tissue Donation Awareness Week:

### **(Insert Community) Mayor and Council Encourage Community Residents to “Save Lives through Organ Donation”**

Burnaby—(Insert Community) Mayor and Council show their support for The Kidney Foundation’s campaign to “Save Lives through Organ Donation” and encourage residents in their community to register their wishes for organ donation as part of National Organ and Tissue Donation Awareness Week happening April 22-29, 2018.

Right now, there are almost 652 people in BC waiting for a life-saving organ transplant, and almost 527 of those are waiting for a kidney. Thousands more are on dialysis and may also need a transplant. Sadly, many of these kidney patients will die waiting. Until there is a cure for kidney disease, a transplant is the best available therapy for most kidney patients.

“This is why The Kidney Foundation has made “Saving Lives through Organ Donation” a priority campaign and set a goal to increase organ donor registration in BC by 50% by 2020,” says Pia Schindler, Executive Director, The Kidney Foundation of Canada, BC & Yukon Branch. “We know that 95% of British Columbians say they support organ donation, but to date 24% have registered on BC’s organ donor registry.”

“As part of our campaign to “Save Lives through Organ Donation”, the Kidney Foundation is engaging with community leaders across the province to help increase organ donor awareness and registration,” continues Schindler. “We are so thrilled to have the (Insert Community) on board with us.”

*“I was surprised to learn just that 1 in 10 people in (Insert Community) has kidney disease,” says Mayor (Insert Name). “But I was equally amazed to learn that one organ donor can save up to 8 lives.”*

In 2016, Mayors and Council Members passed a motion at the annual Union of BC Municipalities (UBCM) meetings to increase their efforts to encourage organ donation. This motion was the result of a resolution put forth by The Kidney Foundation. At the 2017 UBCM, 70 Mayors and Council Members were interviewed on the topic of organ donation on The Kidney Foundation’s kidney health bi-weekly TV Show, PLUGGED IN.



**British Columbia & Yukon Branch**

200 – 4940 Canada Way,  
 Burnaby BC V5G 4K6  
**T.** 604.736.9775 / 1-800.567.8112  
**F.** 604.736.9703  
[www.kidney.bc.ca](http://www.kidney.bc.ca)

*“It just makes sense to do what we can to increase organ donor awareness and registration. It only takes two minutes, but this simple act could potentially save a life,”* says Mayor (**Insert Name**). *“We can all do something to help this important cause, so let’s make (**Insert Community**) proud and get out and get registered!”*

**To register one’s wishes for organ donation, or for more information, including common myths about organ donation and transplantation visit, [kidney.bc.ca](http://kidney.bc.ca).**

Remember: *“**Heroes aren’t born, they’re registered**”*

-30-

**About The Kidney Foundation of Canada, BC & Yukon Branch**

The Kidney Foundation of Canada, BC & Yukon Branch exists to help prevent kidney disease or delay the onset. We provide support services for patients who have chronic kidney disease and promote organ donation to increase kidney transplant rates. We are here to help each and every kidney patient until there is a cure.

**For more information and to set up an interview, please contact:**

Deborah Tucker  
 The Kidney Foundation of Canada, BC & Yukon Branch  
 Office: 604-558-6882  
 Cell: 604-837-4317  
[deborah@kidney.bc.ca](mailto:deborah@kidney.bc.ca)

---

**From:** Info Ucluelet  
**Subject:** 2018 UBCM - BC Assessment Meeting Invitation

**From:** Communications General Mailbox BCA BCA:EX  
**Sent:** Wednesday, April 04, 2018 9:43 AM  
**Subject:** 2018 UBCM - BC Assessment Meeting Invitation

### 2018 UBCM Convention – BC Assessment Meeting Invitation

Hello,

This September, BC Assessment is once again proud to support the Union of BC Municipalities. We look forward to our participation at the Convention and tradeshow, and hope you will drop by our exhibitor booth for an informal chat.

As part of our ongoing focus of improving collaboration and engagement with local governments, we would also like to extend an invitation to join us for a more in-depth, personalized, one-on-one meeting on Tuesday, September 11. This opportunity presents the chance to meet face-to-face to discuss a specific property assessment issue related to your community or for us to answer general questions about BC Assessment.

If you would like to book a one-on-one meeting with BC Assessment, please [contact BCA Communications](#) by **Friday, May 11**. Closer to the Convention, we will be in touch to confirm your meeting time, location, and specific topic choices.

Thank you for your continued collaboration with us, and we look forward to meeting with you in September.

Sincerely,  
BC Assessment Local Government and Communications divisions

BC ASSESSMENT     






**THE RESORT MUNICIPALITY OF WHISTLER**

4325 Blackcomb Way TEL 604 932 5535  
 Whistler, BC Canada V0N 1B4 TF 1 866 932 5535  
 www.whistler.ca FAX 604 935 8109

Lower Mainland LGA  
 60-10551 Shellbridge Way  
 Richmond, BC V6X 2W9

File: 4700.50

Sent via email

March 23, 2018

**Re: 2018 Resolution – Collection of Unpaid Bylaw Fines**

Please be advised that the Resort Municipality of Whistler submits the following resolution for the 2018 LMLGA Annual General Meeting:

**Collection of unpaid bylaw fines  
 Resort Municipality of Whistler**

WHEREAS municipalities loses a significant amount of non-tax revenue annually because of unpaid bylaw fines;

AND WHEREAS non-tax revenue sources such as a bylaw fines help offset costs to municipal services and reduce the property tax burden on residents.

AND WHEREAS the current methods available to Municipalities for the collection of bylaw fines are slow, expensive and labor intensive;

AND WHEREAS the collection of bylaw fines with the cooperation of the Province and the Insurance Corporation of BC will ensure prompt payment of any unpaid bylaw fines;

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request that the Province and the Insurance Corporation of BC collect outstanding bylaw fines on behalf of municipalities at the time of auto insurance and/or driver's licence renewal.

The background report: Collection of unpaid bylaw fines is included for your information.

Thank you.

Original Signed on file

Kevin Creery  
 Protective Services Planning Analyst



Under Sections 260 to 262 of the *Community Charter*, municipalities have broad authority to recover unpaid amounts, including prosecution and enforcement by civil court proceedings. Small claims court is an option as well and a payment hearing through the courts can be arranged to require a debtor to repay any unpaid bylaw fines. Staff can file payment hearing requests online but they still have to serve the debtor in person which adds to costs. These payment hearings have to be filed individually and this process takes 2-3 days of staff time to complete including attending the payments at the North Vancouver courts.

If a person has multiple parking tickets and does not pay their fines, bylaw staff can request that the vehicle is towed if the vehicle is parked on public property. The person would then owe the tow fee to recover their vehicle.

Staff would like to request that ICBC collect any unpaid bylaw fines on behalf of municipalities at the time of auto insurance or driver's licence renewal. This would lead to more bylaw fines being collected and would increase the non-tax revenue for the municipalities. A revenue sharing agreement with ICBC could be entered into where the revenue from collected unpaid bylaw fines would be shared between ICBC and the municipalities. This would ensure that there is some revenue generation for ICBC and also there would be no additional financial burden on ICBC with the proposed changes. Another option would be that ICBC charge an administration fee to cover costs that the debtor would pay at the time of insurance or driver's licence renewal.

ICBC currently has a "Rate Fairness" survey that the RMOW can provide comments regarding our above request. Staff has drafted a letter in Appendix B to suggest the above request as an official comment from the RMOW in the "Rate Fairness" survey.

The purpose of submitting this resolution to LMLGA and letter to ICBC is to collect any unpaid bylaw fines. The LMLGA conference is May 9-11, 2018 in Whistler. Deadlines for resolutions to LMLGA is March 23, 2018.

Based on the above, and in accordance with the LMLGA's submission requirements for resolutions, Staff have prepared a draft resolution for Council's consideration attached in Appendix A. A draft letter to ICBC from the Mayor is attached in Appendix B.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Finance	Resort community partners work together to identify shared spending priorities, share resources, and leverage funds and financing opportunities.	There is an opportunity for an increase in non-tax revenue in collecting unpaid bylaw fines.

The draft resolution and letter to ICBC does not move our community away from any of the adopted Whistler2020 Descriptions of Success.

## OTHER POLICY CONSIDERATIONS

None.

**BUDGET CONSIDERATIONS**

There are no budget considerations.

**SUMMARY**

Collecting unpaid bylaw fines through ICBC would help improve bylaw compliance and increase non-tax revenue. The purpose of submitting the LMLGA resolution and letter to ICBC is to collect unpaid bylaw fines owed to BC municipalities including the RMOW.

Respectfully submitted,

Kevin Creery

PLANNING ANALYST

PROTECTIVE SERVICES

For

Norm McPhail

GENERAL MANAGER OF CORPORATE AND COMMUNITY SERVICES

## APPENDIX A – Draft LMLGA 2018 Resolution

**COLLECTION OF UNPAID BYLAW FINES**

**WHEREAS** municipalities lose a significant amount of non-tax revenue annually because of unpaid bylaw fines;

**AND WHEREAS** non-tax revenue sources such as a bylaw fines help offset costs to municipal services and reduce the property tax burden on residents;

**AND WHEREAS** the current methods available to Municipalities for the collection of bylaw fines are slow, expensive and labor intensive;

**AND WHEREAS** the collection of bylaw fines with the cooperation of the Province and the Insurance Corporation of BC will ensure prompt payment of any unpaid bylaw fines;

**THEREFORE BE IT RESOLVED** that the Union of BC Municipalities request that the Province and the Insurance Corporation of BC collect outstanding bylaw fines on behalf of municipalities at the time of auto insurance and/or driver's licence renewal.



## THE RESORT MUNICIPALITY OF WHISTLER

4325 Blackcomb Way  
Whistler, BC Canada V0N 1B4  
www.whistler.ca

TEL 604 932 5535  
TF 1 866 932 5535  
FAX 604 935 8109

## ICBC Rate Fairness Survey

Sent via email:

[citizenengagement@gov.bc.ca](mailto:citizenengagement@gov.bc.ca)

March 20, 2018

David Eby  
Attorney General of BC

Dear Minister Eby,

Thank you for the opportunity to comment on the ICBC Rate Fairness Survey.

The Resort Municipality of Whistler (RMOW) would like to offer a solution to generate some additional revenue for the Insurance Corporation of BC (ICBC). Municipalities lose a significant amount of non-tax revenue annually because of unpaid bylaw fines. Non-tax revenue sources such as bylaw fines help offset costs to municipal services and reduce the property tax burden on residents. The collection of bylaw fines with the cooperation of the Province and the Insurance Corporation of BC will ensure prompt payment of any unpaid bylaw fines. We request that the Province and the Insurance Corporation of BC change legislation to allow ICBC to collect outstanding bylaw fines at the time of auto insurance or driver's licence renewal.

A revenue sharing agreement with ICBC where the collected unpaid bylaw fines would be shared between ICBC and the municipalities would be beneficial to each organization. In addition, ICBC could charge an administration fee to debtors to recover any costs associated with collecting unpaid bylaw fines.

Partnering with the Province and ICBC to recover unpaid bylaw fines would help generate some additional non-tax revenue for both ICBC and Municipalities to ensure rate fairness. We would be happy to discuss our request further with the Province and ICBC at your convenience.

Sincerely,

Mayor  
Nancy Wilhelm-Morden  
Resort Municipality of Whistler

---

**From:** Florence, Heather <Heather.Florence@viha.ca>  
**Sent:** Monday, March 26, 2018 9:48 AM  
**To:**  
**Subject:** Personal Service Establishments  
**Attachments:** Letter to Local Government.pdf; Basic Info letter for PSE Facilities January 2018.pdf

Good morning,

We are contacting local government within the Island Health Authority service area to invite the ongoing or improved referral of invasive personal service establishment start ups to our offices for follow up under the Public Health Act.

Personal service establishments include any businesses where a service is performed on or to the body of a client. Island Health approves and inspects personal service establishments offering invasive services such as tattooing, piercing, microblading or where the potential for other forms of disease transmission exists, such as with the use of floatation tanks.

Enclosed you will find a letter further explaining the above and a Basic Info sheet to be shared with prospective operators of personal services establishments.

Please feel free to contact me with any questions.

Regards,

**Heather Florence, CPHI(C)**  
Regional Environmental Health Consultant  
**Island Health**, Health Protection-Environmental Services  
4<sup>th</sup> Floor, 238 Government Street | Duncan, BC V9L1A5  
Ph: 250.737.2010 | Fax: 250.737.2008  
[Heather.Florence@viha.ca](mailto:Heather.Florence@viha.ca) | [www.viha.ca/mho](http://www.viha.ca/mho)



Excellent health and care, for everyone,  
everywhere, every time.



---

January 17, 2018

Dear Local Government,

**RE: Business Licence Referrals for Personal Service Establishments**

Island Health's Health Protection and Environmental Services Program routinely inspects Personal Service Establishments (PSE) offering body modification such as tattooing, piercing, branding, microblading, and applying permanent makeup, as well as facilities with floatation (sensory deprivation) tanks. These services may have the potential to transmit blood borne pathogens such as hepatitis B and C and the human immunodeficiency virus (HIV), as well as give rise to systemic and skin infections by staphylococcus, streptococcus, and other pathogens. More information on Island Health's PSE inspection is available at <https://www.viha.ca/mho/personal-services.html>

To avoid negative health impacts associated with PSE, it is vital that

- facilities be properly designed and equipped for the services to be provided,
- effective disinfection and sterilization procedures be employed as appropriate
- a high level of sanitation be maintained throughout all treatment areas.

While some prospective operators contact us directly for approval, we also rely on local government referrals to inform us of new PSEs-generally through the sharing of business license referrals. Some local governments already do this routinely, which is greatly appreciated. If it is not routine practice for your office to notify us of business licence requests for PSEs, we would like to request that you begin or expand this practice. This will allow us to provide follow up as necessary under the Public Health Act.

I have also attached an information sheet for prospective PSE operators, directing them to information on protecting the health of their clients. Please consider sharing it with those inquiring about a business licence for a Personal Service Establishment.

Thank you for your consideration of the above. If you have any questions, please do not hesitate to contact our office.

Sincerely,



Heather Florence  
Regional Environmental Health Consultant



January 2018

### **Personal Service Establishments**

A Personal Service Establishment (PSE) is a facility in which a person provides a service to or on the body of another person such as a health spa, beauty salon, or tattoo parlour, or anywhere providing services such as cosmetic laser therapy, esthetics, tanning, electrolysis, manicures and pedicures, shaving, and aromatherapy. The list continues to grow as new services are offered.

#### **Approval to operate a PSE is required where tattooing, microblading, piercing, and branding (collectively referred to as body modification) services are offered.**

For PSEs performing body modification services, a floor plan should be prepared for review by the local Environmental Health Officers (EHO) and a preopening inspection is required. Other PSEs will only receive a visit from an EHO in response to a public complaint.

As the Operator of a PSE, you are responsible for the health and safety of your clients. Many services have the potential to transmit viral infections such as hepatitis and human immunodeficiency virus (HIV), as well as bacterial skin infections such as streptococcus and staphylococcus. PSE operators must practice appropriate infection control measures and take appropriate precautions to prevent injury to clients, their staff, or themselves.

To clarify health and safety expectations and provide guidance on hazard prevention, the Ministry of Health, in cooperation with BC health authorities and the National Collaborating Centre for Environmental Health, has developed a number of guidelines. The guidelines are available at <http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/ps-es-mpes> and include the following topics:

- [Guidelines for Personal Service Establishments](#)
- [Guidelines for Body Modification,](#)
- [Guidelines for Floatation Tanks](#)
- [BC Government Tanning Information](#)
- [Guidelines for Personal Services offered at Tradeshows](#)
- [Laser Hair Removal Devices: Safety Guidelines for Owners/Operators](#)
- [Best Practice Guidelines for Cleaning, Disinfection and Sterilization of Critical and Semi-critical Medical Devices](#)

**Contact Us:** PSE operators and staff are encouraged to contact the nearest Health Protection, Environmental Services office with any questions or concerns relating to health protection.

<b>Victoria</b>	250.519.3401	<a href="mailto:Gateway_office@viha.ca">Gateway_office@viha.ca</a>
<b>Duncan</b>	250.737.2008	<a href="mailto:HPES.Duncan@viha.ca">HPES.Duncan@viha.ca</a>
<b>Nanaimo</b>	250.755.6215	<a href="mailto:HPES.Nanaimo@viha.ca">HPES.Nanaimo@viha.ca</a>
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**Darcey Bouvier**

---

**Subject:** Transportation Update  
**Attachments:** West Coast Transportation Study.pdf

**From:** Alberni Clayoquot Health Network <achn@acrd.bc.ca>  
**Sent:** Monday, March 26, 2018 3:20 PM  
**Subject:** Transportation Update

Hello West Coast Transportation Working Group members!

I wanted to take a moment to provide an update on the work which has been taking place since our meeting last May where we updated projects and decided to meet again once work was ready to move forward again. It has been awhile but the work has been ticking along!

- **Fall 2017 - ACHN Transportation Assets Map** completion (routes, community profiles and transportation details) hosted on ACHN website - <https://achn.ca/transportation/>
- **October 2017 - Presentation to the BC Medical Health Officers Council** on Transportation Planning in Rural Communities through a health equity lens with District of Tofino reps Mayor Osborne and Aaron Rodgers
- **Fall 2017/Winter 2018 - Westcoast Transportation Scope Setting** document preparation and approval from ACRD West Coast Committee. Report (attached) has been sent to BC Transit for use in West Coast Communities Feasibility Study. BC Transit has confirmed receipt and 2018/2019 Feasibility Study for West Coast communities, ACRD West Coast Communities have included the study in budget planning. Awaiting timelines and work planning from BC Transit.
- **Winter 2018 - Leadership Vancouver Island Cohort promote West Coast Wheels for Wellness program.** The LVI cohort has made it their project to assist the west coast service to recruit volunteer drivers and raise the program profile while looking for ways to maintain information distribution in a way that reflects the unique information sharing ways of our communities.

We are looking forward to bringing you all back together, we would like to organize a regional round table in May or June of this year. This event would focus on reviewing and celebrating what we have accomplished in 3 years, some of the great developments that many of you are involved with (active transport, airports and more), identifying needs and opportunities to move forward as well as areas we can work together more effectively on the west coast and in the regional district.

I will be in touch with further details mid April but would love your feedback on areas of interest, projects to highlight and any times which may work better for you and your communities.

Regards

Marcie DeWitt  
 Coordinator  
 Alberni Clayoquot Health Network  
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2017

# West Coast Transportation Study Scope Setting

Transportation in the rural and remote west coast communities of the Alberni Clayoquot Regional District

This report is intended to define the desired scope of the transit system and current transportation assets in the region while engaging key community stakeholders to confirm buy in for the 2018 – 2019 process and ensure local input into the reports.

Marcie DeWitt  
Community Consulting Services  
1/1/2017



## CONTENTS

1.0 Introduction.....	2
2.0 Community Profiles .....	2
2.1 Population and Demographics.....	2
2.2 Community Evolution .....	3
2.3 Community Land Use and Form .....	3
2.4 Employment.....	4
2.5 Community amenities and Trip Generators .....	4
2.6 Summary.....	5
3.0 Existing Transportation Options .....	6
3.1 Road Ways .....	6
3.2 Walking and Cycling .....	6
3.3 Bus Service .....	7
3.4 Other Transportation.....	8
4.0 Works Cited .....	9

## 1.0 INTRODUCTION

In 2009 a BC Transit Pre-Feasibility Study was undertaken with the District of Tofino to analyze viability of a local transit system between the communities of Tofino and Ucluelet. While no action was taken following the release of this initial study, work in the area has reignited interest in the pursuit of increased transportation options in the region. Regional partners have been united to plan around transportation aimed at increasing access to health in the region and have identified the pursuit of a BC Transit Feasibility Study as a top priority, adding more partners and capacity to this planning through the process.

Discussions with BC Transit identified an ability to plan for a regional feasibility study in 2018-2019 fiscal. In order to ensure scope of the project is set in advance and some pre work has already been completed the ACRD West Coast Committee has allocated \$5000 to initiate this work in the 2017-2018 fiscal. Pre work will define the desired scope of the transit system and current transportation assets in the region while engaging key community stakeholders to confirm buy in for the 2018 – 2019 process and ensure local input into the reports. The Alberni Clayoquot Regional District (ACRD) West Coast Committee has representation from both municipalities, Electoral Area C and the Ma-Nulth Nations of Toquaht and Yuu-thlu-ilth-aht, the remaining three nations are members of the Nuu-Chah-Nulth Tribal Council and will be engaged separately as required for this study.

## 2.0 COMMUNITY PROFILES

The west coast communities of the Alberni Clayoquot Regional District (ACRD) are made up of the two municipalities of Tofino and Ucluelet; the ACRD Electoral Area C; and the 5 Nuu-Chah-Nulth Nations, Hesquiaht, Ahousaht, Tla-o-qui-aht, Yuu-thlu-ilth-aht and Toquaht. Travel between these rural and remote communities varies between highway access, logging roads, boats and float planes. This study will focus on travel services between communities with paved road access along highway 4 and Port Albion Road - Ucluelet, Hitacu, Esowista, Ty-Histanis, Tofino and ACRD Area C - but the implications of a transit system on health, education and employment for the regional population is profound.

This section provides a breakdown of population and demographic information from the 2016 Census, the Clayoquot Biosphere Trust community survey, Living Wage Report and Clayoquot Vital Signs Report as well as in housing and population data from communities in the proposed study area. Due to challenges in information collection between the 2011 and 2016 census and inaccurate numbers reported for First Nation communities additional data sources have been sought to ensure a more accurate representation of the study area.

Communities in this region rely on shared resources, economics and amenities in order to develop and maintain a good quality of life. Communities are characterized by small populations (under 5000) which share amenities and rely on the tourism industry which is predominately centered in the two municipalities. As industry in the region grows it has become increasingly important to further connect the region to ensure all community members have access to housing, employment and community infrastructure.

### 2.1 POPULATION AND DEMOGRAPHICS

The 2016 Census recorded a permanent population of approximately 5340 residents in the west coast communities over 3228 square kilometres of diverse geography with 17% identifying as aboriginal in the Alberni Clayoquot Region. The west coast communities host a young population with a median age of 34. According to the 2016 census, 26% of the population is aged 20 to 34, followed by those aged 35 to 49 at 23% and 19% of residents from age 50 to 64. The region has a smaller youth and senior population with 13% of youth aged 0 to 19 and 12% age 65 and older.

<b>Table 1: Study Area Community Population – 2016 Census and In Community Data</b>				
<b>Community in Proposed Study Area</b>	<b>Reported 2011 Census Population</b>	<b>Reported 2016 Census Population</b>	<b>Population Increase</b>	<b>Population Reported by Community (2017)</b>
<b>Tofino</b>	1876	1932	3 %	3200 (approx.)
<b>Ucluelet</b>	1627	1717	5.5%	1717
<b>Alberni Clayoquot Area C</b>	433	677	56.4%	677
<b>Hitacu (Ittasoo)</b>	240	274	14.2 %	274
<b>Esowista (and Ty-Histanis)</b>	176	94	-46%	431
<b>Totals</b>	<b>4352</b>	<b>4694</b>	<b>6.6%</b>	<b>6349</b>

According to the 2016 Census the permanent population of the west coast communities located within the study area is 4694 and showing growth. Due to some ongoing challenges in census data with in the west coast communities the Tla-o-qui-aht community of Esowista and new development of Ty-Histanis saw a notable under reporting of residents as did the District of Tofino while the Alberni Clayoquot Area C and Yuu-thlu-ilth-aht community of Hitacu suspect slight over reporting. For the purposes of this study each community was contacted to validate population through housing departments and district records where possible, population data which could be verified was updated in Table 1. With community data incorporated the west coast communities in this study area have a permanent population of 6349 showing considerable growth since the 2011 census.

## 2.2 COMMUNITY EVOLUTION

The allure of the Pacific Rim National Park and marketing for the region as a tourist destination has led to growth and a significant tourism economy in the west coast communities.

- The region sees an annual influx of visitors and seasonal workers, 940 000 visits to Pacific Rim National Park between May and October in 2015 according to Parks Canada.
- Most opportunities for employment are located in the municipalities of Ucluelet and Tofino, with ongoing economic and community growth the need for housing and transportation services within and between communities becomes more evident.
- Seasonality of the tourism industry draws a young demographic which are often not accounted for as residents in our municipalities for census although Districts are working to address this information gap.
- New housing developments in the First Nation communities have led to growing populations, increased training and employment opportunities in community as well as need to access services in neighboring communities.
- Although 2016 Census numbers identify a 6.6% growth, when community population data is incorporated the growth rate is significant and development is continuing.

## 2.3 COMMUNITY LAND USE AND FORM

Communities in the study area are comprised primarily of single family dwellings which account for 66% of housing. Official community plans and housing studies in the area as a whole are recognizing the need for increased affordability and housing options in order to accommodate long term residents and seasonal workers while balancing the demands of an attractive vacation destination. First Nation communities with in as well as outside of the study area have been active in developing new housing opportunities for members which has seen an increase to populations as well as an increased need develop community amenities and means to access those in neighboring communities.

## 2.4 EMPLOYMENT

2016 Census reports that the median income after tax for households in the study area is \$52,448 while the 2017 Clayoquot Living Wage calculation suggests an annual household income of \$73,200 is required to meet regional living expenses. A large percentage of residents rely on sales and service roles in tourism as a primary occupation with 26.6% of residents reporting that they have 2 jobs and 11.6% have 3+ jobs. According to the Clayoquot Living Wage calculation 40% of residents earn less than or close to minimum wage and 67% of residents earn less than the calculated living wage of \$20.11. The 2016 census demonstrates the strong trend towards the tourism based economic drivers, the top concentrations of industries which residents in the study area are employed:

- 28% in accommodation and food services;
- 9% in retail trade;
- 7% in agriculture, forestry, fishing and hunting;
- 7% in construction;
- And 6% in public administration, healthcare and social work and transportation and warehousing respectively.

## 2.5 COMMUNITY AMENITIES AND TRIP GENERATORS

Due to the small permanent population in the region infrastructure for basic needs such as health care, education, recreation and employment are shared between communities. Most infrastructure and employment opportunities are located in one of the two municipalities which necessitates increased travel between communities. Recreation facilities and halls exist throughout the region with local programming for residents, annual and special events at both indoor and outdoor venues in part due to the tourism industry as well as the prevalence of outdoor activities and culture. The following table outlines infrastructure distribution in communities throughout the region.

Infrastructure	Communities Within Study Area				Communities Outside of Study Area				
	Tofino	Esowista/ Ty- Histanis	Ucluelet	Hitacu	Area C	Ahousaht	Hot Springs Cove	Opitsaht	Macoah
<b>Health Care</b>									
Hospital	X								
Medical Clinic	X		X						
Health Centre (Visiting Practitioners)		X		X		X	X	X	X
<b>Education</b>									
Elementary	X		X			X	X		
High School			X			X			
Post-Secondary			X						
<b>Grocery</b>									
Grocery Store	X		X						
General Store		X				X			X
<b>Employment and Economic Centres</b>									
Primary Employers	X		X						

In order to secure employment and services community members in the study area as well as those residing in more remote communities rely on private modes of transportation, hitchhiking and ride sharing to travel within and between communities. The 2014 Clayoquot Biosphere Trust Regional Survey, in which 518 community members participated, identified travel habits:

- 33% identified that transportation options would improve their quality of life;
- 23.5% commute to a community for work which is different from there they live;
- 30.7% identified that a lack of transportation has regularly affected their ability to participate in social events;
- 21.3% identified that a lack of transportation is a constant burden in their life;
- And 4.2% identified hitch hiking as their primary mode of transportation.

When surveyed for the 2015 Clayoquot Region Vital Signs Report local youth reported:

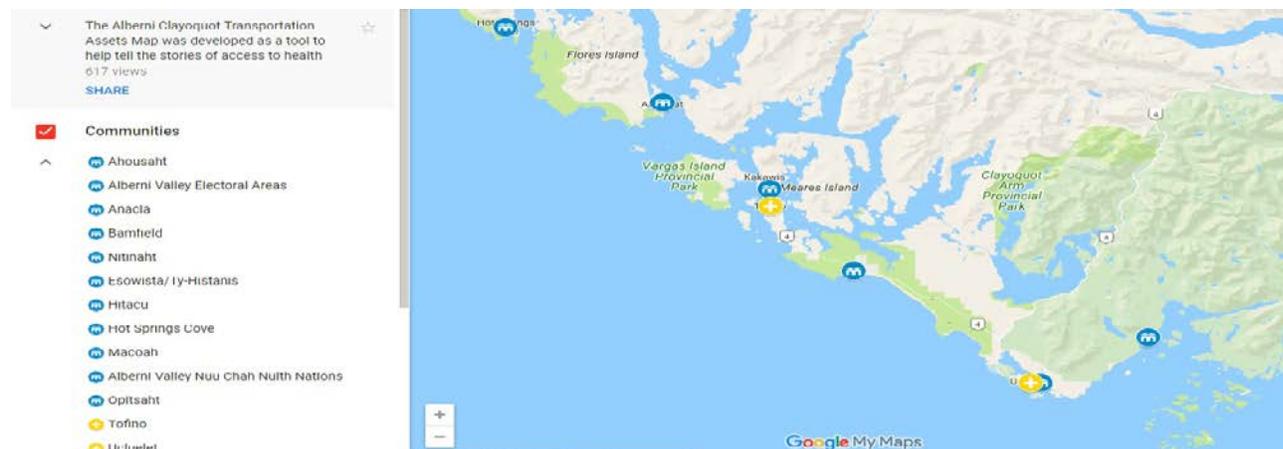
- 24% reported that they hitch hike;
- 36% missed a sport, club or event because they had no way to get there;
- 10% missed school;
- And 6% missed work.

## 2.6 SUMMARY

West coast communities of the Alberni Clayoquot Regional District are small rural remote communities experiencing growth which is accounted for and expected to continue through tourism based economic drivers. These communities experience a high level of interdependence, sharing basic amenities in order to meet the basic needs of community members for employment, education, health services and grocery. Due to the predominance of typically lower paid tourism and retail based jobs combined with amenity sharing and housing shortages the need for affordable solutions to increase mobility in the region are evident and well supported by local leadership. Transportation service between communities would be an asset to increasing accessibility to basic needs while providing safer transportation options to individuals without personal modes of transportation.

### 3.0 EXISTING TRANSPORTATION OPTIONS

The west coast communities of the Alberni Clayoquot Regional District can be accessed by highway 4 from Port Alberni. There are five communities located in the area with paved road access as well as a few rural subdivisions of ACRD Area C, the remaining four west coast communities are considered remote with access via logging roads, boat or float plane. In 2016 the Alberni Clayoquot Health Network undertook a mapping project to document the modes, cost, frequency and distance of travel from each community within the ACRD and can be accessed for more information at [www.achn.ca/transportation/](http://www.achn.ca/transportation/). Community and transportation profile PDF's hosted on this map outline access to community amenities and transportation options, both motorized and active.



#### 3.1 ROADWAYS

Highway 4 is the connector between the municipalities of Tofino and Ucluelet, the communities of Esowista and Ty-Histanis are located mid-way with a few ACRD Area C subdivisions and dwellings located along the route. Hitacu and the Area C subdivision of Port Albion are located off of highway 4 on Port Albion Road, a paved spur road. All communities within the study area have paved roadways and some sidewalk infrastructure within communities.

#### 3.2 WALKING AND CYCLING

As with many rural communities walking and cycling infrastructure can be limited in certain sections of each community, shoulders on highways are narrow if present at all but recent efforts to plan more accessible active transportation options has seen improvements to this. Both municipalities have active transportation infrastructure adjacent to the main corridors which also runs adjacent to highway 4 for a few kms outside of the villages, the new Tla-o-qui-aht Nation development of Ty-Histanis has incorporated sidewalks and lighting for increased community mobility throughout its development. Additionally communities along highway 4 will soon be connected via a walking and cycling trail through the Pacific Rim National Park which will ensure increased safety for those who choose to utilise active transportation on this 40 km stretch of highway.

### 3.3 BUS SERVICE

Tofino Bus operates a route between Tofino and Ucluelet with 1 round trip (\$17 for an adult, \$9 for children per trip) between communities each day with an additional trip Friday and Sunday. Routes are increased during busy tourism season but the majority of Tofino Bus operations are focused on routes between communities throughout the island.

<b>Ucluelet</b>	<b>1:50 pm</b>	<b>-</b>	<b>8:35 pm</b>	<b>-</b>
<b>Tofino</b>	<b>2:40 pm</b>	<b>-</b>	<b>9:15 pm</b>	<b>-</b>

\* These routes operated with Interline carriers. Tofino Bus promotions not available.

<b>Tofino Express Southbound</b>				
for departures from	daily	daily	Fri & Sun only	Fri & Sun only
<b>Tofino</b>	-	<b>10:25 am</b>	<b>12:45 pm</b>	-
<b>Ucluelet</b>	-	<b>11:05 am</b>	<b>1:05 pm</b>	-

Since 2012, the District of Tofino has offered a free hourly, daytime shuttle from late June to early September through a contract with Tofino Bus. This service is funded by a blend of Resort Municipality Initiative funding, pay parking revenue, and Gas Tax grant funding. Ridership statistics from this six year seasonal shuttle indicate steady growth and an increase in usage by residents and visitors alike. In 2017, the shuttle operated from 8:00 am to 10:00 pm with nine stops servicing 26,270 riders over the two-month program. When the shuttle service was established in 202, riders were charged a \$2 fare. In 2014, the fare was eliminated and ridership tripled compared to the previous year. Detailed usage statistics and records on local and visitor usage have been kept by the District staff and are accessible upon request.

<b>Tofino Free Shuttle Annual Usage</b>						
Year	2012	2013	2014	2015	2016	2017
<b>Annual Usage</b>	4,264	4,563	11,859	13,460	15,101	26,270

School District 70 contracts Tofino Bus to transport students to: Ucluelet Elementary School from Hitacu and Area C subdivisions; Wickannish Elementary school from Esowista, Ty-Histanis and subdivisions of Tofino; and Ucluelet High School from Tofino, Opitsaht, Esowista, Ty-Histanis, Hitacu and Area C. With a 5pm bus operating Tuesday to Thursday for students attending classes in Ucluelet travelling home to Hitacu, Port Albion, Ty-hi-stanis, Esowista, Tofino and Opitsaht for extracurricular activities. This service is operated free for students only.

### 3.4 OTHER TRANSPORTATION

As noted previously many of the residents of the west coast communities rely on private transportation options in order to access basic needs, as such less safe transportation options such as hitch hiking are also common to those without personal transportation. Communities outside of the study area must either access private transportation to navigate logging roads in the case of the Toquaht Nation community of Macoah or boat and float plane transport to Tofino for services for the Hesquiaht Nation community of Hot Springs Cove, Ahousaht Nation and Tla-o-qui-aht Nation community of Opitsaht which are located on surrounding land masses. Additional opportunities for transportation exist in the region which increases accessibility to residents and visitors alike:

- Long Beach Airport – located off Long Beach on highway 4 mid way between municipalities with limited transportation services, recently updated facilities have increased and continue to increase air traffic into the region
  - Orca Airlines – up to 5 scheduled flights to region per day from Vancouver and Victoria
  - KD Air – up to 2 scheduled flights to region per day from Vancouver
  - Pacific Coastal Airlines – newly announced planned daily scheduled flights starting Spring 2018
  - Charter flights from four additional companies as airport traffic increases
- Budget Car Rental – located at the Long Beach Airport, \$150+/day
- Tofino Taxi – One way fares; \$35 to Esowista/Ty-Histanis, \$90 to Ucluelet
- Ucluelet Taxi – One way fares; \$35 Hitacu, \$90 to Tofino
- Pacific Rim Navigator - \$95 one way between Ucluelet and Tofino
- Wheels for Wellness – by donation for medical transport to Port Alberni and beyond

## 4.0 WORKS CITED

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Clayoquot Biosphere Trust. (2015). Clayoquot Region Vital Signs Report.

Parks Canada. Pacific Rim National Park Reserve Statistical Comparison: Long Beach Unit.

Statistics Canada. (2016). National Household Survey.



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**Subject:** Vancouver Island Crisis Society Honours Crisis Line Awareness Week 2018

**From:** Vancouver Island Crisis Society

**Sent:** Thursday, March 22, 2018 4:14 PM

**Subject:** Vancouver Island Crisis Society honours Crisis Line Awareness Week 2018

Vancouver Island Crisis Society - Helping People Find Their Way

[View this email in your browser](#)



## As We Honour Crisis Line Awareness Week

March 25 to 31, 2018

**We thought we should tell you about our Crisis Line**

**The Vancouver Island Crisis Society provides 24/7 Crisis Services  
via the Vancouver Island Crisis Line at **1-888-494-3888****





## A Vital Component of Crisis Line Work is **ACTIVE LISTENING**

*"Listening is giving the other person the experience of being heard." (Bix Bickson)*

Crisis Line workers recognize this and engage in active listening, a process whereby the worker consciously listens to and understands the caller's message in a non-judgemental way while exercising patience to give the caller time to explore thoughts and feelings and share what is going on for them.

## Become Part of the Crisis Line Team and change your life

Read about [our volunteer opportunity](#).

**Training sessions start on April 16 and  
September 27, 2018.**

## What volunteers have to say:

*"Doing this work has really opened my eyes.*



## Did You Know...

that we received over 34,000 calls last year?

## Did You Know...

that the [Vancouver Island Crisis Line is an Island-Health contracted service](#) and that it provides the public access for Mental Health and Substance Use services Island-wide?

## Did You Know...

that the Vancouver Island Crisis Society is accredited by the American Association of Suicidology?

## Did You Know...

that the Vancouver Island Crisis Line receives calls for many different reasons? For example: emotional support, problem solving, resource information, anxiety management, and many others, with 15% of all calls pertaining to suicide ideation.

## Did You Know...

that the Vancouver Island Crisis Society is part of a British Columbia network consisting of two crisis lines that serves all communities in our province? They are [1800SUICIDE](#) and [310Mental Health Support](#).

*I have a better understanding of what crisis is  
and I am confident in helping people in  
a variety of situations."*

*"This experience was amazing.  
I learned so much and I am so glad I did this."*

*"Taking this training changed how I parented  
and communicated with my family  
and friends in a positive way."*

*"After volunteering for so many years,  
I am still inspired by callers' resilience and  
their appreciation of having been heard."*

## Did You Know...

that the Vancouver Island Crisis Society offers [Crisis Chat](http://www.vicrisis.ca) ([www.vicrisis.ca](http://www.vicrisis.ca)) and [Crisis Text](http://www.vicrisis.ca) (250-800-3806) services, available from **6:00 pm to 10:00 pm every day?**

## Did You Know...

that your donation will support Crisis Chat and Crisis Text services and Suicide Prevention programs in our schools? Here's how...



*We acknowledge the financial support of the Province of British Columbia  
and the United Way Central and Northern Vancouver Island  
for Community Education programming.*

*Copyright © 2018 Vancouver Island Crisis Society, All rights reserved.*

Our mailing address is: [info@vicrisis.ca](mailto:info@vicrisis.ca)  
Visit us at [www.vicrisis.ca](http://www.vicrisis.ca)



March 27, 2018  
West Coast Multiplex Society (WCMS)

Dear Samantha Hackett chair of WCMS and fellow board members,

We are property owners and residents of Tofino.

We are requesting the West Coast Multiplex Society registered charity to please provide financial transparency of each dollar donated and raised to date from donations and fundraisers, where each dollar has been spent (including a breakdown of how much money has been spent on administrative costs, salaries, fundraising costs, feasibility studies, designs, plans, political lobbying, and other overhead expenses) as well as your surplus.

This pertinent information is not readily available on your website or Facebook page.

The only information we could find online is this statement posted on the West Coast Multiplex Society's Facebook page, "Collectively the west coast communities have raised in excess of \$1,000,000 towards this project including the secured land for a multi-phased facility along airport road."

And this statement written on the West Coast Multiplex Society's website: "Since 2003 the West Coast Multiplex Society and community supporters have raised \$427,000 towards the project. The monies raised have primarily been applied to the development, by paid professionals, of a feasibility study, business plans, architectural designs and geotechnical research."

We would also like clarification of how much of the \$1 million is actually from tax-receipted donations and fundraising revenue please.

We would like to see the West Coast Multiplex Society post transparent financial information, including accurate, error-free tax returns on your website.

Donors and potential donors have a right to know how and where their money is being spent.

For example, it is my understanding that over \$3000 was spent on the Multiplex-sponsored West Coast Skate providing free transportation, skating, skate rentals, and lunch on November 20, 2017. Is this information correct? Was this sponsored event paid with donation money?

In regard to recent ACRD survey for the proposed NHL-size ice rink, we would like the West Coast Multiplex Society (WCMS) to please address how it could make this statement (taken directly from the WCMS agenda under the Survey heading), "Overall the region supports the project."

We are confused by that statement and find it very misleading - as the survey results clearly show otherwise.

The survey results show that 51% of respondents (in all eight communities of Tofino, Ucluelet, Long Beach Area C, Ahousaht, Toquaht, Ucluelet, Tla-o-qui-aht and Hesquiaht) oppose an ice rink facility.

The majority of Tofino residents who responded to the survey voted against pursuing an ice rink by 60%.

Tofino would be responsible for half of the tax-base required to pay for the annual operational costs of the ice rink. Tofino residents clearly oppose the project as presented, as well as a tax increase to operate an ice rink. The other half of the tax base, Ucluelet, is very close to being split with only 45% in favour and 43.4% opposed to the Multiplex Society's proposed arena.

It is also worth noting that 54% of property owners who responded to the survey oppose the project and 57% of electoral Area C opposes an ice rink, as well.

The survey results show the region does not "overall" support the project.

Without prompting, or any mention of a pool in the survey, the most frequent comments from the 2017 ACRD survey respondents call for a

swimming pool before an ice rink. The 2012 Vancouver Island University study on this same topic concluded that most residents wanted a pool more than anything else; yet the West Coast Multiplex Society decided to pursue an ice rink instead of a pool. The reason for pursuing an ice rink, at the time, according to Gord Johns, former chair of the WCMS, when asked directly, was cost.

Now the WCMS is proposing an estimated \$18 million NHL-ice rink facility, costing more than what a basic pool facility would cost - based on comparisons to other communities with a similar population base, such as Vanderhoof, BC.

Vanderhoof has a population of 4,500 residents within its town limits, but due to its nearby rural communities without services, Vanderhoof actually supports nearly 10,000 people. They are currently building a beautiful aquatic centre for their collective community for \$12 million. Feel free to have a look at their plans and progress in construction here: <http://www.vanderhoofpool.ca/>.

Are the results of the ACRD survey at all relevant to the West Coast Multiplex Society? How can the WCMS continue on the same path of fundraising for an ice rink?

We strongly believe the majority of west coast residents want (our family included) - a basic, public pool that is affordable and accessible for our west coast communities.

Our communities are surrounded by water. Learning to swim is an essential life skill. Learning to swim can save your life. A pool facility would promote drowning prevention, year-round swimming lessons, aquatic educational programs, life-saving skills, recreational opportunities for residents and tourists, as well as year-round fitness and water therapy for all ages and all abilities.

We find the West Coast Multiplex Society consistently misleads the public in regard to whether a pool is part of the proposed Multiplex. The WCMS members and supporters routinely answer “yes”, that a pool is “Phase Two” of the “plan” and that it will be built after the ice rink.

We believe it is very manipulative for the WCMS to state that there are plans for a pool, or an existing “Phase Two”. Statements to the media like, “the best way for a pool in any one of the communities would be through the multiplex by having a rink first, then a pool.”, makes absolutely no sense and is illogical.

Based on the current plans, there is no official “Phase Two” of the Multiplex. There are no set plans for pool. There has not been a referendum to increase taxes to pay for the operation and maintenance of a Multiplex pool facility, in addition to an ice rink facility. Therefore, in our humble opinion, the wheels are not set in motion for the West Coast Multiplex Society to fundraise, build, operate and maintain a pool.

The current Multiplex plans, fundraising efforts and tax increase are to support and build a very expensive NHL-size ice rink on the west coast. Not a pool. Period.

The “up to \$450,000” operating costs via taxation from Tofino and Ucluelet will not be sufficient to pay for the operating and maintenance costs of both an ice rink and a future pool.

If the proposed WCMS ice rink plan goes ahead, we will be required to pay an increase in taxes to operate an ice rink. Not a pool.

In order for a pool to be built after the ice rink, as part of the Multiplex project, there will need to be another referendum to vote on whether our communities will agree to yet another tax increase, to pay for the operational costs of a pool.

A tax increase to operate and maintain an ice rink, plus another tax increase (if it ever passes in another referendum) to operate and maintain a pool, along with the increase in taxes to pay for the new wastewater treatment plant in Tofino, will be prohibitively expensive for us and for most property owners in Tofino.

Our family does not support a tax increase (on both of our properties in Tofino) to operate an ice rink. Our family will never use an ice rink facility.

There was much confusion in regard to the November 24, 2012 referendum that was voted in favour of allowing up to \$450,000 of the Multiplex's annual operating costs to come from Tofino and Ucluelet property taxes.

We believe that most people supported the 2012 referendum and Multiplex project because they expected there was going to be a pool, fitness centre AND an ice rink - as originally pitched by the WCMS.

We voted YES in the 2012 referendum because we believed a pool was part of the Multiplex project.

If we could vote in the referendum again, knowing what we know now, we would vote NO.

We do not support a tax increase to pay for the operational and maintenance costs of an ice rink.

We support the creation of new recreational opportunities for our community and understand the pressure to create a collaborative recreational facility for our eight neighbouring communities.

That said, our family preference would be for a simple, public pool facility which would benefit the central region Nuuchahnulth communities of Ahousaht, Hesquiaht, Tla-o-qui-aht, Toquaht, and Ucluelet First Nations, as well as residents of Tofino and Ucluelet.

We would prefer a pool be accessible and built within the District of Tofino on land available near the Tofino Community Hall. We would be more than happy to support a tax increase to pay for the operational and maintenance costs of such a facility.

Unfortunately, we have lost faith in the West Coast Multiplex Society due to the lack of financial transparency, misleading, manipulative and inaccurate comments and statements, as well as negative online comments that some WCMS members have posted on social media, and the fact that we feel most residents in all eight communities would prefer a pool over an arena.

Sincerely,  
Sean and Deddeda White

[REDACTED]  
[REDACTED]  
[REDACTED]

Cc:

MLA Scott Fraser

MP Gord Johns

Tofino Mayor Josie Osborne

Ucluelet Mayor Dianne St. Jacques

ACRD Chief Administrative Officer Doug Holmes

ACRD Manager of Administrative Services Wendy Thomson

Director Electoral Area "C" Tony Bennett

FOR IMMEDIATE RELEASE

April 4, 2018

***PROJECT AIMS TO BOOST 'GROWN ON VANCOUVER ISLAND' SALES***

COURTENAY – A new branding and marketing initiative will help increase awareness and demand for 'Made / Grown on Vancouver Island' food products.

Led by the Vancouver Island Economic Alliance, the project includes several partners including major grocery chains and Island region food producers. The Island Coastal Economic Trust is supporting the project with a \$30,000 funding contribution.

Aimed at promoting Island food products and obtaining baseline data from grocery chains, the project will strengthen and support the agri-foods sector, value-added processing and local supply chain growth.

"Our region has a large number of small agricultural producers and food processors who haven't been able to get representation on the shelves of major grocers or other distribution outlets," explained Phil Kent, ICET Board Chair. "This multi-phase project aims to serve as a proof-of-concept that targeted and coordinated marketing can significantly increase sales, creating the business case for grocers to carry more locally produced food and for smaller producers to invest in the certifications and business growth required to access larger markets."

Working with Quality Foods, Country Grocer, Thrifty's and Parallel 49 Grocers, the project features a point-of-sale promotional campaign along with broader multi-media campaigns across the region, with a target of at least 20 stores across the Island and Sunshine Coast region.

Island products in these grocery chains will be identified with the *Island Good* wordmark, on stickers, tags, posters and in advertising materials, making it easier for consumers to choose local products.

"Branding works best when it builds on an already-held sentiment amongst consumers," said George Hanson, VIEA Executive Director. "People in the region have an appreciation for locally-grown and produced food products; this project will capitalize on that appreciation by rolling out a promotional campaign this spring and summer."

The Island Good campaign was officially launched at Natural Pastures Cheese in Courtenay on March 19, the first of four launch events held at local production facilities throughout the Island. The campaign will run in participating grocers through to the end of summer.

### About the Island Coastal Economic Trust

Created and capitalized by the Province of BC, the Island Coastal Economic Trust has been at the forefront of economic diversification, planning and regional revitalization for the past eleven years.

ICET is independently governed by a Board of Directors and two Regional Advisory Committees which include more than 50 locally elected officials, MLAs and appointees from the Island and Coast. This exceptional team of leaders collaborate to set regional priorities and build vital multi-regional networks.

Through a community centered decision-making process, ICET has approved almost \$50 million in funding for over 180 economic infrastructure and economic development readiness projects. These investments have leveraged over \$270 million in new investment into the region creating more than 2500 construction phase jobs and 2600 long term permanent jobs.

A full overview of ICET can be found at [www.islandcoastaltrust.ca](http://www.islandcoastaltrust.ca).

-end-

#### For further information:

Line Robert, CEO  
Island Coastal Economic Trust  
Tel. 250-871-7797 (Ext. 227)  
[line.robert@islandcoastaltrust.ca](mailto:line.robert@islandcoastaltrust.ca)

Mayor Phil Kent, ICET Chair  
City of Duncan  
Tel. 250-709-0186  
[mayor@duncan.ca](mailto:mayor@duncan.ca)

George Hanson  
Vancouver Island Economic Alliance  
Tel. 250-667-5225  
[george@viea.ca](mailto:george@viea.ca)



## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 10, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING

**REPORT NO:** 18-26

**ATTACHMENT(S):** APPENDIX A – RESOLUTION TRACKING (JUNE 2017 – MARCH 2018)

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

1. **THAT** Council receive the District of Ucluelet's Resolution Tracking List from June 2017 until March 2018 for information.

### **PURPOSE:**

The purpose of this report is to provide Council with a status report on all resolutions adopted since June 2017.

### **BACKGROUND:**

Council has requested that staff bring forward a report providing an update on all resolutions adopted by Council since June 2017. The timeline coincides with the commencement of the new Chief Administrative Officer's employment with the District.

Staff reviewed all council meeting minutes from June 5, 2017 until March 27, 2018. The results are attached as Appendix A.

The resolution follow-up status categories are:

- Assigned – action has not yet commenced;
- In Progress – action has been taken by staff; and
- Complete – action has been completed.

### **OPTIONS REVIEW:**

1. THAT Council receive the District of Ucluelet's Resolution Tracking List from June 2017 until March 2018 for information. **(Recommended)**
2. THAT Council provide alternative direction to staff.

**Respectfully submitted:** Marlene Lagoa, Deputy Municipal Clerk  
Mark Boysen, Chief Administrative Officer

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Special Council - 05 Jun 2017	5.2.	Council Remuneration Don Schaffer, Interim CAO/Corporate Officer	THAT Council direct Staff to review Bylaw 1042, 2007, while maintaining status quo, and that Staff come back with changes and recommendations.	Report back to Council.	Mark Boysen	Complete
Special Council - 05 Jun 2017	5.1.	Harbour Authority Association of British Columbia Conference Don Schaffer, Interim CAO/Corporate Officer	THAT Council approve recommendation 1 of report item, "HAABC Conference" which states: THAT Council direct Staff to apply for the 2018 Harbour Authority Association of BC annual seminar in 2018.	Complete application.	Mark Boysen	Complete
Regular Council - 27 Jun 2017	8.1.	Request: Letter of Support / Participation in a Delegation Alberni-Clayoquot Regional District	THAT Council write a letter of support for the Pacific Salmon Treaty Mitigation and Area G Proposal.	Draft letter for Mayor's signature.	Darcey Bouvier	Complete
Late Items - 27 Jun 2017	1.1.	Request for Noise By-Law Exemption - Pacific Rim Arts Society Abby Fortune, Director of Parks and Recreation	THAT Council approve recommendation 1 of late items "Pacific Rim Arts Society - Noise By-law Exemption" which states: THAT Council grant an extension of the Noise Control Bylaw 915 to the Pacific Rim Arts Society (PRAS) to present the Gathering of Good Singers, Friday July 7th to 10:30 pm at the Seaplane Base Ball Field.	Notify applicants and Bylaw Officer.	Abigail Fortune	Complete
Regular Council - 11 Jul 2017		Councillor Oliwa	THAT Council direct our administration to expedite a meeting with the Board of Education and their Administrator as soon as possible to discuss Council's initiative and briefing notes for the upcoming meeting with the Minister of Education at the UBCM.	Schedule meeting with School Board.	Mark Boysen	Complete
Regular Council - 11 Jul 2017		Councillor Mole	THAT Council write a letter to our local Member of Parliament expressing our extreme disappointment in not receiving the summer funding grant for the summer students this year as we rely heavily on this funding.	Draft letter for Mayor's signature.	Darcey Bouvier	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 11 Jul 2017		Councillor Mole	THAT Council write a letter to Tucker Udell, to recognize his citizenship and to thank him for his thoughtfulness by requesting his family and friends donate supplies to the Daycare for his birthday instead of receiving gifts himself.	Draft letter for Mayor's signature.	Darcey Bouvier	Complete
Regular Council - 11 Jul 2017	11.1.	Request for Staff Report for Amphitrite Point Lands Usage Abby Fortune, Director of Parks & Recreation	THAT Council approve recommendations 1-4 of report item, "Amphitrite Point Lands - Block B DL 1507 And 1517 Clayoquot District" which states: THAT Council direct staff to bring forward a report in September to identify options for potential uses and partnerships for the property of Amphitrite Point Lands Block B District Land 1507 and 1517 Clayoquot District, as laid out by the Province in the agreement, THAT Staff identify opportunities, risks and challenges as they relate to the property and buildings, THAT staff provide a timeline and operational plan for the property including basic budget, maintenance and timelines, THAT staff request feedback from the community through public consultation in the fall of 2017 regarding future use of the District Lands.	Implement Project.	Abigail Fortune	Complete

RESOLUTION TRACKING  
 June 2017 - March 2018

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Late Items - 11 Jul 2017	1.2.	Appointment of Chief Administrative Officer and Corporate Officer Don Schaffer, Interim CAO/CO	THAT Council approve recommendation 1 and 2 of late item, "Appointment of Mark Boysen as Chief Administrative Officer and Corporate Officer" which states: THAT Council appoint Mark Boysen as Chief Administrative Officer and Corporate Officer. THAT Council appoint Don Schaffer as Interim Deputy Corporate Officer from July 11, 2017 until August 11, 2017.	Prepare and sign Oath.  Scan and file Oath.	Don Schaffer  Marlene Lagoa	Complete  In Progress
Regular Council - 12 Sep 2017		Councillor McEwen		Check the budget to see if two members of Council can attend the VIEA Summit on October 25 & 26, 2017 in Nanaimo and report back.	Carolyn Bidwell	Complete
Regular Council - 12 Sep 2017	11.9.	Draft Ucluelet Economic Development Strategy Update Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "Draft Ucluelet Economic Development Strategy Update" which states: THAT Council receive the draft District of Ucluelet (DOU) Economic Development Strategy Update and provide feedback to staff so that the document can be finalized and incorporated into 2018 workplans. Moved By Councillor Oliwa, Seconded By Councillor Noel	Send a draft District of Ucluelet (DOU) Economic Development Strategy Update so Council can feedback to staff so that the document can be finalized and incorporated into 2018.	Mark Boysen	Complete
Regular Council - 12 Sep 2017	8.3.	Boundary Amendment - West Coast Multiplex Service Area Wendy Thompson, Manager of Administrative Services, Alberni-Clayoquot Regional District (ACRD)	THAT Council pass a resolution consenting to the ACRD Board of Directors adopting Bylaw E1056-1. Moved By Councillor McEwen, Seconded By Councillor Mole	Create a certified resolution consenting to the ACRD Board of Directors adopting Bylaw E1056-1.	Darcey Bouvier	Assigned

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 10 Oct 2017	11.3.	1638 Cedar Road Proposed Purchase John Towgood, Planner 1	<p>THAT Council approve recommendation 1 of report item, "1638 Cedar Road Proposed Purchase" which states: THAT Council direct Staff to purchase 1638 Cedar Road, Lot: 1, Plan VIP33640, District: 09, PID 000-255-921 for the purpose of a community parking lot utilizing the following funding sources: (a) \$150,000 - Resort Municipality Initiative (RMI) funds.</p> <p>(b) \$140,000 - Existing reserve funds.</p> <p>Moved By Councillor Mole, Seconded By Councillor McEwen.</p>	Purchase 1638 Road, Lot 1, Plan VIP33640, District: 09, PID 000-255-921.	Carolyn Bidwell	Complete
Regular Council - 10 Oct 2017	11.1.	Credit Card Limit Increase Carolyn Bidwell, Chief Financial Officer	<p>THAT Council approve recommendation 1 of report item, "Credit Card Limit Increase" which states:</p> <p>THAT Council approve a combined credit card limit increase for management staff of the District of Ucluelet from \$15,000 to \$50,000. Moved by Councillor McEwen, Seconded By Councillor Mole</p>	Follow through with credit card increases.	Carolyn Bidwell	Complete
Regular Council - 24 Oct 2017	12.3.	BYLAW District of Ucluelet 2018-2027 Permissive Tax Exemption Bylaw No. 1222, 2017	THAT Council give Fourth reading and Adoption to District of Ucluelet 2018-2027 Permissive Tax Exemption Bylaw No. 1222, 2017.	Process completed Bylaw 1222.	Darcey Bouvier	Complete
Regular Council - 24 Oct 2017	12.2.	BYLAW District of Ucluelet 2018-2022 Permissive Tax Exemption Bylaw No. 1221, 2017	THAT Council give Fourth reading and Adoption to District of Ucluelet 2018-2022 Permissive Tax Exemption Bylaw No. 1221, 2017.	Process completed Bylaw 1221.	Darcey Bouvier	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 24 Oct 2017	11.2.	Wild Pacific Trail Connector - Spring Cove Abigail Fortune, Director of Parks and Recreation	THAT Council move recommendation 1 of report item, "Wild Pacific Trail Connector - Spring Cove", which states: THAT Council authorize the Director of Parks & Recreation to award a Sole Source contract services to the Wild Pacific Trail Society to complete the Spring Cove Section of the Wild Pacific Trail Project.	Award a Sole Source contract services to the Wild Pacific Trail Society to complete the Spring Cove Section of the Wild Pacific Trail Project.	Abigail Fortune	Complete
Regular Council - 24 Oct 2017	9.1.	Ucluelet's Call Volume and First Responder Data BC Emergency Health Services	THAT Council receive information item, "Ucluelet's Call Volume and First Responder Data" for information and have Staff forward a copy to the Ucluelet Volunteer Fire Brigade.	Send a copy of Ucluelet's Call Volume and First Responder Data to UVFB.	Darcey Bouvier	Complete
Regular Council - 24 Oct 2017	8.5.	Tofino Official Community Plan 2018 Consultation District of Tofino	THAT Council direct Staff to write a letter to the District of Tofino accepting their invitation to participate in their 2018 Official Community Plan consultation.	Write a letter to the DOT accepting their invitation to participate in their 2018 OCP.	Darcey Bouvier	Complete
Regular Council - 24 Oct 2017	8.3.	Bike BC Survey Invitation Ministry of Transportation	THAT Council receive correspondence item, "Bike BC Survey Invitation" for information and fill out the survey.	Fill out the Bike BC Survey.	Abigail Fortune	Complete
Regular Council - 24 Oct 2017	8.2.	Resolution Support for Maintaining and Improving Inter-city Bus Service Lisa Helps, Victoria Mayor	THAT Council direct staff to write a letter of support, noting that this does affect us here on the Coast.	Write a letter of support for the Inter-city Bus Service.	Darcey Bouvier	Complete
Regular Council - 14 Nov 2017		Councillor Mole	THAT Council direct Staff to review Council Policy and Procedures Bylaw, circulate a copy to Council and to prepare for future updates to the document.	Review Council Policy and Procedures Bylaw, circulate a copy to Council and to prepare for future updates to the document.	Mark Boysen	Complete
Regular Council - 14 Nov 2017	12.2.	BYLAW - Municipal Regional District Tax Bylaw No. 1223, 2017	THAT Council give fourth and final reading to Municipal Regional District Tax Bylaw No. 1223, 2017.	Process final bylaw.	Darcey Bouvier	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 14 Nov 2017	11.3.	Peninsula Road Crosswalks John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Peninsula Road Crosswalks" which states: THAT Council endorse, and communicate to the businesses in the vicinity, two new Ministry of Transportation and Infrastructure constructed crosswalks on Peninsula Road as per the locations and details within the body of this report.	Communicate to the businesses in the vicinity once more details are available.	John Towgood	In Progress
Regular Council - 14 Nov 2017	8.6.	2018 Open for Business Awards Ministry of Jobs, Trade and Technology	THAT Council move to forward this to the Chamber of Commerce to fan this out to the Business Community.	Forward this to the Chamber of Commerce to fan this out to the Business Community.	Darcey Bouvier	Complete
Regular Council - 14 Nov 2017	8.5.	Passenger Directed Vehicle Services Hara Associates	THAT Council direct Staff to participate in correspondence item, "Passenger Directed Vehicle Services" via option "C", which states: Hara will contact a sample of municipalities by telephone. If your municipality cannot attend the meeting, it may email municipal.BCreview@harassociates.com to indicate interest to be included in this sample. Please provide the name and phone number of a contact person.	Email municipal.BCreview@harassociates.com to indicate interest to be included in this sample.	Bruce Greig	In Progress
Regular Council - 14 Nov 2017	8.2.	Primary Care Space Correspondence Ministry of Health	THAT Council direct Staff to write a response letter back to the Ministry of Health requesting a meeting with them to further discuss their internal processes. Moved By Mayor St. Jacques, Seconded By Councillor Mole.	Write a response letter back to the Ministry of Health requesting a meeting with them to further discuss their internal processes.	Darcey Bouvier	Complete
Regular Council - 14 Nov 2017	8.1.	Microcell Placement and Municipal Rights Citizens for Safe Technology	THAT Council move to refer this to Staff to put in the Planning work-plan for 2018.	Staff to put microcell placement and municipal rights into Planning work-plan for 2018.	Mark Boysen	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 28 Nov 2017		Councillor Mole	THAT Council save \$2,500 by declining Urban System's initial presentation to Council to reduce the maximum fee to \$21,500.	Save \$2,500 by declining Urban System's initial presentation to Council to reduce the maximum fee to \$21,500.	Mark Boysen	Complete
Regular Council - 28 Nov 2017		Councillor Oliwa	THAT Council direct Staff to contact EMCON to discuss line painting on the highway, especially the white line for safety purposes.	Staff to contact EMCON to discuss line painting on the highway, especially the white line for safety purposes.	Mark Boysen	Complete
Regular Council - 28 Nov 2017		Councillor Noel	THAT Council support Councillor Noel's request to host and provide lunch for the January meeting for the West Coast Regional Wildlife Working Group.	Host and provide lunch for the January meeting for the West Coast Regional Wildlife Working Group.	Councillor Noel	Complete
Regular Council - 28 Nov 2017		Councillor Noel	THAT Council support Councillor Noel's request to attend the West Coast Regional Wildlife Working Group on December 6, 2017 at the Toquaht Nation's Government Office.	Attend the West Coast Regional Wildlife Working Group on December 6, 2017 at the Toquaht Nation's Government Office.	Councillor Noel	Complete
Regular Council - 28 Nov 2017	11.3.	Community Emergency Preparedness Fund and Emergency Social Services Karla Robison, Environmental & Emergency Services Manager	THAT Council approve recommendation 1 of report item, "Community Emergency Preparedness Fund and Emergency Social Services", which states: THAT Council support Staff in the application for an Emergency Social Services (ESS) grant affiliated with the Community Emergency Preparedness Fund (CEPF) that is administered by the Union of British Columbia Municipalities (UBCM) for the amount of \$16,499.42.	Apply for an Emergency Social Services (ESS) grant affiliated with the Community Emergency Preparedness Fund (CEPF) that is administered by the Union of British Columbia Municipalities (UBCM) for the amount of \$16,499.42.	Mark Boysen	Assigned

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 28 Nov 2017	11.1.	2017/2018 DCC Review - Funding and Consultant Contract Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1 of report item, "2017/2018 DCC Review - Funding and Consultant Contact" which states: THAT Council authorize staff to engage Urban Systems to complete a Development Cost Charge bylaw and consultation process, for a maximum fee of \$21,500, and approve the funding allocation as outlined within the body of this Report.	Engage Urban Systems to complete a Development Cost Charge bylaw and consultation process, for a maximum fee of \$21,500, and approve the funding allocation as outlined within the body of this Report.	Bruce Greig	Complete
Regular Council - 28 Nov 2017	8.2.	Appointment to the 2018 Vancouver Island Regional Library Board Rosemary Bonanno, Executive Director	THAT Council appoint Councillor McEwen to continue her participation on the Board of Trustees of Vancouver Island Regional Library for 2018.	Continue participation on the Board of Trustees of Vancouver Island Regional Library for 2018.	Councillor McEwen	Complete
Regular Council - 28 Nov 2017	8.1.	Protocol Agreement Signing Event Marcie DeWitt, Alberni Clayoquot Health Network	THAT Council attend the Protocol Agreement signing event January 19, 2018 at 5:00 p.m.	Attend the Protocol Agreement signing event January 19, 2018 at 5:00 p.m.	Mayor St. Jacques	Complete



Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 12 Dec 2017	11.3.	BC Rural Dividend Application Resolution Abby Fortune, Director of Parks & Recreation	<p>THAT Council approve recommendation 1 &amp; 2 of report item, "BC Rural Dividend Application Resolution" which states: THAT Council authorizes the submission of an application to the BC Rural Dividend Program for the Feasibility Study of the Amphitrite Point Lands, and THAT Council support the Amphitrite Lighthouse Building Plan through its duration.</p>	<p>Submit an application to the BC Rural Dividend Program for the Feasibility Study of the Amphitrite Point Lands.</p>	Abigail Fortune	Complete
Regular Council - 12 Dec 2017	11.2.	FCM Municipal Asset Management Program Funding and Resolution Mark Boysen, Chief Administrative Officer	<p>THAT Council approve recommendation 1 &amp; 2 of report item, "FCM Municipal Asset Management Program Funding and Resolution" which states:</p> <ol style="list-style-type: none"> <li>1. THAT Council approve the use of Public Works funds to support the District's Asset Management Program; and</li> <li>2. THAT Council approve the following resolution required for the FCM grant application:               <ol style="list-style-type: none"> <li>a. THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Systems Development in Ucluelet.</li> <li>b. THAT Council directs Staff to commit to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance the District's asset management program:</li> </ol> </li> </ol>	<p>Update Budget.</p> <p>Send certified resolution to FCM.</p>	Mark Boysen	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 12 Dec 2017	11.1.	2018 Council Meeting Schedule Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "2018 Council Meeting Schedule", which states: THAT Council adopt the Regular Council Meeting Schedule for 2018.	Post 2018 Council meeting schedule.	Darcey Bouvier	Complete
Regular Council - 12 Dec 2017	9.2.	Recreation Commission Minutes Councillor Sally Mole	THAT Council move information item, "Recreation Commission Minutes" to the budget process.	Move Recreation Commission minutes to the budget process.	Abigail Fortune	Complete
Regular Council - 12 Dec 2017	8.3.	Request for Support: West Coast Nest BC Rural Dividend Application Rebecca Hurwitz, Clayoquot Biosphere Trust	That Council direct Staff to write a letter of support to the Clayoquot Biosphere Trust for their application to the BC Rural Dividend Program so they may move forward with a two-year continuation of the West Coast Knowledge Economy.	Write a support letter to the CBT for their application to the BC Rural Dividend Program.	Darcey Bouvier	Complete
Regular Council - 12 Dec 2017	8.1.	Request for Support Re: Prevention of Quagga and Zebra Mussels District of Sicamous	THAT Council direct staff to write a letter of support to the District of Sicamous for the Prevention of Quagga and Zebra Mussels using the template provided.	Write a letter to the District of Sicamous for support of the prevention of Quagga and Zebra Mussels.	Darcey Bouvier	Complete
Regular Council - 12 Dec 2017		November 28, 2017 Regular Minutes	THAT Council approve the November 28, 2017 Regular minutes as amended.	Make corrections, print, sign, scan, file.	Darcey Bouvier	Complete
Late Items - 12 Dec 2017	2.2.	Social Studies Field Trip Request Ucluelet Secondary School	THAT Council direct to Staff to follow up with Ellen Perkins, to arrange a date for the social studies field trip.	Contact Ellen Perkins	Mark Boysen	Complete
Late Items - 12 Dec 2017	2.1.	Appointment to the 2018 Vancouver Island Regional Library Board Vancouver Island Regional Library	THAT Council appoint Councillor Oliwa as the alternate for the Board of Trustees of Vancouver Island Regional Library for 2018.	Notify VIRL.	Darcey Bouvier	Complete

Resolution Tracking Martine Lago, Deputy Municipal Clerk

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Late Items - 23 Jan 2018	2.1.	Wild Pacific Trail - January 2018 Storm Events Repairs Abby Fortune, Director of Parks and Recreation	THAT Council approve recommendation 1 of late item, "Wild Pacific Trail - January 2018 Storm Event Repairs", which states: THAT Council provide early 2018 Budget approval for up to \$15,000 of 2018 Wild Pacific Trail annual budget to support repairs related to the impacts of the January 28, 2018 storm event.	Implement Project.	Abigail Fortune	Complete
Late Items - 23 Jan 2018	2.1.	Wild Pacific Trail - January 2018 Storm Events Repairs Abby Fortune, Director of Parks and Recreation	THAT Council approve recommendation 1 of late item, "Wild Pacific Trail - January 2018 Storm Event Repairs", which states: THAT Council provide early 2018 Budget approval for up to \$15,000 of 2018 Wild Pacific Trail annual budget to support repairs related to the impacts of the January 28, 2018 storm event.	Update Budget.	Carolyn Bidwell	Complete
Regular Council - 23 Jan 2018		Other Reports	THAT Council direct Staff to request a meeting with the local School Board Staff and the West Coast Trustees when they meet next in Ucluelet.	Request a meeting with SD70 Board members prior to their next meeting here in Ucluelet in April.	Darcey Bouvier	Complete
Regular Council - 23 Jan 2018	8.5.	Letters from Students to Mayor and Council Ucluelet Secondary School Students	THAT Council direct Staff to write a letter to the Ucluelet Secondary School students, thanking them for taking the time to write their letters and for their suggestions.	Write a thank you letter to USS Students.	Darcey Bouvier	Complete
Regular Council - 23 Jan 2018	8.4.	Letter of Intent to Become a Cannabis Retailer Andrew Hanson, Ucluelet Liquor Store	THAT Council receive correspondence item, "Letter of Intent to Become a Cannabis Retailer" for information and refer the letter to staff.	Refer letter to staff.	Bruce Greig	Complete
Regular Council - 23 Jan 2018	8.3.	Request to Consider Changes to Short Term Rental Procedures Kerry Harwood	THAT Council receive correspondence item, "Request to Consider Changes to Short Term Rental Procedures" for information and to refer this item to the OCP review process.	Refer letter to OCP review process.	Bruce Greig	Complete

Resolution Tracking Martene Lagoa, Deputy Municipal Clerk

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 23 Jan 2018	8.2.	Request for Consideration on the Proposed Highway 4 Closures Myrna Ratledge	THAT Council receive correspondence item, "Request for Consideration on the Proposed Highway 4 Closures" for information, and direct Staff to notify Myrna Ratledge about the Ministry of Transportation meeting tomorrow.	Notify Myrna Ratledge of the MOT meeting tomorrow.	Darcey Bouvier	Complete
Regular Council - 23 Jan 2018	8.1.	Request for Letter of Support Doug Findlater - Mayor, District of West Kelowna	THAT Council direct Staff to write a letter of support, requesting a significant portion of the provincial share of the cannabis tax sharing formula be provided to local governments.	Write a letter of support requesting a significant portion of the provincial share of cannabis tax.	Darcey Bouvier	Complete
Regular Council - 13 Feb 2018		Councillor McEwan	THAT Council direct staff to write a letter of support that demonstrates the strong need for the Ucluelet Aquarium Society to pursue options for employee housing.	Write a letter of support to the Ucluelet Aquarium Society for staff housing.	Darcey Bouvier	Complete
Regular Council - 13 Feb 2018	11.4.	BYLAW - Zoning Amendment Bylaw No. 1219, 2017	THAT Council approve recommendation 1 of report item, " CS-5 Side Yard Setback Zoning Amendment Bylaw No. 1219, 2017" which states: 1. THAT District of Ucluelet Zoning Amendment Bylaw No. 1219, 2017, be adopted.	Process, sign, scan, file	Marlene Lagoa	Complete
Regular Council - 13 Feb 2018	11.1.	2018 Council Meeting Schedule Update Marlene Lagoa, Deputy Municipal Clerk	THAT Council approve recommendation 1 of report item, "2018 Council Meeting Schedule Update" which states: 1. THAT Council adopt the amended Regular Council Meeting Schedule for 2018.	Replace and post new Council Meeting Schedule.	Darcey Bouvier	Complete
Regular Council - 13 Feb 2018	8.6.	Private Managed Forest Companies Meeting Invitation Hon. Scott Fraser, MLA (Mid Island - Pacific Rim)	THAT Council approve Councillor Mole's attendance at a stakeholder meeting being held February 23, 2018 in Port Alberni to discuss issues with Private Managed Forest Companies restricting access to the backcountry and provincial parks.	RSVP Councillor Mole's attendance.	Darcey Bouvier	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 13 Feb 2018	8.5.	UBCM Follow-Up Letter Ministry of Municipal Affairs and Housing	THAT Council receive correspondence item, "UBCM Follow-Up Letter" for information and refer the letter to staff for information on the availability of an Infrastructure Planning Grant.	Follow up on the availability of an Infrastructure Planning Grant	Warren Cannon	Assigned
Regular Council - 13 Feb 2018	8.4.	Invitation to Fisheries for Communities Gathering Ecotrust Canada	THAT Council approve Mayor St. Jacques attendance at the Fisheries for Communities Gathering on February 23, 2018 in Vancouver.	To confirm with Mayor St. Jacques about her travel arrangements.	Darcey Bouvier	Complete
Regular Council - 13 Feb 2018	8.3.	Invitation to Serve as Project Advisor for Conservation Planning in Clayoquot Sound Nature Conservancy of Canada	THAT Council direct Mayor St. Jacques to enquire on Alberni-Clayoquot Regional District's participation in the Nature Conservancy of Canada's Clayoquot Sound Natural Area Conservation Plan and how the District of Ucluelet may participate.	Make enquiry	Mayor St. Jacques	Complete
Regular Council - 13 Feb 2018	8.2.	Help Build a Rural Development Strategy for BC Ministry of Forest, Lands, Natural Resources & Rural Development	THAT Council direct staff to confirm the dates for face-to-face sessions on the Rural Development Strategy for BC and report back to Council.	Confirm dates for face-to-face sessions on the Rural Development Strategy for BC	Mark Boysen	Complete
Regular Council - 13 Feb 2018	8.1.	2018 Spring BC Mayor's Caucus Invite District of Squamish	THAT Council approve Mayor St. Jacques attendance at the Spring BC Mayor's Caucus being held March 14-16, 2018 in Squamish, BC.	Register Mayor for BC Mayor's Caucus and book hotel.	Darcey Bouvier	Complete
Special Council - 27 Feb 2018		PROJECT NAME - COMMUNITY SAFE ZONE KIOSKS PROJECT NO: PSCP2017-01	THAT Council direct Staff to carry forward Community Safe Zone Kiosks (PSCP2017-01) Project to the 2018-2022 Financial Plan.	Update Budget	Carolyn Bidwell	Complete
Special Council - 27 Feb 2018		PROJECT NAME - FURNISHINGS AT THE FIRE HALL PROJECT NO: PSSP2017-02	THAT Council direct Staff to carry forward \$2,640 for Furnishings at the Fire Hall (PSSP2017-02) Project to the 2018-2022 Financial Plan.	Update Budget.	Carolyn Bidwell	Complete
Special Council - 27 Feb 2018		PROJECT NAME - RECOVERY PLANNING AND BUSINESS CONTINUITY PROJECT NO: PSSP2017-01	THAT Council direct Staff to carry forward Recovery Planning and Business Continuity (PSSP2017-01) Project to the 2018-2022 Financial Plan.	Update Budget	Carolyn Bidwell	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Special Council - 27 Feb 2018		PROJECT NAME - BIG BEACH PARKING LOT - ACCESSIBLE PATHWAY PROJECT NO: PRCP2018-03 (carry forward)	THAT Council direct Staff to carry forward Big Beach Parking Lot - Accessible Pathway (PRCP2018-03) Project to the 2018-2022 Financial Plan.	Update Budget.	Carolyn Bidwell	Complete
Special Council - 27 Feb 2018		PROJECT NAME - BEACH IMPROVEMENTS PROJECT NO: PRCP2017-03	THAT Council direct Staff to carry forward Beach Improvements (PRCP2017-03) Project to the 2018-2022 Financial Plan.	Update Budget	Carolyn Bidwell	Complete
Special Council - 27 Feb 2018		PROJECT NAME - ST. JACQUES PARK PROJECT NO: PRCP2017-02	THAT Council direct staff to carry forward St. Jacques Park (PRCP2017-02) Project to the 2018-2022 Financial Plan.	Update Budget	Carolyn Bidwell	Complete
Special Council - 27 Feb 2018		PROJECT NAME - WPT CONNECTOR - SPRING COVE PROJECT NO: PRCP2017-01	THAT Council direct Staff to carry forward WPT Connector - Spring Cove (PRCP2017-01) Project to the 2018-2022 Financial Plan.	Update Budget	Carolyn Bidwell	Complete
Special Council - 27 Feb 2018		PROJECT NAME - ALDER RD - END OF PARK PROJECT NO: PRSP2017-05	THAT Council direct Staff to carry forward Alder Rd - End of Park (PRSP2017-05) Project to the 2018-2022 Financial Plan.	Update Budget.	Carolyn Bidwell	Complete
Special Council - 27 Feb 2018		PROJECT NAME - AGE FRIENDLY ACTION PROJECT - RESOURCE HUB PROJECT NO: PRSP2017-04	THAT Council direct Staff to carry forward Age Friendly Project - Resource Hub (PRSP2017-04) to the 2018-2022 Financial Plan.	Update Budget	Carolyn Bidwell	Complete
Special Council - 27 Feb 2018		PROJECT NAME - BANNERS PROGRAM PROJECT NO: PRSP2017-03	THAT Council direct Staff to carry forward Banner Program (PRSP2017-03) Project to the 2018-2022 Financial Plan.	Update Budget.	Carolyn Bidwell	Complete
Special Council - 27 Feb 2018		PROJECT NAME - HERITAGE SIGN PLAQUES PROJECT NO: PRSP2017-01 Council asked Staff where these plaques will be located.	THAT Council direct Staff to carry forward Heritage Sign Plaques (PRSP2017-01) Project to the 2018-2022 Financial Plan.	Update Budget.	Carolyn Bidwell	Complete
Special Council - 27 Feb 2018		PROJECT NAME - HERITAGE SIGN PLAQUES PROJECT NO: PRSP2017-01 Council asked Staff where these plaques will be located.	THAT Council direct Staff to carry forward Heritage Sign Plaques (PRSP2017-01) Project to the 2018-2022 Financial Plan.	Update Budget.	Carolyn Bidwell	Complete

Resolution Tracking Martine Lagoa, Deputy Municipal Clerk

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 27 Feb 2018		Mayor St. Jacques	THAT Council write a letter to Dr. John O'Brien thanking him for his 28 years of service to Ucluelet.	Prepare letter for Mayor's Signature.	Darcey Bouvier	Complete
Regular Council - 27 Feb 2018		Councillor Oliwa	THAT Council direct the Chief Financial Officer to report back to Council with some options and recommendations for moving forward with providing a cheque run.	Prepare monthly cheque run reports to Council.	Carolyn Bidwell	Complete
Regular Council - 27 Feb 2018	8.2.	Financial Request for the WildSafeBC Community Coordinator Todd Windle, Pacific Rim National Park Reserve	THAT Council support the WildSafeBC Community Coordinator role for \$1000 towards this regional effort.	Inform Pacific Rim National Park Reserve.  Update Budget	Abigail Fortune  Carolyn Bidwell	Complete  Complete
Regular Council - 27 Feb 2018	12.7.	BYLAW - Bylaw No. 1225, 2018	THAT Zoning Amendment Bylaw No. 1225, 2018 be given third reading.	Bring back Bylaw for Adoption.	Bruce Greig	Assigned
Regular Council - 27 Feb 2018	12.5.	BYLAW - Bylaw No. 1227, 2018	THAT Housing Agreement Bylaw No. 1227, 2018, be given third reading.	Bring back Bylaw for Adoption.	Bruce Greig	Assigned
Regular Council - 27 Feb 2018	12.4.	BYLAW - Bylaw No. 1224, 2018	THAT Zoning Amendment Bylaw No. 1224, 2018 be given third reading.	Bring back Bylaw for Adoption.	Bruce Greig	Assigned
Regular Council - 27 Feb 2018	12.2	BYLAW - Bylaw No. 1226, 2017	THAT Council adopt the Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1226, 2017.	Print, sign, scan, file.	Darcey Bouvier	Assigned
Regular Council - 27 Feb 2018	11.4.	Grants In Aid and Council Contributions for 2018 Carolyn Bidwell, Chief Financial Officer	THAT Council defer report item, "Grants in Aid and Council Contributions for 2018" to March 13, 2018.	Invite applicants to make presentation at March 13, 2018 Council Meeting.	Marlene Lagoa	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 27 Feb 2018	11.3.	Five Year Financial Plan 2017-2021 Bylaw Variance Report - Q4 Carolyn Bidwell, Chief Financial Officer	THAT Council approve recommendation 1 of report item, "Five Year Financial Plan 2017-2021 Bylaw Variance Report - Q4" which states: 1. THAT Council receives the Five Year Financial Plan 2017-2021 Variance Report for the Fourth Quarter ending December 31, 2017.	No Follow-up.		Complete
Regular Council - 27 Feb 2018	11.2.	Quarterly Projects Update - 4th Quarter 2017 Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "Quarterly Projects Update - 4th Quarter 2017" which states: 1. THAT Council receive this final Q4 update on the progress of Staff projects budgeted for 2017.	No Follow-up.		Complete
Regular Council - 27 Feb 2018	11.2.	Quarterly Projects Update - 4th Quarter 2017 Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "Quarterly Projects Update - 4th Quarter 2017" which states: 1. THAT Council receive this final Q4 update on the progress of Staff projects budgeted for 2017.	No follow-up.		Complete
Regular Council - 27 Feb 2018	11.1.	Ucluelet Economic Development Strategy Update Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 and 2 of report item, "District of Ucluelet Economic Development Strategy Update" which states: 1. THAT Council approve the finalized District of Ucluelet's Economic Development Strategy Update. 2. THAT Council direct staff to provide a progress update on the status of Economic Development Strategy actions at the May 8th Council meeting.	Provide UEDS progress update at May 8th Council.	Mark Boysen	Assigned
Regular Council - 27 Feb 2018	8.2.	Financial Request for the WildSafeBC Community Coordinator Todd Windle, Pacific Rim National Park Reserve	THAT Council support the WildSafeBC Community Coordinator role for \$1000 towards this regional effort.	Inform Pacific Rim National Park Reserve of approved funding.	Abigail Fortune	Assigned

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 27 Feb 2018	8.2.	Financial Request for the WildSafeBC Community Coordinator Todd Windle, Pacific Rim National Park Reserve	THAT Council support the WildSafeBC Community Coordinator role for \$1000 towards this regional effort.	Add to 2018-2022 Financial Plan.	Carolyn Bidwell	Complete
Regular Council - 27 Feb 2018		Councillor McEwen asked if staff can forward Council the LNG presentation from the February 13, 2018 Regular Council Meeting.		Send PowerPoint Presentation to Council.	Marlene Lagoa	Complete
Special Council - 01 Mar 2018	4.5.	2018 Budget - Project Carry Forwards	THAT Council direct Staff to carry forward Well Upgrade (WCP2017-02) to the 2018-2022 Financial Plan.	Update Budget.	Carolyn Bidwell	Complete
Special Council - 01 Mar 2018	4.4.	2018 Budget - Review Project Funding	THAT Council direct Staff to remove Coastsmart Signage (PSSP2018-01) from the 2018-2022 Financial Plan.	Update Budget.	Carolyn Bidwell	Complete
Special Council - 01 Mar 2018	4.3.	2018 Budget - General Government	THAT Council direct Staff to carry forward Office Furniture - Admin (AFCP2017-04) to the 2018-2022 Financial Plan.	Update Budget.	Carolyn Bidwell	Complete
Special Council - 01 Mar 2018	4.2.	2018 Budget - Finance Projects	THAT Council direct Staff to carry forward Server Replacement - Refurbished (AFCP2017-02) Project to the 2018-2022 Financial Plan.	Update Budget.	Carolyn Bidwell	Complete
Special Council - 01 Mar 2018	4.1.	2018 Budget - Administration Projects	THAT Council direct Staff to move the Health Centre (AFCP2017-01) Project funds reserve to use as needed for health centre requirements.	Move funds to reserve.	Carolyn Bidwell	Complete
Special Council - 06 Mar 2018	7.2.	Projects Review	THAT Council direct Staff to remove Ancient Cedars - Trailhead Parking Lot (PWCP2018-03) from 2018-2022 Financial Plan.	Update Budget.	Carolyn Bidwell	Complete
Special Council - 13 Mar 2018	7.2.	Projects Review (2018)	THAT Council give early budget approval of \$130,000 for the Matterson Reservoir Upgrade (WCP2017-03) as part of the 2018-2022 Financial Plan.	Update Budget.	Carolyn Bidwell	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Special Council - 13 Mar 2018		March 13, 2018 Special Agenda	THAT Council approve the March 13, 2018 Special Agenda as presented.			
Regular Council - 13 Mar 2018	12.1.	Grants in Aid and Council Contributions for 2018 Carolyn Bidwell, Chief Financial Officer	THAT Council move recommendation 2 of report item, "Grants in Aid and Council Contributions 2018" which states: 2. THAT Council approve funding applications for Council contribution requests for facility use and lease payments as outlined in the attached schedule.	Process funding application requests.	Carolyn Bidwell	Assigned
Regular Council - 13 Mar 2018	10.1.	Toquaht Nation Receives Investment in New Secret Beach Marina Island Coastal Economic Trust	THAT Council send a letter of congratulations to Toquaht Nation.	Write a letter of congratulations.	Darcey Bouvier	Assigned
Regular Council - 13 Mar 2018	9.4.	Island Good Invitation Vancouver Island Economic Alliance	THAT Councillor Noel attend, if available, the March 27, 2018 event scheduled at Hertel Meats in Port Alberni.	Attend the March 27, 2018 Island Good Event.	Councillor Noel	Assigned
Regular Council - 13 Mar 2018	9.3.	Destination Development Strategy Launch Invitation Destination BC and Tourism Vancouver Island	THAT interested Council members attend the Destination Development Strategy Launch event on March 16, 2018.	Attend the Destination Development Strategy Launch.		Assigned
Regular Council - 27 Mar 2018	12.1.	Community Emergency Preparedness Fund - EOC Kits and Training Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 and 2 from report item, "Community Emergency Preparedness Fund - EOC Kits and Training" which states: THAT Council support Staff in the application for an Emergency Operation Centre (EOC) grant affiliated with the Community Emergency Preparedness Fund (CEPF) that is administered by the Union of British Columbia Municipalities (UBCM); and THAT Council authorize the award of a sole source contract that is the basis for the grant submission.	Prepare and send certified resolution to UBCM. Provide copy to Mark Boysen.	Darcey Bouvier	In Progress

Resolution Tracking Martine Lagoa, Deputy Municipal Clerk

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 27 Mar 2018		Other Reports		Provide input to the provincial RCMP Committee.	Councillor Mole	Assigned
Regular Council - 27 Mar 2018		Other Reports	THAT Council invite Joan Miller from the Vancouver Island North Film Commission to visit Ucluelet to meet with Council and provide an update.	Send an invitation to Joan Miller to appear as a delegation before Council.	Mark Boysen	Complete
Regular Council - 27 Mar 2018	10.2.	Order of British Columbia - 2018 Call for Nominations BC Honours & Awards	THAT correspondence item, "Order of British Columbia - 2018 Call for Nominations BC Honours & Awards" be forwarded to the various societies and posted to the website.	Email correspondence and post.	Darcey Bouvier	In Progress
Regular Council - 27 Mar 2018	10.1.	Employer Health Tax Implications Mayor Nicole Reed, City of Maple Ridge	THAT Council refer correspondence item, "Employer Health Tax Implications" to Staff and direct Staff to report back to Council.	To look into tax implications and report back to Council.	Carolyn Bidwell	In Progress
Regular Council - 27 Mar 2018	9.2.	BC Community Forest Association Conference & AGM Susan Mulkey, BCCFA	THAT correspondence item, "BC Community Forest Association Conference & AGM" be referred to CAO Mark Boysen and Councillor Noel for review.	Correspondence for CAO and Councillor Noel.	Mark Boysen	Complete
Regular Council - 27 Mar 2018	9.1.	Request for Support of Pre-hospital Critical Care Petition BC Heros	THAT Council direct Staff to send a letter to BC HEROS inviting them to make a presentation to Council.	Send an invitation letter to BC HEROS	Darcey Bouvier	Assigned
Regular Council - 27 Mar 2018	9.1.	Request for Support of Pre-hospital Critical Care Petition BC Heros	THAT the District sign the BC HEROS online petition.	Ensure the petition is signed.	Darcey Bouvier	Assigned

Resolution Tracking Martine Lagoa, Deputy Municipal Clerk





## STAFF REPORT TO COUNCIL

Council Meeting April 10th, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**From:** Bruce Greig, Manager of Community Planning    **File No:** 4320-20 BL    **Report No:** 18-27

**Subject:** Leaf Compassion Inc. Appeal of Denied Business Licence for Cannabis Dispensary at 1972 Peninsula Road

**Attachments:** Appendix A – Letter of licence denial, dated March 6, 2018  
Appendix B – Letter from Leaf Compassion Inc. requesting appeal, dated March 12, 2018

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

1. **THAT** Council confirm that the District will not issue a business licence for a “cannabis dispensary” on the property at 1972 Peninsula Road at this time.

### **BACKGROUND:**

On March 5, 2018, Kyle Cheyne submitted a business licence application on behalf of Leaf Compassion Inc. for a “cannabis dispensary” on the property at 1972 Peninsula Road. The application was reviewed and denied by staff on March 6, 2018. On March 12, 2018, Mr. Cheyne submitted a letter requesting an appeal of this decision before Council (see Appendices).

### **DISCUSSION:**

The sale or distribution of cannabis from a storefront location for either medicinal or recreational consumption is not a legal activity under either the federal *Controlled Drugs and Substances Act* or the *Access to Cannabis for Medical Purposes Regulations*. On this basis staff denied the business licence application, consistent with section 8 of the *Ucluelet Business Regulation and Licensing Bylaw No. 922, 2003*, which states that a licence can be issued when the application complies with municipal, provincial and federal acts and regulations. The letter to the applicant dated March 6, 2018, states this reason for denying the licence (see Appendices).

### **PROCESS:**

Section 9 of *Ucluelet Business Regulation and Licensing Bylaw No. 922, 2003* sets out parameters for appealing the suspension or revocation of a licence. The applicant has made a timely written request that Council hear this appeal and has been notified that the request will be considered at the April 10, 2018 Regular Council Meeting.

- Council should provide Mr. Cheyne an opportunity to be heard on this matter;
- Thereafter Council may wish to deliberate on the facts of the application and the appeal; and
- Council could then either confirm that the licence application be denied or direct staff to seek further legal advice.

If Council wishes to consider issuing a business licence for a cannabis dispensary, then staff strongly recommend that a full legal opinion be sought from the municipal solicitors on the implications of issuing such a licence at this time.

**OPTIONS:**

1. THAT Council confirm that the District will not issue a business licence for a “cannabis dispensary” on the property at 1972 Peninsula Road at this time. **(Recommended)**
2. That Council defer a decision on issuance of a business licence for a cannabis dispensary at 1972 Peninsula Road and seek a full legal opinion on the implications of issuing a licence for this use ahead of any federal act or regulation which would clearly authorize the use, plus analysis of whether the use complies with the permitted uses under the Service Commercial (CS-2) zoning designation.

**Respectfully submitted:** Bruce Greig, Manager of Planning  
Mark Boysen, Chief Administrative Officer



Appendix A

March 6, 2018

## Denial of District of Ucluelet Business License

**Trade Name:** Leaf Compassion Inc.  
**Registered owner of property:** Kyle Cheyne  
**Civic address of property:** 1972 Peninsula Road, Ucluelet BC  
**Zoning:** CS-2

The business application for a cannabis dispensary for *Leaf Compassion Inc.*, dated March 5<sup>th</sup> 2018, at 1972 Peninsula Road, is hereby denied based on Section 8.3 of Ucluelet's *Business Regulation and Licensing Bylaw No.922, 2003*:

*"8. Powers of License Inspector*

1. *The License Inspector shall have the power to grant, issue, or transfer a license, as set out in this bylaw and subject to the provisions of the Local Government Act.*
2. *The License Inspector or his designate or a Bylaw Enforcement Officer may enter at all reasonable times on any property to ascertain whether the bylaw requirements are being met or regulations are being observed.*
3. *The License Inspector shall grant a license where satisfied that the applicant has complied with the bylaws of the municipality and **any other regulations**, bylaws or acts as deemed applicable by the License Inspector, and shall suspend any license for the period he decides if it's holder."*

The proposed business is not in accordance with applicable federal acts, namely the *Controlled Drugs and Substances Act* and the *Access to Cannabis for Medical Purposes Regulations*.

Should you have any questions please contact the District of Ucluelet License Inspector/Bylaw Services Officer by phone 250-726-7744, or by email [bylaw@ucluelet.ca](mailto:bylaw@ucluelet.ca).




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License Inspector, Brent Ashton

CC: Mark Boysen, CAO  
 Bruce Greig, Manager of Community Planning

## Appendix B



March 12, 2018

Leaf Compassion Ucluelet  
1972 Peninsula Road  
Ucluelet, BC

Dear Mayor and Council,

Leaf Compassion commenced operations on August 11th, 2014. We aim to provide safe access to lab tested cannabis across the west coast. All Leaf Compassion locations are two-part storefront operations. We separate the front of the building into a reception area and the back into a dispensary. The front is where our staff meets and greets all of our clientele. Valid 19 + government issued photo identification is required to enter any Leaf Compassion location. The sign-up and application process is also completed up front. Leaf Compassion staff review the entire application in depth with non-members. The application covers the clients history with cannabis, current use of cannabis, and a list of their ailments requiring cannabis treatment. Their application is then reviewed by a director and either approved or referred to a cannabis compassionate doctor for further documentation. If a non-member does not complete or answer all questions with due diligence then their membership will be denied. If a member violates any of our policies then their membership will be revoked after a review. Once membership is granted the members are issued a member card which must be produced with valid government issued photo ID upon every entry.

Leaf Compassion is currently on the Salt Spring Island, Chemainus & Ucluelet chamber of commerce, Leaf Compassion INC donates every year to the BC SPCA, the Victoria & Salt Spring Pride Parade's & the Port Alberni Children's Toy Drive.

We have also recently incorporated our company and voluntarily disclosed all of our tax liability for all years prior to 2017. We care about giving back to our community.

We take great pride in improving the function and aesthetics of each location Leaf Compassion acquires. This includes full upgrades; new paint, new hardwood flooring, professional marketing & displays, security systems, cameras, safety & fire code upgrades. Our improvements like bright new lot lights and infrared night vision cameras help raise the neighbourhood's value and safety.

Anytime police have asked for assistance or footage we have been happy to comply. This helps create a strong community relationship. Furthermore, if a client is in need (financial or otherwise) then Leaf Compassion will review each case to see how we can assist their situation. Our assistance can come in many forms ranging from compassionate pricing to friendly personal counselling or referrals to professional counselling services. Compassion is in our name.

Leaf Compassion currently serves 40,000+ members on the west coast and have had many requests to open a location in Ucluelet, BC. Current Ucluelet Leaf Compassion members drive to our Port Alberni location where the council has been pro-active in licensing cannabis based storefronts. We are looking to have our appeal heard in front of mayor and council so that we can provide safe access to cannabis in Ucluelet, BC.

Sincerely yours,

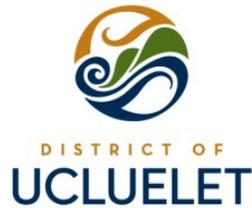
Kyle Cheyne

Founder of Leaf Compassion

Charles Philp

Co-Founder of Leaf Compassion





## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 10, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

**FILE NO:** 1770-02

**SUBJECT:** 2018 BUDGET – PUBLIC INPUT

**REPORT NO:** 18-28

**ATTACHMENT(S):** APPENDIX A – 2018 PROPOSED BUDGET PRESENTATION  
APPENDIX B – LETTERS FROM THE PUBLIC

### RECOMMENDATION(S):

1. **THAT** Council receive the public input, attached as Appendix B, on the 2018 Proposed Budget for information.

### PURPOSE:

The purpose of this report is to provide Council with the public input received on the 2018 Budget.

### BACKGROUND:

On April 3, 2018, the District hosted a community open house to present the 2018 proposed budget to the public and seek feedback. A copy of the presentation was posted to the website on March 27<sup>th</sup>. Notice was also shared with email subscribers and on Facebook.

Approximately 13 members of the public attended the open house and one comment form was received. The District also received two letters by email as of 3 pm on April 5, 2018.

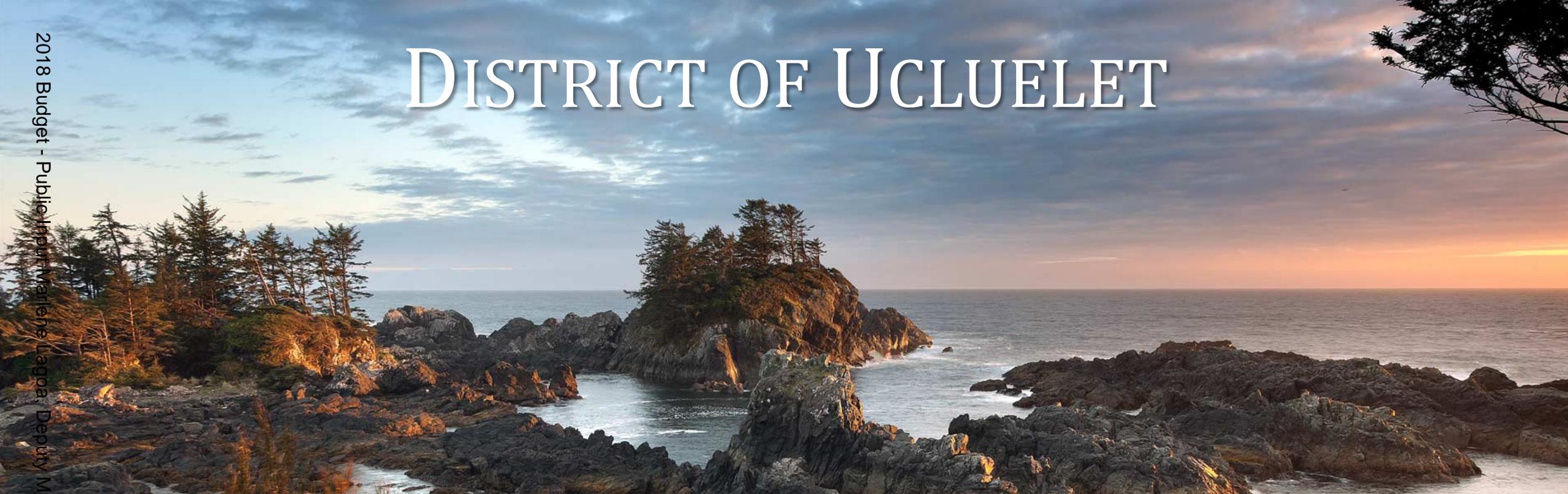
The deadline for written comments on the budget is Monday, April 9, 2018. Any new letters received by this date will be submitted as a late item.

### OPTIONS REVIEW:

1. THAT Council receive the public input, attached as Appendix B, on the 2018 Proposed Budget for information. **(Recommended)**
2. THAT Council provide alternative direction to staff on the 2018 Budget.

**Respectfully submitted:** Marlene Lagoa, Deputy Municipal Clerk  
Mark Boysen, Chief Administrative Officer

# DISTRICT OF UCLUELET



## 2018 PROPOSED BUDGET



# 2018 BUDGET PROCESS AND TIMELINE

**February 13<sup>th</sup> – March 22<sup>nd</sup>**

Operating Budgets  
Departmental Projects

**April 3<sup>rd</sup>**

Public Input Opportunity at Ucluelet Community Centre

**April 9<sup>th</sup>**

Deadline for submitting written public feedback to [info@ucluelet.ca](mailto:info@ucluelet.ca)

**April 10<sup>th</sup>**

First Readings - Five Year Financial Plan Bylaw

**April 24<sup>th</sup>**

Final Approval - Five Year Financial Plan Bylaw  
First Readings - Tax Rates Bylaw

**May 8<sup>th</sup>**

Final Approval – Tax Rates



# 2018 BUDGET OVERVIEW



## District Budget

- \$7.1 million in 2017
- \$8.8 million in 2018 (24%)

## Net Increase to Tax Payers (4 %)

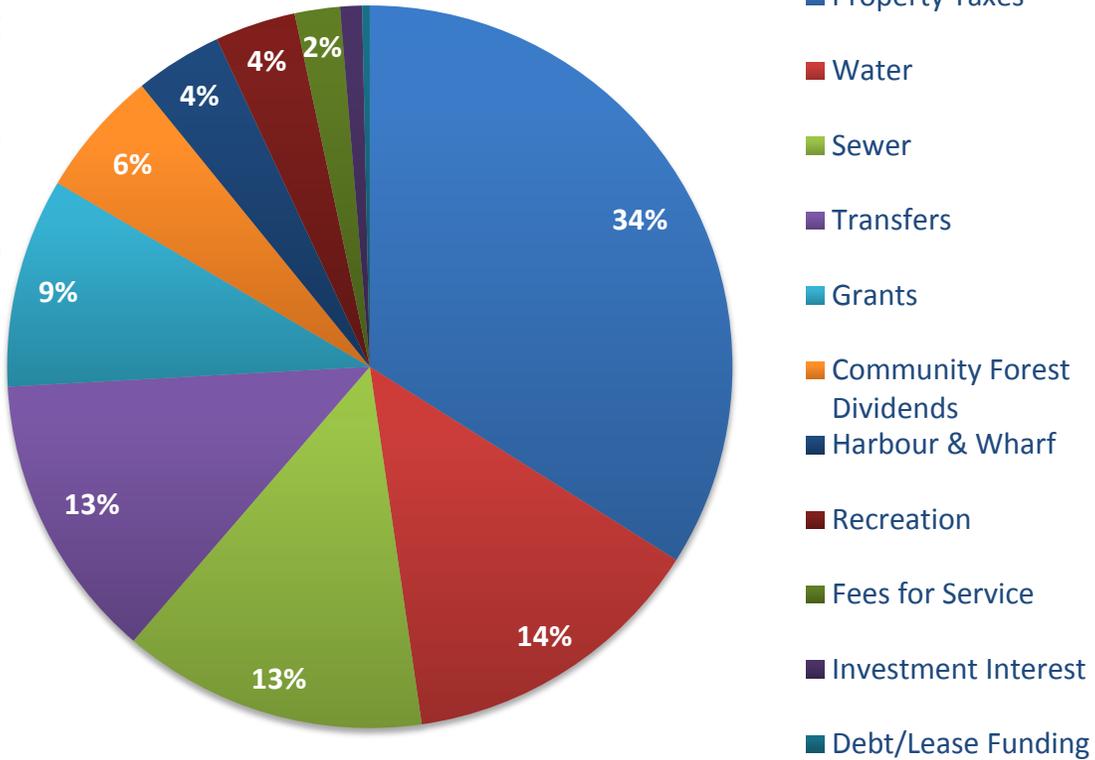
## Cost Drivers/Challenges

- Cost of living increase (2%)
- Regional services (ACRD, Library, Schools, Policing, Hospital) – still to be confirmed
- Reserves for future expenses/projects

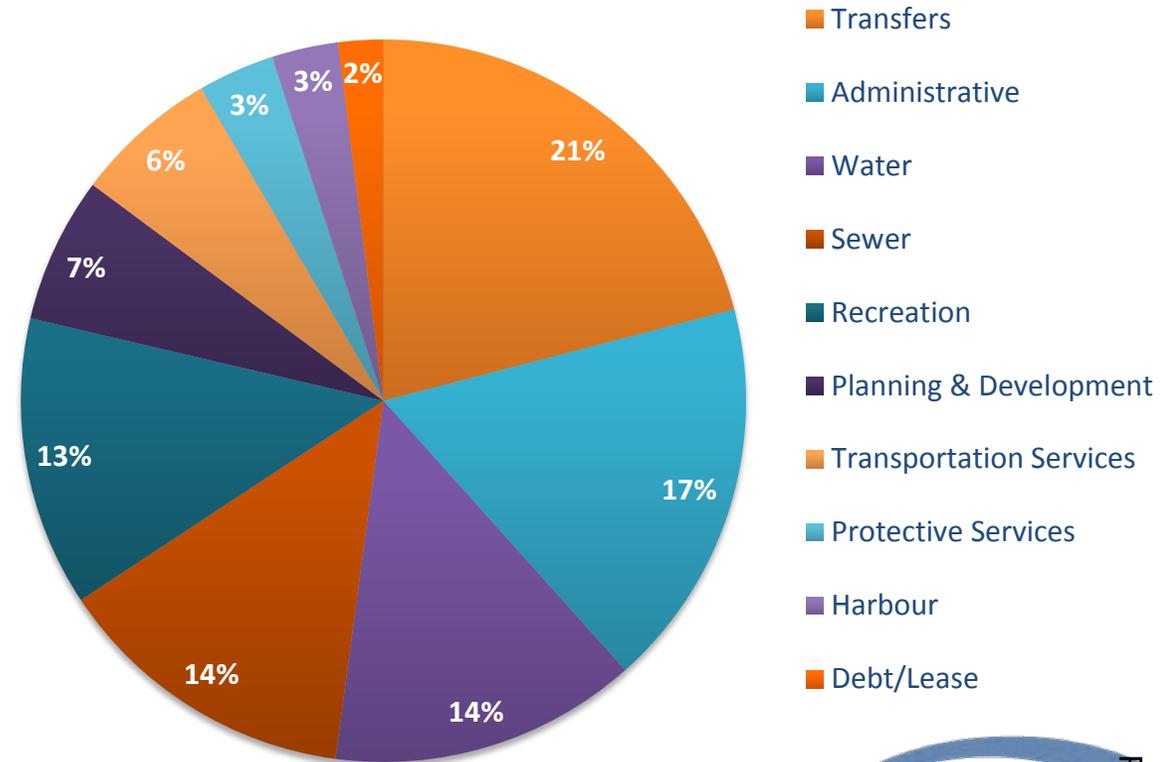


# 2018 REVENUES & EXPENDITURES

## Where do our dollars come from?



## How are our dollars spent?

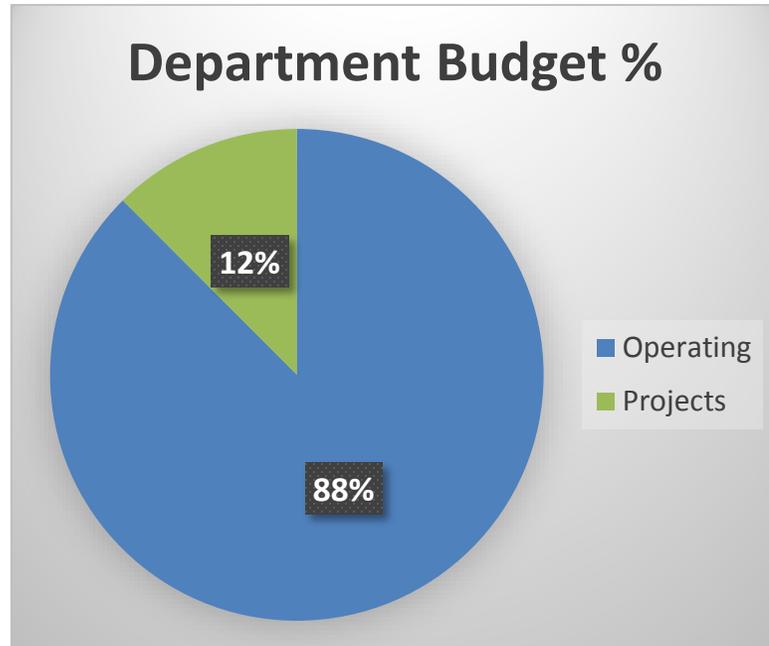


# FINANCE/CORPORATE SERVICES DEPARTMENT OVERVIEW

## Department Summary

2018 Budget - \$1,344,039

Departmental Staff - 7



## Finance Services Duties

- Coordinate preparation of the budget.
- Procurement services to support all departments.
- Manage business licensing.
- Payroll/benefits services for all employees.
- Financial reporting (Financial Statements, SOFI, LGDE).
- Oversee information technology needs of the organization.

## Corporate Services Duties

- Corporate leadership and administrative support to Council and CAO.
- Management, information and support services to Council, Committees and Boards.
- Records Management, legal, risk management and land acquisition.
- Harbour Authority planning and operation.



# FINANCE/CORPORATE SERVICES DEPARTMENT PROJECTS



## Projects Budget

- Asset Management Software implementation - \$59,450
- Records Management System - \$29,000
- Health Care Centre feasibility review - \$30,000
- Budget Software implementation - \$30,000
- IT/computer/office upgrades - \$16,800



# PLANNING AND BYLAW DEPARTMENT OVERVIEW

## Department Summary

2018 Budget - \$574,201

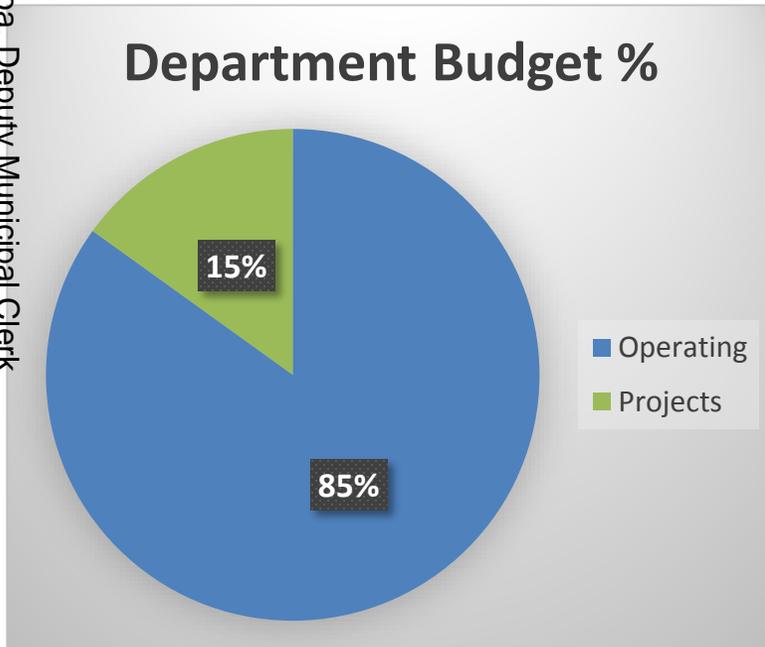
Departmental Staff - 4

## Key Services

- Prepare land use plans and policies.
- Process development permits, board of variance referrals, and rezoning and subdivision applications.
- Serve the community by responding to a wide range of inquiries and applications related to the use and development of land.
- Plan and design improvements for public pathways, roads, trails and open space.
- Inspections services and inspection administration.
- Bylaw enforcement.

## Key Projects

- Development Cost Charges Bylaw - \$21,500
- Official Community Plan update - \$39,910
- Subdivision & Development Servicing Bylaw - \$25,000



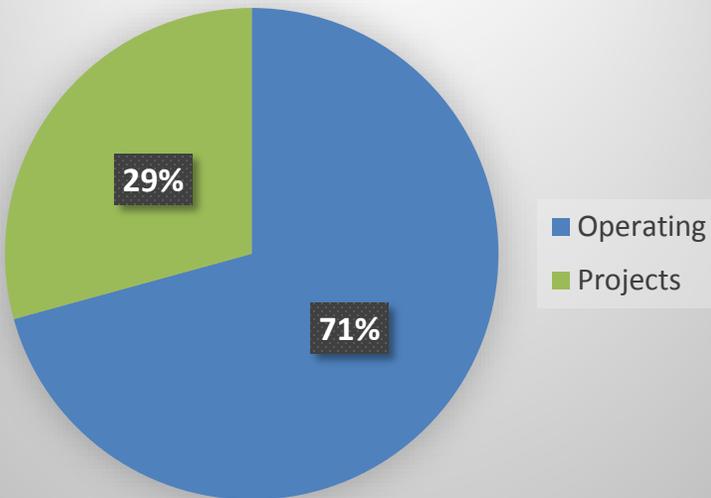
# PARKS AND RECREATION DEPARTMENT OVERVIEW

## Department Summary

2018 Budget - \$1,140,314

Departmental Staff - 7

### Department Budget %



## Key Services

- Ensuring that the community is engaged in meaningful, accessible, recreation experiences that foster wellbeing of the individual, community, and natural and built environments.
- Community program development and facilitation for all ages.
- Developing and maintaining Parks & Green Spaces.
- Facilitating Community Special Events.
- Management and operations of the Community Centre and other recreation facilities.
- Liaison and partnering with Community Organization and District Department to provide support and expertise with projects/special events.



# PARKS AND RECREATION DEPARTMENT PROJECTS

## Projects Budget

- Wild Pacific Trail Projects - \$85,000
- St. Jacques Park (Phase 1) - \$63,750
- Amphitrite House - \$60,000
- Big Beach Accessibility Pathway - \$40,000
- Community Centre Energy Improvements - \$20,000
- Age Friendly Resource Hub - \$18,030
- Beach Improvements - \$13,200
- Banner Program - \$10,000
- Youth Program - \$9,300
- Public Washrooms (Chamber Office) - \$7,000
- Alder Road Waterfront - \$4,600

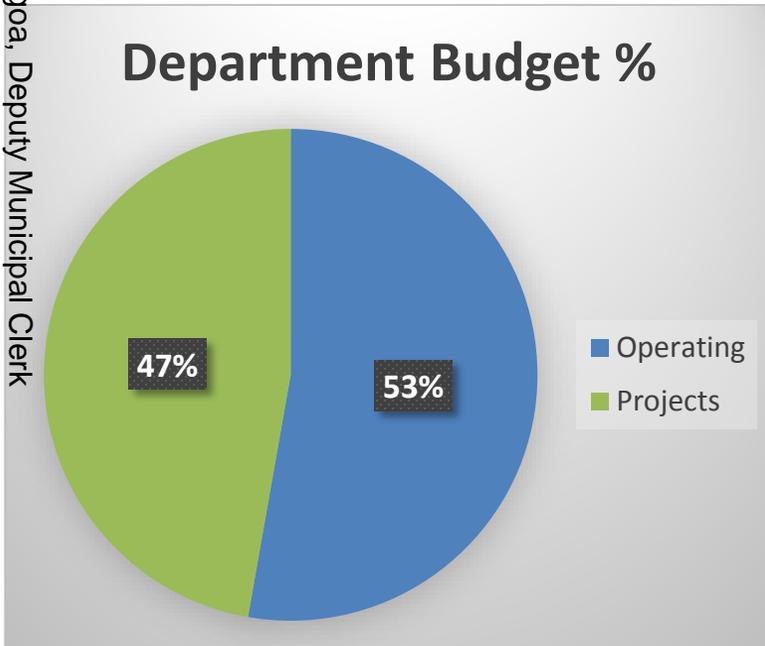


# PROTECTIVE SERVICES DEPARTMENT OVERVIEW

## Department Summary

2018 Budget - \$300,402

Departmental Staff - 7



## Key Services

- Volunteer Fire Brigade operation and administration.
- Community emergency preparedness.
- Emergency Social Services (ESS).
- Ucluelet Emergency Network.
- Environmental programs.

## Key Projects

- Tsunami kiosks - \$63,600
- Emergency Social Services kits and training - \$20,300
- Volunteer Fire Department turnout gear - \$9,600
- Fire truck equipment - \$5,500



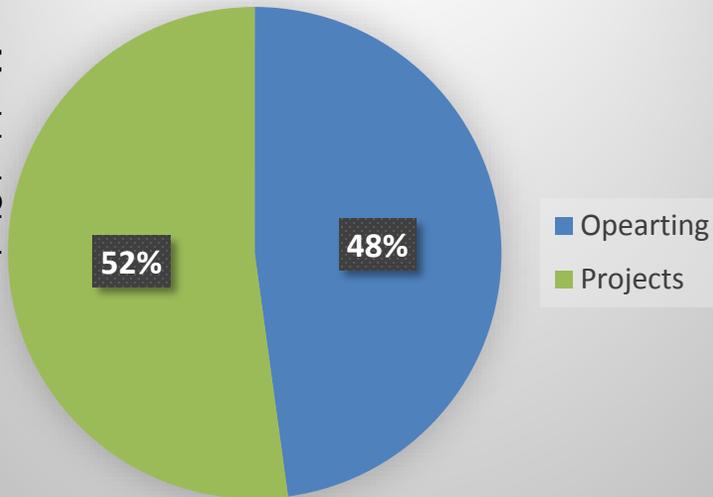
# PUBLIC WORKS DEPARTMENT OVERVIEW

## Department Summary

2018 Budget - \$825,303

Departmental Staff - 5

### Department Budget %



## Key Services

- Maintenance of municipal roads, sidewalks and public garbage containers.
- Record keeping of municipal infrastructure and facilities.
- Staff training on an ongoing basis of water and sewer systems and grounds maintenance.
- 24-hour emergency services for the community.

## Key Projects

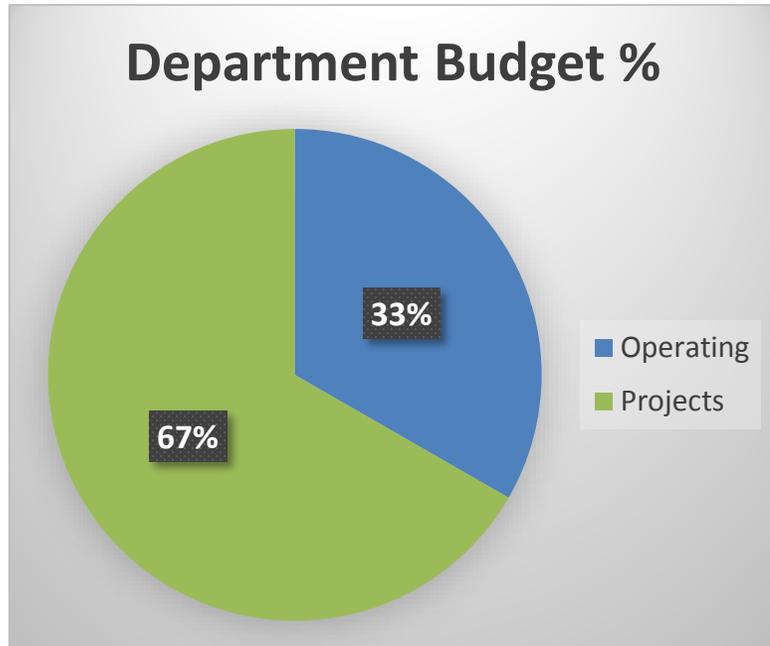
- Wild Pacific Trail Connector (Marine Drive) - \$180,000
- Storm drain upgrade (Cedar and Bay) - \$50,000
- Work truck replacement - \$30,000
- Cedar Road Tourism Hub - \$165,500



# SEWER DEPARTMENT OVERVIEW AND PROJECTS

## Department Summary

2018 Budget - \$1,195,300



## Key Services

- Maintenance of sewer system to meet National and Provincial standards, including treatment, transport and pump maintenance.

## Projects Budget

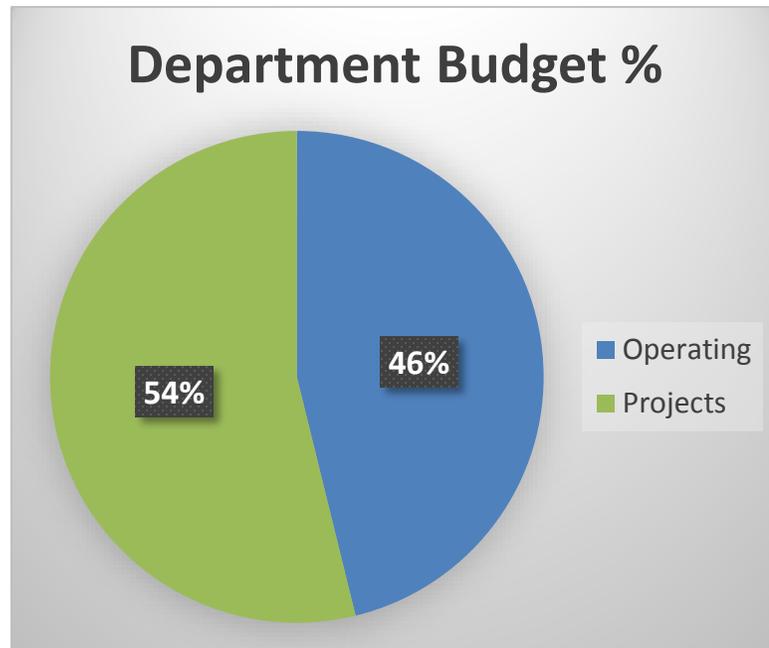
- Sewer Master Plan - \$40,000
- Bay Street Lift Station Upgrade - \$310,000
- SCADA sewer system - \$32,000
- Lagoon rebuild - \$350,000
- Peninsula Road Manhole Installation - \$40,000



# WATER DEPARTMENT OVERVIEW AND PROJECTS

## Department Summary

2018 Budget - \$1,207,550



## Key Services

- Water distribution and treatment system.
- Maintenance of water system to Provincial standards, including purification and transportation.

## Projects Budget

- Water conservation program - \$10,000
- Matterson reservoir interconnection - \$15,000
- Wellfield upgrade - \$80,000
- Kennedy Lake water supply study - \$220,000
- SCADA system - \$35,000
- Highway water reservoir check valve - \$35,000



# PROPERTY TAX IMPACT

## Class 1: Residential Property

Residential	Assessment	Tax
2018	\$533,655	\$2,178
2017	\$450,000	\$2,094
Change	(18.59%)	(4%)
<b>Increase</b>	<b>\$83,655</b>	<b>\$84</b>

## Class 6: Commercial Property

Commercial	Assessment	Tax
2018	\$832,880	\$11,186
2017	\$800,000	\$10,756
Change	(4.1%)	(4%)
<b>Increase</b>	<b>\$32,880</b>	<b>\$430</b>

### Residential Example:

*If your property was assessed at \$450,000 in 2017 AND your assessment increased at the 2018 average rate of 18.59%, **your property taxes will go up by \$84 in 2018.***



# PUBLIC FEEDBACK

**We want your feedback!**

Please provide us with your written comments by April 9<sup>th</sup> to  
[info@ucluelet.ca](mailto:info@ucluelet.ca)



## Appendix B

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**Subject:** 2018 Budget Enquiries

**From:** Julian Ling

**Sent:** Tuesday, April 03, 2018 2:19 PM

**Subject:** 2018 Budget Enquiries

Hello,

I have reviewed the “2018 Proposed Budget “ presentation and have some enquiries about it – could you help provide the answers please?

**Overall (slide 3+4)**

1. The budget is stated as \$8.8m for 2018 – is the same amount used for all Revenues and all Expenses (i.e. no net income is produced or lost in the year)
2. I see that the budget was \$7.1m for 2017 – is the big rise to 2018 due to the addition of new services not in scope in 2017, but now in scope for 2018? If so, what are they? Is this delta the amount marked as “Transfers” in the revenue and expense breakdown? If not Transfers, what does the budget category of “Transfers” represent?
3. Are the Parks and Recreation Revenues (14% of the total) exclusively from facility and service user fees or is there an additional source of revenue attributable to Parks & Rec?
4. Can you tell me the list of services included in “13% Fees for Service”?
5. Are the Community Forest Dividends already earmarked towards specific projects in the departments or is that revenue just contributing to the general funds for use non-specifically on operating and project expense.

**Parks and Recreation**

6. There is \$80k for “Wild Pacific Trail Projects” under Parks and Recreation Department projects and I wondered what that figure included and excluded. Apart from other things, does this figure include the \$20k maintenance cost paid to the WPTS under the MOU?

**Protective Services Department**

7. Can you tell me what proportion of the projects expense is source from grants specifically tied to those projects vs projects funded from the central tax base. For example, I believe the Tsunami Kiosks are funded by a grant specifically for that project.

Thanks,  
Julian Ling

## Appendix B

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**Subject:** Comments on proposed budget

**From:** David White

**Sent:** Wednesday, April 04, 2018 10:23 AM

**Subject:** Comments on proposed budget

Thank you for the presentation of the proposed budget, much appreciated both as an exercise of transparency and outreach to involve the community in decisions taken on its behalf.

You have asked for comments.

The property taxes in Ucluelet are already at a very high, "ouch" level. While understanding that parts of the taxation (schools, policing etc) are out of the District's control, there should be an endeavour to contain any further growth and to fix priorities for spending, with a certain rigour, within this objective.

Proposing an average 4% increase on taxes is most disappointing.

The District is now entering into a phase of widening tax base (many houses, properties recently built, being built, construction prospects improving...) which should mean the District can raise, now and more as time goes by, a certain extra volume of funds, without hitting existing taxpayers with increases.

At the very most, the budget for the next year should be limited to an inflation-coverage increase, i.e. around 2%, while waiting to better weigh the entity of the growing tax base.

There is real danger in posting a 4% increase. If this is seen as some sort of acceptable benchmark, then the mentality can easily slip into the following and next year. Within three years folk could be paying close to 15% more taxes than now.

We all have some "pet" project, but reality is the District has a lot of optional, shopping-list expenditure which can wait a while to see if it can be fitted within the widening tax base. Indeed, an objective/hope could be, in the not distant future, to present a 0% budget increase. At any rate, for the moment, 4% sends wrong signals and hurts pockets.

Kind regards

David and Elisa White,



# COMMENT FORM

## 2018 Budget

Please use the space below to share your thoughts and ideas. Need time to think it over? Feel free to drop this sheet off at the District Office or UCC by April 9<sup>th</sup>. Or email your comments to [info@ucluelet.ca](mailto:info@ucluelet.ca) with "Budget" in the subject.

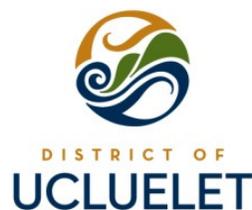
**Thank you!**

- well done on being open as you are able to be in, inviting the public to view and participate in the massive process of budgeting with public taxed dollars.
- the use of microphones when having public meetings is quite important remembering that there are members of the public do not hear all that well.
- Let's do it again next year.

Alan M. Anderson  
 Alan M. Anderson

*Personal information you provide on this comment form is collected pursuant to the Community Charter and will be used to assist Council members in decision making. Please note that your comments will form part of the District's public record and may be included in a public agenda or minutes and posted on our website. Questions about the collection of your personal information may be referred to the Deputy Municipal Clerk, 200 Main Street, Ucluelet, BC, 250-726-4772, [mIaqa@ucluelet.ca](mailto:mIaqa@ucluelet.ca).*





## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 10<sup>TH</sup>, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3060-20

**FOLIO NO:** 115.101

**SUBJECT:** REQUEST FOR A ONE YEAR RENEWAL FOR A TEMPORARY USE PERMIT

**REPORT:** 18-29

**ATTACHMENT(S):** APPENDIX A – RENEWAL REQUEST LETTER  
APPENDIX B – MAY 23<sup>RD</sup>, 2017 REPORT  
APPENDIX C – TUP17-01

### RECOMMENDATION(S):

1. **THAT** Council approve a one-year renewal for Temporary Use Permit TUP17-01 for the “Common Area” of Plan: VIS6690, District: 09 (596 Marine Drive)

### BACKGROUND

At the May 23rd, 2017 regular meeting of Council, a one-year temporary use permit (**TUP**) was approved for the “Common Area” of Plan: VIS6690, District: 09, 596 Marine Drive (the “**Subject Lot**”).



Figure 1- Site Location

TUP17-01 was approved for the temporary addition of staff accommodation trailers as an intermediate step towards a permanent staff housing solution.

**RENEWAL OF THE TEMPORARY USE PERMIT**

Section 497 (2) of the local government act allows for a one-time renewal of a TUP as follows:

***497, Term of permit and renewal of permit***

*(1) The owner of land in respect of which a temporary use permit has been issued has the right to put the land to the use described in the permit until the earlier of the following:*

*(a) the date that the permit expires;*

*(b) 3 years after the permit was issued.*

*(2) A person to whom a temporary use permit has been issued may apply to have the permit renewed, subject to the restriction that a temporary use permit may be renewed only once.*

*(3) Subsection (1) and sections 495 [permit conditions: undertaking respecting land] and 496 [permit conditions: additional security requirements] apply in relation to a renewal under subsection (2).*

The applicant has requested a one-year extension to allow for the construction of a permanent staff housing building. The applicant has relayed to Staff that they understand the complications involved in constructing a building so close to these temporary staff housing units and that they will ensure the area will be safe and that all the different uses on the property will maintain their operation. Any major changes to the terms of the original TUP will need to be forwarded to Staff for review. Staff have also relayed to the applicant that there is the expectation that there will be minimal disruptions to traffic on Marine Drive and that the accumulation of all the activities on the Blackrock site will not spill out onto Marine Drive.

**FINANCIAL IMPLICATIONS:**

All costs including any legal review associated with this application will be the responsibility of the applicant.

**SUMMARY:**

The District of Ucluelet is currently experiencing a staff housing shortage. The applicant is investing in significant funds toward securing housing for their staff. A renewal of the TUP is reasonable request to help facilitate the applicant with its long-term goals.

**OPTIONS REVIEW:**

1. That Council approve a one-year renewal for Temporary Use Permit TUP17-01 for the “Common Area” of Plan: VIS6690, District: 09, 596 Marine Drive. **(Recommended option)**
2. Defer consideration pending receipt of further information to be identified.
3. Refuse the temporary use permit renewal application.

**Respectfully submitted:**

John Towgood, Planner 1

Bruce Greig, Manager of Community Planning

Mark Boysen, Chief Administrative Officer

Appendix A



BLACK ROCK  
OCEANFRONT RESORT

Black Rock Oceanfront Resort  
PO Box 310, 596 Marine Drive  
Ucluelet BC V0R 3A0

March 28, 2018.

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

**Attention:** John Towgood, Planner1, District of Ucluelet

**Re:** Application for Extension

Dear John,

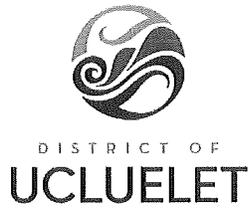
The purpose of this letter is to advise the District of Ucluelet that we have started the process to build our new staff house and now setting up the scheduling and a timeline to complete the Project as proposed in our previous application.

We would like to request an extension to our Development Permit for an additional one year term to enable us to provide accommodations to our staff during the time of construction to its completion. Our estimated start time for the project is the month of May.

If you have any questions, please contact me at your earliest convenience.

Sincerely,

Ted Bailey  
General Manager  
Black Rock Oceanfront Resort



## STAFF REPORT TO COUNCIL

Council Meeting: MAY 23<sup>RD</sup>, 2017  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3060-20

**FOLIO NO:** 115.101

**SUBJECT:** REQUEST FOR TEMPORARY USE PERMIT AND ASSOCIATED DEVELOPMENT VARIANCE PERMIT

**ATTACHMENT(S):** APPENDIX A – APPLICATION  
APPENDIX B – PERMIT TUP17-01

### RECOMMENDATION(S):

That Council considers the approval of one of the following options:

1. **THAT** the temporary use permit, TUP17-01, for the “Common Area” of Plan: VIS6690, District: 09 (596 Marine Drive) be approved as detailed within the permit (“**Appendix B**”).

**OR**

2. **THAT** this request be considered and denied.

### BACKGROUND

Planning Staff are in receipt of an application for a Temporary Use Permit and associated Development Variance Permit for 596 Marine Drive (**Figure 1**)

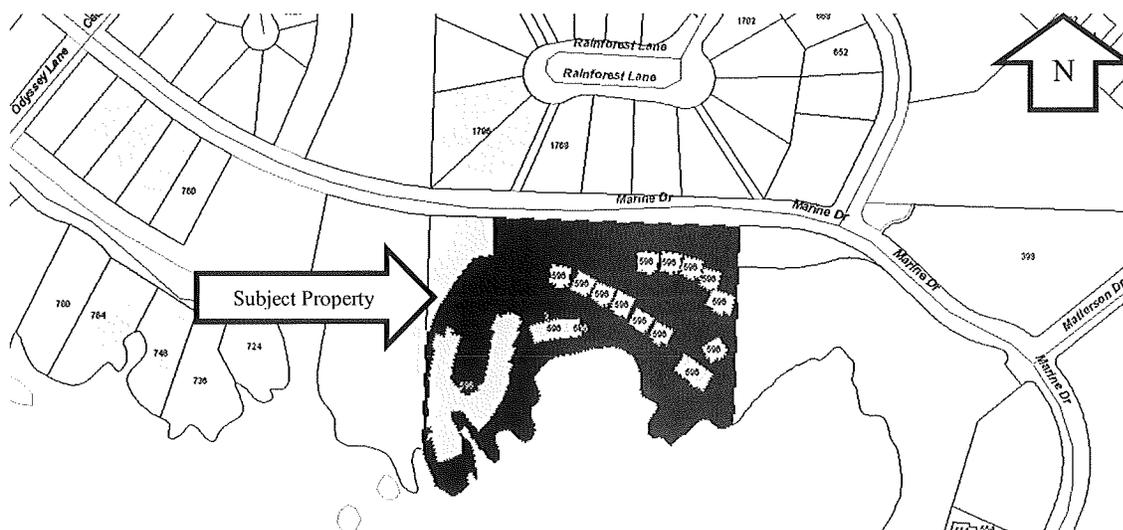


Figure 1- Site Location

The subject property is known as Blackrock Oceanfront Resort and is located on the Pacific Ocean off of Marine Drive.

**OVERVIEW OF REQUEST:**

The applicant is requesting to locate four premanufactured housing units (**Figure 2**) that would house 24 staff beds and provide washrooms and shower facilities. This application is asking for the Temporary Use Permit (“TUP”) to be in place for one year with a possible extension for an extra year. The applicant has stated that this is just a temporary fix to their staff accommodation concerns and that a permanent solution is being resolved. The applicant states the housing units will be closely monitored by the resorts management.



Figure 2 – Site Plan

**TEMPORARY USE PERMIT**

A Temporary Use Permit is a process laid out in the Local Government Act, Division 8, S.492 to S.497. A Temporary Use Permit allows a use of land, on a temporary basis, not otherwise permitted

in the District of Ucluelet's Zoning Bylaw. Temporary use permits may be issued for a period up to three years from the date the permit was approved by Council. Temporary use permits may be renewed once, subject to Council approval. Conditions under which a temporary use may be allowed are established in the permit, including the site design and layout, and length of time the temporary use can occur. Security deposits and letters of undertaking may also be required to ensure conditions are met. Some of the considerations of a temporary use permit are:

- if the temporary use will operate at an intensity of use suitable to the surrounding area;
- if the temporary use will be compatible with regard to use, design, and operation with other surrounding land uses; and
- that the temporary use will operate on a temporary basis only and includes plans, or a letter of undertaking to terminate the use and restore the site by the expiry date of the permit.

This application is requesting four units that could potentially house 24 staff. Staff consider the use will operate at an intensity of use suitable to the surrounding area. The design is not consistent with the OCP guidelines for the area but the temporary nature of the units and the landscaping that will mitigate the impact of the application need to be considered. The applicant is requesting a one year permit with the expectation that a permanent solution will be completed before the start of the next summer season.

**ZONING:**

The subject property is located in CD-2b Subzone – Black Rock, which is a site specific Compressive Development zone. The zone allows the following Uses:

*(1) Principal:*

- (a) Hotel*
- (b) Parking Lot*

*(2) Secondary:*

- (a) Accessory Residential Dwelling Unit*

The Applicant is requesting to add the Use "Staff Housing" which the zoning Bylaw defines as follows:

***"Staff Housing"*** means the accessory residential use associated with but subordinate to, and occupied by the current employees of, one or more principal permitted uses on the lot on which it is located, or, in the case of comprehensive development Zones in accordance with the conditions under the CD Zone, and noting:

- (a) Staff Housing may be provided under the terms of a housing agreement with the District pursuant to section 905 of the Local Government Act;*
- (b) accessory residential use, for the purposes of this definition, means any combination of accessory residential dwelling units or bedrooms in a communal facility with common bathrooms, kitchen, dining and social facilities (not exceeding 6 bedrooms per communal facility), each bedroom considered one (1) "staff housing unit";*

This Application will also require zoning variances that will require the approval of a Development Variance Permit. The details of these Variances will be specified in the notification and the report submitted after the public notification stage.

In regards to parking the applicant is proposing to retain as much parking as possible through the arrangement of the units and to remove the existing storage area to allow for more parking. The applicant also indicates the southernmost parking area on the property could be used as overflow. It should be noted that parking at busy times has been noted to be close to capacity. The applicant has been made aware that at no time will parking be allowed on Marine Drive or in the Browns Beach Parking lot.

**OCP:**

The District of Ucluelet's Official Community Plan (the "OCP") sets out areas that require Development Permits. The OCP exempts Temporary Use Permits as follows:

***Appendix B, Development Permit Area Exemptions***

*S.7. A Development Permit will not be required for the construction, building improvements or site improvements associated with approved temporary use permits.*

This Application will not be required to do a Development Permit.

**LEGAL REQUIREMENTS:**

S.494 of the Local Government Act requires the following public notice requirements for temporary use permits:

- Mailed or otherwise delivered at least 10 days before the public hearing.
- Published in a newspaper at least 3 days and not more than 14 days before the adoption of the resolution to issue the permit.

Both these requirements have been completed.

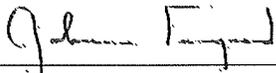
**FINANCIAL IMPLICATIONS:**

All costs including a legal review associated with this application will be the responsibility of the applicant.

**SUMMARY:**

The District of Ucluelet is currently experiencing housing shortage especially in the short term rental sector. The request to locate four premanufactured housing units, to house resort staff, would seem reasonable considering the current housing shortage. The location functions to the intent of the request and would only have a modest negative visual impact.

Respectfully submitted:

  
 \_\_\_\_\_  
 John Towgood, Planning 1



## TEMPORARY USE PERMIT TUP17-01

### General Terms

1. This Temporary Use Permit is issued to:

Ted Bailey, Black Rock Oceanfront Resort Inc  
701-17665 66a Ave, Surrey BC, V3S 2A7

(the "Permittee")

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

Lot: "The Common Area", Plan: VIS6690 Section: Township: District: 09

(the "Lands").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
5. This permit shall expire on May 23<sup>rd</sup>, 2018.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules No. 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. If the Permittee or its successor(s) in title does not substantially commence any construction with respect to which this permit was issued within six months after the date it was issued, the Permit shall lapse.
9. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
10. This Permit is NOT a Building Permit.
11. This Permit is NOT a Development Permit.
12. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

May 10, 2017



**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I, Ted Bailey, representing the strata of *the Lands* hereby undertake as a condition of issuance of our Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 3 months after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.

We understand that should we not fulfill the undertakings described herein, the District of Ucluelet or its agents may enter upon the land described on the Temporary Use Permit and perform such work as is necessary to eliminate the temporary use and bring the use and occupancy of the land in compliance with the District of Ucluelet Zoning Bylaw No. 770 (1997), as amended, and that any securities submitted by us to the District pursuant to the Temporary Use Permit shall be forfeited and applied to the cost of restoration of our land as herein set out.

We further understand that in the event of a default of the conditions contained within the Temporary Use Permit by ourselves we shall forfeit the securities submitted by us to the District of Ucluelet.

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

DATE: JUNE 10, 2017.

OWNERS: Ted Bailey

WITNESS: Mark Skelton



May 10, 2017

## Schedule 2 Security

As a condition of the issuance of this Permit, the District of Ucluelet is holding a security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized according to the terms and conditions of the Permit within the time provided, the District of Ucluelet may use the security to carry out the work by its servants, agents, or contractors, and any surplus shall be paid over to the Permittee; or should the Permittee carry out the development permitted by this Permit within the set time set out above, the security shall be returned to the Permittee. There is filed accordingly:

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for one year in the amount of \$1000. The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of the staff housing units.



May 10, 2017

### Schedule 3 Terms of Temporary Use Permit Conditions

- a) The permitted temporary commercial use shall be limited to the following uses;

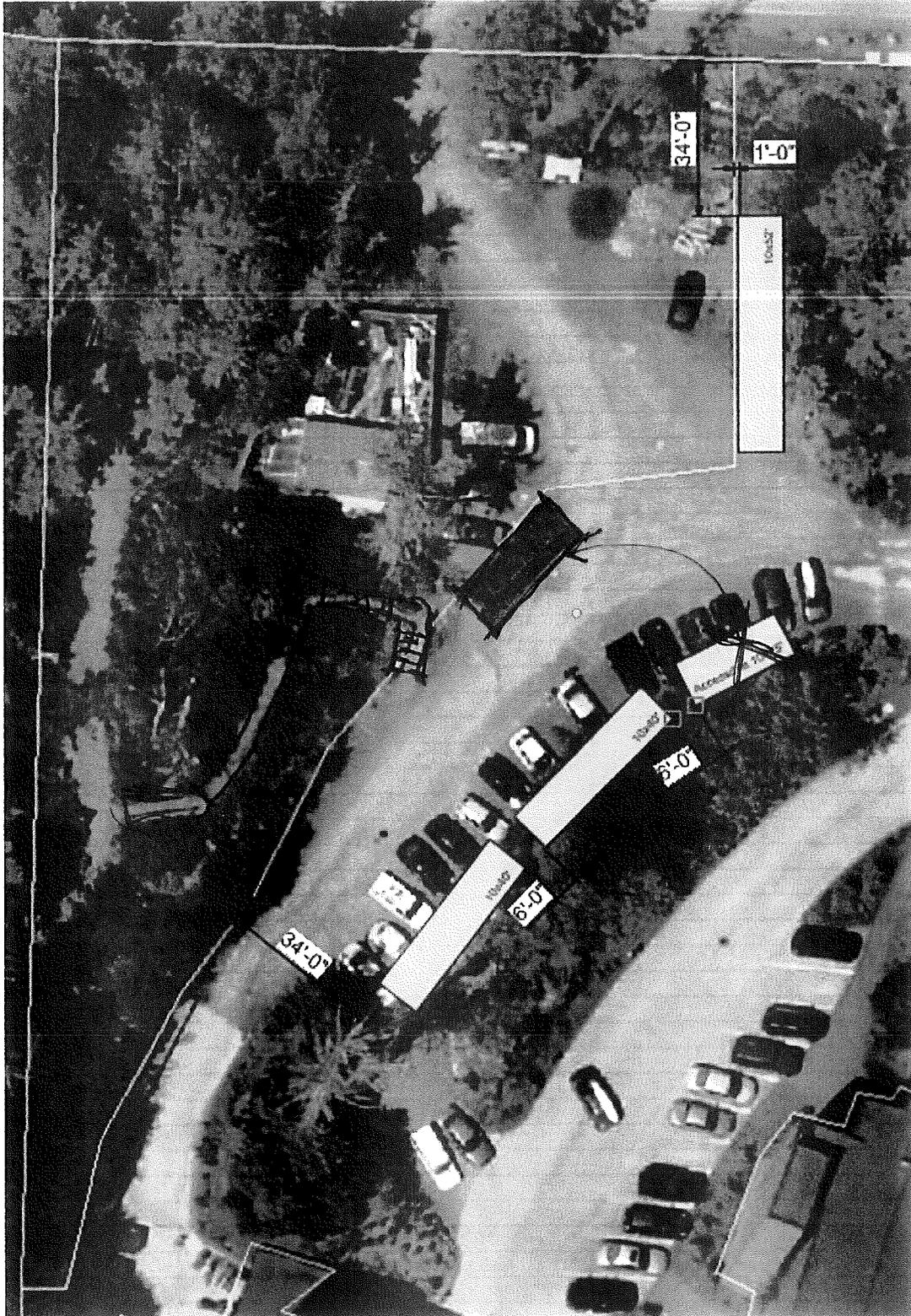
***Four premanufactured staff housing units that house up to 24 beds***

- b) The proposed staff accommodation is only to be inhabited by employees working in the District of Ucluelet. For clarity, this permit does not authorize commercial accommodation use of the proposed units. The minimum length of stay is 30 consecutive days.
- c) No other temporary uses other than the above mentioned uses are permitted.
- d) All commercial uses shall be required to obtain a District of Ucluelet Business License.
- e) No District of Ucluelet Business License may be issued with respect to the proposed temporary use of the subject property prior to meeting all of the conditions of this Permit.
- f) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the staff housing area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- g) A manager or caretaker must reside on the Lands and their telephone and email contact shall be provided to the District and updated as required.
- h) All units to be serviced and that servicing to be to the satisfaction of the District of Ucluelet.
- i) Washroom facilities shall meet the Building code requirement for the proposed occupancy.
- j) The main internal road between shall be 3.5 m wide for one way and 6m for any two sections.
- k) The main hotel loading bay and laneway shall be maintained at all times.
- l) The existing storage area shall be removed and parking defined in its place.
- m) The road frontage landscaping along Marine Drive to be augmented with new cedar hedge.
- n) The four units to be located as indicated in the site plan (**Schedule 4**)
- o) The access to the Wild Pacific Trail is to be maintained at all times.
- p) No parking shall be allowed on Marine Drive or in the Browns beach parking lot for these units or the resort in general.
- q) No other temporary uses other than the above mentioned uses shall be permitted.



May 10, 2017

Schedule 4 Site Plan



*Handwritten signature*  
6m.  
BLACK ROCK