



**REGULAR MEETING OF COUNCIL
 Tuesday, April 24, 2018 @ 7:30 PM
 George Fraser Room, Ucluelet Community Centre,
 500 Matterson Drive, Ucluelet**

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?it?ath First Nations on whose territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
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District of Ucluelet

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- 10.3. 2018 Facility Hours of Operation 35
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11. COUNCIL COMMITTEE REPORTS

- 11.1 Councillor Sally Mole
Deputy Mayor January – February

- Ucluelet & Area Child Care Society
- Westcoast Community Resources Society
- Coastal Family Resource Coalition
- 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

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| 12.1. | Ucluelet OCP Bylaw Review - Project Update
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14. OTHER BUSINESS
15. QUESTION PERIOD
16. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, April 10, 2018 at 7:30 PM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Mole, Noel, and Oliwa
 Staff: Mark Boysen, Chief Administrative Officer
 Bruce Greig, Manager of Community Planning
 Marlene Lagoa, Deputy Municipal Clerk

Regrets:

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 Yuułu?iŋ?ath First Nations on whose territories the District of Ucluelet operates.

3. ADDITIONS TO AGENDA

3.1 Letters pertaining to Agenda Item No. 12.3. 2018 Budget - Public Input.

- Frank Witter
- Courtney Johnson
- Kerry Harwood

2017-001 **It was moved by Councillor Oliwa and seconded by Councillor McEwen**
 THAT Council approve the addition of the late agenda items as presented.
CARRIED.

4. APPROVAL OF AGENDA

4.1 April 10, 2018 Regular Agenda

2017-002 **It was moved by Councillor Noel and seconded by Councillor McEwen**
 THAT Council approve the April 10, 2018 Regular Agenda as amended.
CARRIED.

5. ADOPTION OF MINUTES

5.1 March 20, 2018 Special Minutes

2017-003 **It was moved by Councillor McEwen and seconded by Councillor Noel**

THAT Council approve the March 20, 2018 Special Minutes as presented.

CARRIED.

5.2 March 22, 2018 Special Minutes

2017-004

It was moved by Councillor Noel and seconded by Councillor McEwen

THAT Council approve the March 22, 2018 Special Minutes as presented.

CARRIED.

5.3 March 27, 2018 Regular Minutes

2017-005

- Update minutes to reflect Councillor Noel's absence.

It was moved by Councillor Oliwa and seconded by Councillor McEwen

THAT Council approve the March 27, 2018 Regular Minutes as amended.

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

8.1 Public Input

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

8.2 Delegations

Erika Goldt, Alberni-Clayoquot Regional District

Re: Coastal Addendum to the Alberni Agriculture Plan

- Erika Goldt, an independent consultant, is working with the Alberni-Clayoquot Regional District to develop a coastal addendum to the Alberni Agricultural Plan.
- The goal of the addendum to support food production and food processing on the coast.
- Ms. Goldt is asking the District to participate in the process by:
 - 1) Providing a representative to participate in two Advisory Committee Meetings in May and October;
 - 2) Applying for a free consultation with an agrologist to survey specific parcels of land; and

- 3) Attending a public forum scheduled for May in Ucluelet.
- Ms. Goldt responded to questions from Council.

*Councillor McEwen excused her from the meeting at 7:45 PM due to her relationship with Mr. Blackwell.

Lance Blackwell

Re: Requesting Letter of Support & Permission to use the PRVC.

- Lance Blackwell shared that he has applied to Industry Canada for a 24/7 Visitor Information FM radio channel that would encompass Ucluelet and audiences 25 miles down Highway 4 and to the Parks.
- The format would be information based (no music allowed). Examples include advisory notices, wildlife encounters, and talk show format interviewing local representatives.
- The permanent location for the radio antenna will be on Mount Ozzard once renovations on the mountain are done.
- In the meantime, a temporary location for a smaller antenna at the Pacific Rim Visitor Centre is being proposed. Packs Canada has given verbal agreement on the condition of also receiving the District's permission.
- Mr. Blackwell asked Council for:
 1. A letter of support for a "Visitor Information" radio channel and stating that the sharing of visitor information will be an asset to the area: and,
 2. Permission to place a transmitter and FM antenna at the Pacific Rim Visitor Centre temporarily, until Mount Ozzard location is available.
- Mr. Blackwell responded to questions from Council on the size of the antenna, reach of the radio transmission, and ability to update information in a timely manner.

2016-6

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

THAT Council refer Mr. Blackwell's request to staff.

CARRIED.

*Councillor McEwen returned to the meeting at 8:00 PM.

9. CORRESPONDENCE

9.1 2018 BC Community Achievement Awards Invitation BC Achievement Foundation

2017-007 **It was moved by Councillor McEwen and seconded by Councillor Noel**
THAT the Mayor attend the 2018 BC Community Achievement Awards on April 25, 2018 at Government House in Victoria if available.

CARRIED.

9.2 2018 Kap'Yong / Radar Hill Commemoration Ceremony Invitation Parks Canada

2017-008 **It was moved by Councillor Mole and seconded by Councillor Oliwa**
THAT the Mayor attend the Kap'Yong Commemoration Ceremony on April 20, 2018.

CARRIED.

9.3 Central Westcoast Forest Society Speaker Series Invitation Central Westcoast Forest Society

2017-009 **It was moved by Councillor Mole and seconded by Councillor Oliwa**
THAT Council receive correspondence item "Central Westcoast Forest Society Speaker Series Invitation" for information.

CARRIED.

9.4 Vancouver Island Real Estate Board Commercial Building Awards Business Examiner

- Mayor St. Jacques reported that the Welcome Bay and Toquaht-Macoah buildings were being recognized.

2017-010 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT the Mayor attend the Vancouver Island Real Estate Board Commercial Building Awards on April 19, 2018 in Nanaimo.

CARRIED.

9.5 Saving Lives Through Organ Donation The Kidney Foundation of Canada

- Councillor Mole noted that the Service BC office use to have an easy sign-up process that citizens may wish to take advantage of.

2017-011 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council receive correspondence item "Saving Lives Through Organ Donation" for information.

CARRIED.

9.6 2018 UBCM Convention - BC Assessment Meeting Invitation BC Assessment Local Government and Communications Division

- 2017-012 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
THAT the District accept an invitation to meet with BC Assessment on
September 11, 2018 during the UBCM Convention.
- CARRIED.

10. INFORMATION ITEMS

10.1 2018 Resolution - Collection of Unpaid Bylaw Fines The Resort Municipality of Whistler

10.2 Personal Service Establishments Island Health

- 2017-013 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council refer information item "Personal Service Establishments" to the
planning department.
- CARRIED.

10.3 Transportation Update Alberni Clayoquot Health Network

10.4 Vancouver Island Crisis Society Honours Crisis Line Awareness Week 2018 Vancouver Island Crisis Society

10.5 West Coast Multiplex Society Letter Sean & Deddeda White

10.6 Project Aims to Boost 'Grown on Vancouver Island' Sales Island Coastal Economic Trust

- 2017-014 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
THAT Council receive information items 10.1, 10.2, 10.3, 10.4, 10.5, and 10.6
as a block.
- CARRIED.

11. COUNCIL COMMITTEE REPORTS

11.1 Councillor Sally Mole *Deputy Mayor January – February*

There were no committee reports from Councillor Mole.

11.2 Councillor Marilyn McEwen *Deputy Mayor March – April*

West Coast Multiplex Society

- AGM was held April 9th.

- Youth who travel to Port Alberni to play hockey were in attendance and read letters.
- MP Gord Johns gave speech on the inception of the multiplex and everything that has taken place to date.
- Election was held for the board members. The same 10 board members were re-elected and recruited two new members.
- Golf Tournament fundraiser is scheduled for Saturday, September 15th.

Wild Pacific Trail Society

- Meeting was held April 4th.
- Discussed District's Memorandum of Understanding regarding Spring Cove Trail and grant to complete design study of Amphitrite House.
- Pruning Day is scheduled for April 28th from 9 am until noon.
- Paid Silva Johansson to give a presentation during the Whale Festival on the Story of the Pass of Melfort. Ms. Johansson also led a walk of the new Bog Trail.
- Tourism Ucluelet purchased a tent for the summer ambassador in cases of inclement weather.
- Tourism Ucluelet is hiring students this summer who will be wearing "ask me" vests and riding bikes. They will also help with the trail.
- Black Rock Resort is looking to offer French and German language tours of the WPT for their guests.
- Discussed changes to the memorial benches. Recommending \$3,000 for a ten-year term before replacing or updating bench. Change will not apply to grandfathered benches.

11.3 Councillor Mayco Noel *Deputy Mayor July – October*

Barkley Community Forest Board

- Have signed agreement for the third phase.
- Firewood cutting permits will be available soon.
- Hosting a design competition for a new logo.
- The first phase is almost complete.

Alberni-Clayoquot Regional District Board – Alternate

- Attended the March 28th Board Meeting on the Mayor's behalf.

- The skydiving company will be out there again this year.
- Discussed the different trails, how they tie together, the committee, and that some trails lack regional representation. The bike trail to the junction was given as one example.

11.4 Councillor Randy Oliwa
Deputy Mayor May – June

Education Liaison

- Council met with the Board of Education in-camera today.
- Attended public budget info session held in Ucluelet earlier that evening.
- Board of Education has completed applications for seismic upgrades for both schools. The options may be to complete repairs or to replace the schools.

11.5 Mayor Dianne St. Jacques

DFO Fisheries Committees for Groundfish & Hake

- Attended April 6th meeting in Vancouver.
- Discussed the quota and how it is disbursed.
- There is a new floating factory that has joined the fleet. Increasing to five from four.
- Meeting again on May 9th in Vancouver.

=> Other Reports

- Met with MLA Scott Fraser on April 4th to discuss the Resort Municipality Initiative, the Municipal and Regional District Tax Program, fisheries, school upgrades, testing of water at Kennedy Lake, and the success of the Barkley Community Forest. Councillor Mole brought up daycare and has information to share with local groups. Council then took Mr. Fraser on a tour of the Amphitrite lands.
- Met with MP Gord Johns on April 9th to tour the Amphitrite lands and discuss moving that project forward.

2016-15

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

THAT Council receive the committee reports as presented.

CARRIED.

12. REPORTS

12.1 Resolution Tracking

Marlene Lagoa, Deputy Municipal Clerk

Staff addressed Council questions regarding:

- A report returning to Council on passenger directed vehicle services (November 14, 2017); and
- Sending resolution to UBCM confirming Council's support for application to Community Emergency Preparedness Fund for EOC kits and training (March 27, 2018).
- Council noted there are some motions missing from the list that are still outstanding.
- Council requested to be copied on all correspondence being sent out.

2017-016

It was moved by Councillor Noel and seconded by Councillor McEwen

THAT Council approve recommendation 1 from report item, "Resolution Tracking" which states:

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

CARRIED.

12.2 Leaf Compassion Inc. Appeal of Denied Business Licence

Bruce Greig, Manager of Community Planning

Mayor St. Jacques welcomed Owen Smith, General Manager of Leaf Compassion, and invited him to address Council.

- Mr. Smith thanked Mayor and Council for the opportunity.
- He is making an appeal to the District's decision to deny them a business licence out of the request of the Ucluelet community who currently travel to their retail business in Port Alberni.
- The Port Alberni location has proper zoning requirements and has been in operation for two years.
- The request was denied as it is clearly against the law to sell cannabis from a dispensary, and they are aware of that.
- This year we are going to see cannabis legalization introduced federally.
- Over the last six years they have been attempting to correct some of the problems with cannabis laws through the courts. His court ordeal addresses edible and oral cannabis alternatives. Previously the federal government insisted that cannabis be smoked which he does not think anybody really agrees is the proper method.
- Leaf comes from a community of people who seek to improve the situation of some of our most vulnerable and sick Canadians. These people currently travel through the pass which is not an

easy one. This is the reason why they applied despite it being clearly against the law.

- Leaf is not trying to impose activism on Council but do feel the need to request and appeal to this compassionate angle. Leaf Compassion has been expanding independently with outlets in Victoria, Salt Spring, Chemainus and Port Alberni.
- Over the years Leaf has improved their service with targeted applications for oral or topical use, and generally being a benefit to the community both by educating locals who are sick looking for opportunities, and to the public and those seeing it as something more recreational as it is coming to Canada soon.
- Leaf would like the District to follow what Port Alberni Council has done in laying out some of the guidelines they should follow in order to make sure such a business in the community is going to be of least disturbance and able to perform its function. Some of those recommendations are distance requirements from any schools and between cannabis dispensaries.
- Mr. Smith provided copies of the Port Alberni regulations and encouraged Council to look at them.
- The dispensary he first worked at in Victoria opened in 1996.
- Leaf has worked with City Council's in Victoria, Vancouver and Courtenay. He is very willing to share that information with the District to assist with the transition and make it as smooth as possible.

Mayor thanked Mr. Smith for his presentation and invited questions from Council. There were no questions from Council.

The following comments were made:

- Councillor Oliwa noted that everyone is getting educated on cannabis and has been discussed for many years. He is comfortable with waiting for federal regulations as things are going to happen. Staff are already bringing some good information forward to Council. He has not heard of residents having an issue accessing medical cannabis which can be delivered to people's door.
- Mayor St. Jacques noted that there is no opposition, but that Council wants it to be done properly and legally and are waiting for federal legislation to come forward. The District will then have a zone specific to the use, where people will come and apply for that particular zone. There will be an opportunity for public input and, if successful, a business licence will be issued following that.

2017-017

It was moved by Councillor Oliwa and seconded by Councillor Noel

THAT Council approve recommendation 1 from report item, "Leaf Compassion Inc. Appeal of Denied Business Licence for Cannabis Dispensary at 1972"

Peninsula Road" which states:

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.*

CARRIED.

12.3 2018 Budget - Public Input

Marlene Lagoa, Deputy Municipal Clerk

- Mayor St. Jacques thanked the public who provided input on the District's budget and asked that the Chief Financial Officer respond to the questions that were received.

2017-018

It was moved by Councillor McEwen and seconded by Councillor Oliwa

THAT Council approve recommendation 1 from report item, "2018 Budget - Public Input" which states:

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

CARRIED.

12.4 Request For A One Year Renewal For A Temporary Use Permit

John Towgood, Planner 1

Bruce Greig, Manger of Community Planning, provided the following responses to Council's questions:

- Request is to renew for another 12-month period. The maximum allowed for a temporary use permit is up to a 3 year term and one renewal.
- If Council were to renew the permit, the temporary use must be discontinued by May 23rd, 2019.
- The District has not received any noise complaints concerning the temporary staff housing area or had any issues with the permit to date.

2017-019

THAT Council approve recommendation 1 from report item, "Request for Temporary Use Permit and Associated Development Variance Permit" which states:

1. *THAT the temporary use permit, TUP-17-01, for the "Common Area" of Plan: VIS6690, District: 09 (596 Marine Drive) be approved as detailed within the permit ("Appendix B").*

CARRIED.

13. OTHER BUSINESS

13.1

- Councillor Oliwa reported that the Ucluelet Volunteer Fire Brigade had visited Matterson House that evening to thank them for their support over the years.

2017-020

It was moved by Councillor Noel and seconded by Councillor McEwen

THAT Council send a letter to Ken Webb congratulating him on retiring after a 32-year long career maintaining the highways.

CARRIED.

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 8:50 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, April 10, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

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.

Requested Council Meeting Date: _____

Organization Name: _____

Name of person(s) to make presentation: _____

Topic: _____

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

Please describe:

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.



DISTRICT OF UCLUELET

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Requested Council Meeting Date: Tuesday, April 24th

Organization Name: _____

Name of person(s) to make presentation: Kerry Harwood

Topic: Housing, Staffing, Stress and the well-being of Ucluelet.

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

Please describe:

Please see attached

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.

Last week I wrote a letter to Council stating some information that I've learned about the potential housing/working crises we will be facing this summer. Since then I have only seen more evidence of this and would like to present my findings so far and discuss solutions to this problem. My asks for Council would be:

1. To acknowledge this problem and its potential consequences.
2. Set aside money and or time/resources to help deal with one or all of the following:
 - a) Address residents to open their spare rooms or possibly backyards to working locals this summer. So far my individual success has been limited.
 - b) Create monthly support programs to address stress at work and at home for seasonal workers (create a container for change and not just complaining) There is a high risk of emotional, mental, physical and even sexual abuse with such limited space.
 - c) Modify or change bylaws for people living out of RV's or Van for the 2018 season if housing cannot be created, and setup washrooms, and communal shelter/cooking areas to support these people as a last resort.
3. Talk about brining business owners together to talk long term solutions, building 20-50 condo units for the 2019/2020 seasons.
4. To review the bylaws regarding nightly and long-term rentals. The current system encourages home owners to rent to nightly rentals with little support for long term rentals. A revised law that made at least one room per house mandatory for a long-term rental before a nightly rental license could be obtained would go a long way.

This is the most important issue we should be looking at this summer before anything else.

Subject: Coastal Addendum - Alberni Agriculture Plan
Attachments: InvitationUcluelet.pdf; Agrologist_Survey_Application.pdf

From: Heather Shobe
Sent: April-11-18 12:38 PM
Subject: Coastal Addendum - Alberni Agriculture Plan

Hi,

Further to the presentation to Council of April 10, attached is an electronic copy of the invitation to participate in the Coastal Addendum - Alberni Agriculture Plan project, as well as the application from for an opportunity to have a land parcel surveyed by a professional agrologist.

Thanks!
Heather

Coastal Addendum, Alberni Agriculture Plan
Heather Shobe, Project Lead
heather@edentreefarm.ca
250-724-2175

Erika Goldt, Coastal Liaison erika@clayoquotbiosphere.org
(778) 232-8360

Leah Austin, Community Outreach
tofinolocalfood@gmail
(250) 266-0527

April 11, 2018

To: District of Ucluelet Mayor and Council
%: Mayor Dianne St. Jacques,

Mayor St. Jacques,

With the funding support of the Investment Agriculture Foundation of British Columbia, the Alberni-Clayoquot Regional District is developing a **Coastal Addendum to the Alberni Agricultural Plan**. Through partnership with the Clayoquot Biosphere Trust, this document will also include a comprehensive description of coastal food security challenges and initiatives. We aim to create a vibrant and locally-appropriate vision for local food production and an implementation plan for the further development of economic, social, and environmental opportunities of agriculture on the coast.

We are seeking the participation of west coast governments and councils in this development. This project will benefit your community by:

- Opening new opportunities for local food production and security investments and support;
- Engaging a Professional Agrologist to conduct an analysis of 2-3 coastal land bases and provide a report on their capacity for commercial agriculture;
- Providing recommendations to Municipal and Provincial governments relevant to local concerns.

We value your expertise and insight, and we invite you to participate in the following ways:

1. **Join the Advisory Committee.** We are seeking your representation, with two meetings in a coastal community: one on May 15th to offer feedback on the project's vision and direction and one on October 30th to review findings and confirm an implementation plan. *Indications of interest for this opportunity must be made by April 28th*
2. **Engage in an interview.** Meet with a project consultant to provide insight on visions, challenges, resources, and needs in your community.
3. **Apply for consultation with an agrologist.** A specific land parcel within your jurisdiction may be chosen for a site survey, professional analysis, and report, at no cost to you. *Applications for this opportunity must be made by April 28th.*

Without local input and participation, we cannot suggest a locally-appropriate implementation plan to local and Provincial governments; your time and input is greatly appreciated.

Please confirm your participation, via email or otherwise, at your earliest convenience. Questions are welcome!

Best Regards,

Heather Shobe, Project Lead
heather@edentreefarm.ca
(250) 724-2175

Erika Goldt, Coastal Liaison
erika@clayoquotbiosphere.org
(778) 232-8360

DELIVERED BY

FUNDING PROVIDED BY



Appendix

Project Scope and Objectives

- Inventory of existing agricultural operations and processing facilities
- Agrologist's report identifying potential sites in the area with high agronomic capability
- Summary of regional appropriate agricultural opportunities given the climate, population and relative isolation from processing infrastructure
- Summary of regional appropriate opportunities and techniques, ei: crop types, agroforestry, agri-tourism, cloches, etc
- Overview of market, processing, and supply chain and potential partnerships with other regions on the Island
- Opportunities for scale-appropriate commercial agriculture development
- Description of regulatory framework, barriers to entry, and suitable economic opportunities
- Compilation of local food security statistics
- Community and economic development challenges in coastal municipalities and First Nation communities related to food production
- Environmental scan of food security activities, assets, projects, and relevant organizations and stakeholders
- Assessment of educational and employment opportunities in food production

About the Project Consultants

Heather Shobe is an Alberni Valley consultant who has, for four terms, managed the ACRD's Agricultural Implementation Plan Project. She is a past Tofino resident, and has a strong understanding of the food security and agricultural challenges of coastal communities. The project team also includes two West Coast residents, Erika Goldt and Leah Austin, with strong ties to coastal residents, producers, processors, food system organizations, and governments. Finally, the team is completed by a professional agrologist, Hannah Roesler, whose specialties include ethnobotany, indigenous land-management, and innovative agricultural practices for the Pacific Northwest bioregion.

Application Form: Agrologist Site Survey - For Coastal Regions of the ACRD Due by April 28, 2018

As part of the **Coastal Addendum to the Alberni Agricultural Plan**, a professional agrologist has been contracted to conduct site surveys and produce reports for 2-3 land parcels within the coastal regions of the Alberni-Clayoquot Regional District.

These surveys will include 2 site visits (in May and October, 2018), professional site analysis, and a summary of opportunities or techniques for appropriate agricultural development based on ecological and other relevant findings. It will also include an overview of land and climate data of the region, based on maps and other background data, and notes about site-specific challenges or constraints.

Selection criteria will include an initial assessment of the appropriateness of the land for commercial agricultural development, the available resources and intention for its development, and whether the analysis of the site may be useful to other landowners in future. The agrologist and consultants reserve the right to choose the sites which are most applicable to the Coastal Addendum to the Alberni Agricultural Plan project as a whole.

Main Contact

Name of Applicant:

Email:

Phone:

Organization: (if applicable)

Describe the site you are applying for. Include:

- Legal address, description of location
- Ownership/jurisdiction
- Approximate size and characteristics
- Current state and use
- Background information or history
- Why the site would be of interest for agriculture development

* Please attach a map or plan of the site such as sketches, a land parcel map, legal survey, or Google map.

Type Here

Provide an outline of your ideas for the land’s agricultural development, if you have any. What resources are available for site development? What other parties or partners may be involved? Please also attach any documents or plans where this site has been referenced. *Note: this type of background info is not required, but may be helpful to the application.*

Type here

Additional Contact

Name:

Email:

Phone:

Organization: (if applicable)

Will the Main Applicant or the Additional Contact be available to meet with the Agrologist on-site for about 2 hours between May 12th and May 15th?

YES NO

If no, please explain:

Please submit this application prior to April 28th to:

Coastal Addendum to the Alberni Agriculture Plan

Heather Shobe, Project Lead
heather@edentreefarm.ca
 250-724-2175

Erika Goldt, Coastal Liaison
erika@clayoquotbiosphere.org
 (778) 232-8360



DELIVERED BY

FUNDING PROVIDED BY





March 21, 2018

365741

Her Worship Mayor Dianne St. Jacques
 District of Ucluelet
 200 Main Street
 PO Box 999
 Ucluelet BC V0R 3A0

Dear Mayor St. Jacques:

Thank you for your letter, sent on February 20, 2018, requesting that local governments share in provincial cannabis taxation revenue. The Province appreciates the feedback that local governments and the Union of BC Municipalities (UBCM) have provided to date — this perspective is crucial to crafting effective policy and legislation that will serve British Columbians.

The Province is committed to working collaboratively with local governments in the development of a provincial cannabis regulatory framework, which is why the Joint Provincial-Local Government Committee on Cannabis Regulation was established by the B.C. government and UBCM. This committee provides an opportunity for dialogue and consultation with local governments on the development of the provincial regulatory framework. Once the regulatory framework is fully developed, the Province and local governments will be better positioned to determine incremental spending expected as a result of cannabis legalization.

The Province has reached an agreement in principle with the federal government regarding the cannabis excise tax structure and subsequent revenue sharing with the provinces. The Province is currently working collaboratively with the federal government to finalize the cannabis excise tax coordination agreement. Once the tax coordination agreement is finalized the Province will be better positioned to determine total provincial cannabis taxation revenue.

.../2

Ministry of Finance

Office of the Minister
and Deputy Premier

Mailing Address:
 PO Box 9048 Stn Prov Govt
 Victoria BC V8W 9E2
 Telephone: 250 387-3751
 Facsimile: 250 387-5501

Location:
 501 Belleville Street
 Parliament Buildings, Victoria
 website:
www.gov.bc.ca/fin

- 2 -

The federal and provincial governments intend to keep cannabis taxes low to support the objective of reducing illicit market activity. As such, it is expected that cannabis taxation revenues will not generate significant provincial revenues.

The Province recognizes that the legalization of cannabis will lead to additional costs for local governments. We will be able to have more informed discussions once full details of the regulatory and taxation regimes are known and governments have more certainty in terms of expected future costs and revenues.

For information updates about the provincial government's non-medical cannabis regulatory approach, please visit: <https://www2.gov.bc.ca/gov/content/safety/public-safety/cannabis>.

Thank you again for taking the time to write.

Sincerely,



Carole James
Minister and Deputy Premier

cc: Honourable Mike Farnworth, Minister of Public Safety and Solicitor General
Honourable Selina Robinson, Minister of Municipal Affairs and Housing

Subject: Minister LeBlanc asked to release \$17 million in emergency relief

-----Original Message-----

From: Doug Kimoto

Sent: April-11-18 7:01 AM

Subject: Minister LeBlanc asked to release \$17 million in emergency relief to communities hit hard by Harper's unfair salmon deal with U.S.

NEWS RELEASE

Minister LeBlanc called on to release \$17 million in emergency relief to communities hit hard by Harper's unfair salmon deal with U.S.

FOR IMMEDIATE RELEASE: April 11, 2018

UCLUELET, BC -- The Department of Fisheries and Oceans announced that Chinook salmon catches for the West Coast of Vancouver Island have been cut to their lowest level in history as part of a deal that the Harper government brokered to allow U.S. fishermen to catch more salmon in exchange for \$30 million in compensation. In 2018, Vancouver Island fishermen will only be permitted to catch 26,200 Chinook salmon, which is less than half of their historic catch.

Communities, such as Tofino and Ucluelet, hard-hit by these drastic catch reductions are now calling on federal Fisheries Minister Dominique Leblanc to release \$17 million to compensate communities damaged by Harper's unfair deal. Ottawa initially used \$13 million of the U.S. compensation to buy-out Canadian salmon trollers and has so far stalled the remaining \$17 million in emergency relief to fishing communities.

In stark contrast, Minister Leblanc, who is from New Brunswick, recently announced \$280 million for an Atlantic Fisheries Fund to help fishing communities and seafood companies on the East Coast.

"Our fishing communities are simply asking the Minister of Fisheries to provide us with the compensation paid by the U.S. government," said Dianne St. Jacques, Mayor of Ucluelet. "We would use the money to set up our own community-based Pacific Fisheries Fund to help our local fishing industry survive this short-term reduction and build a prosperous future."

"Our communities and fishermen believe that conservation comes first," said Josie Osborne, Mayor of Tofino. "However, if there is compensation for disproportionately reducing Canadian salmon catches then Ottawa has an obligation to help those fishermen and communities being unfairly hurt by the salmon catch reductions. It's a simple question of fairness."

For ten years, the commercial Chinook salmon fishermen on the West Coast of Vancouver Island have lost half their catches as a result of a deal brokered by the Harper government under the Canada-U.S. Pacific Salmon Treaty. Instead of compensating the fishermen, Ottawa decided to buy-out their livelihoods, undermining the commercial fishing economy in rural villages such as Ucluelet and Tofino.

Despite their limited resources, the local salmon fishermen took Ottawa to court for refusing to provide them with compensation paid by the U.S. government. The fishermen lost the court case. Although the Federal Court justice said the Fisheries Minister may have a moral and ethical imperative to compensate the fishermen, legally the Minister can spend the money as he sees fit.

“I’m personally appealing to Minister Leblanc’s sense of fairness and social justice. I’m having my livelihood taken away without any compensation. Minister Leblanc can’t undo Harper’s bad deal, but he can provide us with emergency relief and hope for the future,” said Doug Kimoto, a third-generation salmon fishermen from Ucluelet.

“Our communities have been petitioning Ottawa to do the right thing with this U.S. compensation fund since day one, but the bureaucrats have stalled and ignored us,” said Tony Bennett, rural director with the Alberni-Clayoquot Regional District. “The Trudeau Government talks about supporting the middle class, but they are allowing our hard-working fishermen to be driven into bankruptcy by an unfair deal. We have even proposed a community-based solution to them.”

The fishermen put forward a proposal to have the compensation money taken out of a non-interest-bearing account in Ottawa and placed in trust to a community-based governance board that already exists in the region to manage fisheries. Joyce Murray, a senior B.C. Liberal MP, presented the proposal to the Minister’s staff in Ottawa last September and informed them that it was a responsible document that should be treated seriously. To date the Department of Fisheries and Oceans has chosen to ignore this advice.

For more information, contact Ucluelet salmon fishermen:

Doug Kimoto at mobile: [REDACTED]

Mike Smith at mobile: [REDACTED]



Spring Clean-Up Day!

Saturday, May 26, 2018

The District of Ucluelet will be hosting a municipal “Clean-Up Day” on Saturday, May 26, 2018 for “residential” properties located within the municipal boundary. Strata & Commercial properties are not eligible for this service. The intention is that residents can dispose of items that are not normally picked up through regular garbage collection.

The following materials are to be sorted into neat piles as indicated below and placed beside the public road or lane starting Thursday, May 24th and no later than 8:00 am, May 26, 2018.

ACCEPTABLE ITEMS

Metals

- Metal furniture – padding and combustibles must be removed
- Other small metal articles
- Fridges, stoves, water tanks, etc.

Combustibles & Yard Waste

- Furniture – wooden or fabric covered
- Carpets and rugs (18” x 48” max)
- Wooden fencing – all wire and metal must be removed
- Leaves, grass, garden waste (not to exceed 10 regular bags)
- Branches & brush - must be cut to 4foot lengths by 2 feet max., secured together with twine (not to exceed 10 bundles)

UNACCEPTABLE ITEMS

- | | |
|--|------------------------------------|
| • Recyclable materials | • Construction materials |
| • Building materials | • Styrofoam |
| • Gyproc | • Used oil, paints or paint |
| • Furnace oil tanks | • Car bodies or parts |
| • Car batteries and tires | • Utility trailers |
| • Propane/Fuel Tanks | • Large satellite dishes |
| • Items over 10 feet in length | • Electronics |
| • Household/hazardous wastes/pesticides | |

Please Note: Property owners/tenants whose items (acceptable or not) were deposited after the requested times and date--MUST remove their items by 8:00 am on Monday, May 28, 2018 or removal will be at the owner's expense. NO EXCEPTIONS.

Subject: Insight into Salmon Farming from the Industry's Heartland

From: BC Salmon Farmers Association

Sent: April-11-18 2:20 PM

Subject: AVICC Notes: Insight into Salmon Farming from the Industry's Heartland



Dear Mayors, Councillors, Members of the Legislative Assembly and Directors,

Salmon farming in BC is a nearly 40 year old industry. It produces BC's top food export and is a major source of employment. But as Vancouver Island representatives are aware, it also represents a conflicted subset of British Columbia's natural resource economy.

In February 2018, two 90-minute dialogues about salmon farming were held on Vancouver Island. We at the BCSFA made this possible, in partnerships with Headwaters Community Conversations.

The process explored an important tension on Vancouver Island: that our communities aspire to more diversified, locally driven economies but are divided on what that means and what is logistically, financially, technologically and culturally feasible today and into the future.

Facilitated conversations were hosted in two centrally located salmon farming communities: Campbell River and Nanaimo. A diverse group of 74 residents – fish farm and hatchery workers, students, university scientists, community leaders, First Nations peoples and others, including citizens who were interested to learn more about salmon aquaculture – gathered to take part. The process was academically rigorous and research-driven, developed by a Comox-based specialist.

The goal was to elicit informed and engaged first-hand knowledge and ideas for the salmon farming industry's future. The program also captured perceptions about trust, communication, science and how to better engage our whole communities on this presently polarized public issue.

The [Community Conversations on Salmon Farming](#) report was presented to Port Hardy Council on March 27 and Campbell River Council on April 9. We found the report to be a source of beneficial insights at a critical moment, and we hope you will find it useful too.

The Community Conversation moments are viewable [here](#).

Sincerely,

BC Salmon Farmers Association

Can we advance constructive dialogue around salmon farming?
74 Island residents came together to say: Let's give it a try.



COMMUNITY CONVERSATIONS ON SALMON FARMING

February 2018
Facilitated Dialogue
Sessions

Nanaimo &
Campbell River

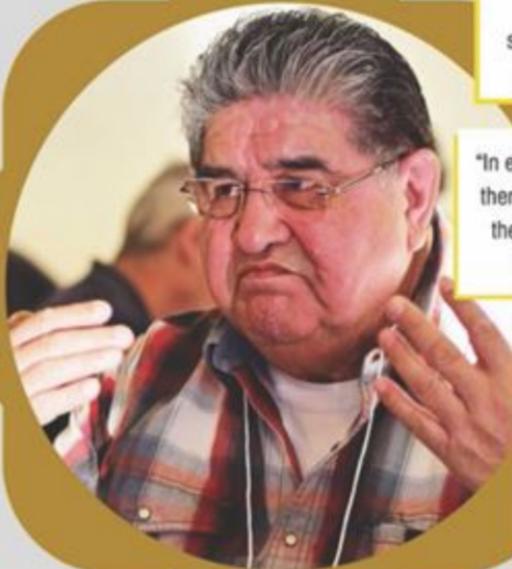
What was said...

Bring more positive,
constructive engagement

Open discussion
between aquaculture,
First Nations and
communities

Build better
partnerships

Cultivate public
relationships



"The salmon farming issue is way beyond science. It's a social issue because we didn't get started on the right foot."

"In every resource industry's history there are cowboys who don't follow the rules – that was 25 years ago. But it's not the way it is today."

"With so much information available, people can pick and choose what they want to support their opinions, and it's easy to ignore the things that contradict beliefs."



2018 FACILITY HOURS OF OPERATION

Facility	Feb 1-April 1	April 1 - 30	May 1-June 1	June 2 - 25	June 26-Sept 5	Sept 5-Oct 11	Oct 11-Dec 31
Admin (closed for Statutory Holidays)	8 am - 4 pm closed 12 - 1230 Mon - Fri	8 am - 4 pm Mon - Fri	8 am - 4 pm Mon - Fri	8 am - 4 pm Mon - Fri	8 am - 4 pm Mon - Fri	8 am - 4 pm Mon - Fri	8 am - 4 pm Mon - Fri
Green Point	(March 8) 9:30 am - 5 pm 7 days/wk	9:30 am - 5 pm 7 days/wk	8 am - 7 pm 7 days/wk	8 am - 9 pm 7 days/wk	8 am - 9 pm 7 days/wk	8 am - 8 pm 7 days/wk	Closed
K^wisitits Visitor Centre	10 am - 5 pm Fri - Sun	10 am - 5 pm Fri - Sun	10 am - 5 pm 7 days/wk	10 am - 5 pm 7 days/wk	10 am - 5 pm 7 days/wk	10 am - 5 pm 7 days/wk	10 am - 5 pm Fri-Sun
Pacific Rim Visitor Centre	Parks Canada not present	10 am - 5 pm Fri-Sun	10 am - 5 pm 7 days/wk	8 am -7 pm 7 days/wk	7:30 am -7 pm 7 days/wk	8 am -5 pm 7 days/wk	Parks Canada not present
Cox Bay Visitor Centre	Parks Canada not present	Parks Canada not present	Parks Canada not present	Parks Canada not present	9am-4:30pm Fri-Mon	Parks Canada not present	Parks Canada not present

Broken Group Islands:	
Backcountry Camping Permit Fees:	May – September
National Park Entry Fees:	Year Round

West Coast Trail :	
Overnight Use Permit Fees: Please note all spaces are reservable.	May 1st to Sept 30 (all hikers must be off the trail by Oct 7th).
National Park Entry Fees:	May 1st to Sept 30 (all hikers must be off the trail by Oct 7th)
Pachena Bay Information Centre Gordon River Information Centre Nitinaht Trailhead (operated by Ditidaht First Nations)	9 am – 4 pm, 7 days a week, May 1st to Oct 7th



STAFF REPORT TO COUNCIL

Council Meeting: April 24th, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

FILE NO: 6480-20-2018-OCP

SUBJECT: UCLUELET OCP BYLAW REVIEW – PROJECT UPDATE

REPORT NO: 18-31

ATTACHMENT: APPENDIX A – VIU SUMMARY OF CONSULTATIONS REPORT, MARCH 2018

RECOMMENDATION:

THAT Council receive the District of Ucluelet Official Community Plan March 2018 Summary of Consultations Report for information.

PURPOSE:

To update Council on the results of the March public engagement events for the OCP update, and to provide an outline of the expected process and timeline from this point forward.

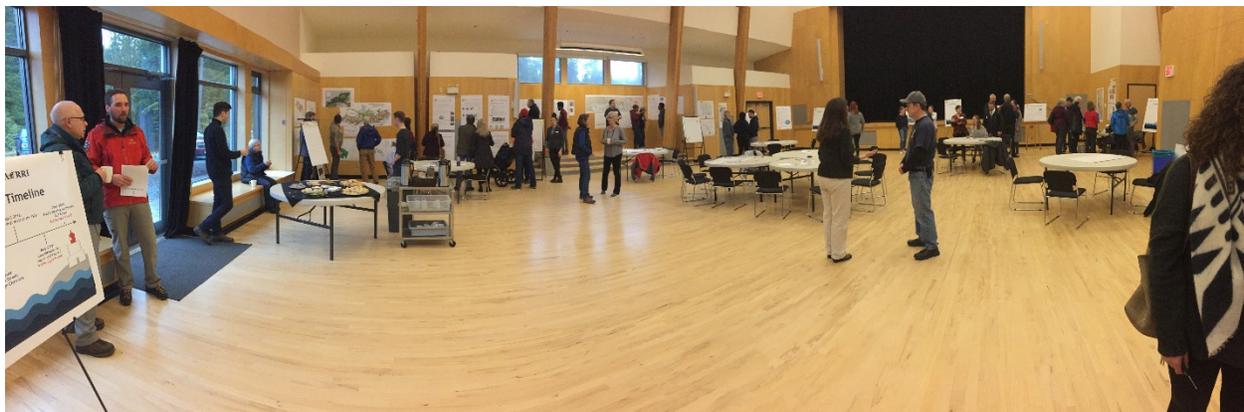
Background:

The project to update the Ucluelet Official Community Plan bylaw began in 2016. An update report was last received by Council on December 12, 2017, at which time Council authorized the engagement of Vancouver Island University (VIU) to continue assisting the District with the project, in particular with public engagement opportunities.

Staff subsequently worked with VIU to prepare for a series of events which were held on March 8, 9 and 10. The result of those events and a summary of the public input received is attached in Appendix 'A'.

DISCUSSION:

A total of 256 citizen participants were involved over the three-day public engagement blitz in March. This is an excellent turnout for a community this size; Ucluelet citizens are an engaged and active public who are passionate about their community.



The feedback obtained ranged from broad visionary statements to detailed, specific recommendations and observations. The comments have all been considered by staff who are presently working on preparing the draft updated OCP for Council and the community to review. Some individuals have also sent comments directly to staff, and those comments are also being considered while preparing the draft.

VIU identified the following themes which carried through the public comments received during the four community engagement events:

1. *Housing*
 - a. *Need for affordable housing;*
 - b. *Clear directions and policies for short and long-term rental housing;*
 - c. *Micro-housing;*
2. *Recreational opportunities*
 - a. *Pool facilities;*
 - b. *Expanded trail network;*
3. *Internal and external community connectivity*
 - a. *Internal: sidewalks, roadways;*
 - b. *External: public transit to Tofino and other communities on central Vancouver Island;*
4. *Balance development with environmental conservation*
 - a. *Keep Ucluelet natural and continue to set aside park land as District is zoned.*

These themes are consistent with the public feedback and Council direction provided to date, and confirm the direction and areas of attention for the updated OCP.

Process & Timeline:

Staff are presently working on the draft updated OCP chapters and maps. It is anticipated that the draft OCP sections will be provided for Council review and comment at its regular meeting scheduled for May 8th, 2018. At that meeting Council could give first readings to a bylaw for adoption of the updated OCP, or alternatively could direct if changes are desired to any sections of the document. If changes are made, Council could conceivably consider first and second reading of the updated draft bylaw at its next meeting, scheduled for May 22nd, 2018. In either case, staff recommend that a public hearing could be scheduled for the week of June 11th. If initial readings are given at the earlier meeting, it would provide extra time for the public to read the draft and provide informed comments ahead of (or at) the public hearing.

The above timeline would put Council in a position to consider third reading of the bylaw, subject to public comment, before the end of June. This timing allows for the formal referral to other agencies over the summer and possible adoption of the updated OCP bylaw by Council in September.

Should Council deem it desirable to hold another Open House to seek public comment on the draft OCP prior to considering adopting the plan by bylaw, that additional event could be scheduled for the week of May 14th; if this is the direction of Council then a motion directing staff to advertise for that event would be best made now, to enable enough time for preparation and publication of the notice.

SUMMARY:

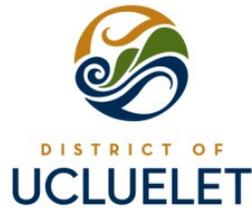
The OCP update project benefitted from an excellent level of participation during the March engagement of the public. This success was thanks to the efforts of the instructors and students from VIU and numerous district staff who supported the three-day series of events. The discussions and comments assist staff in gauging the public interest among a range of policy options. Draft OCP updates are being written and will be presented to Council and the public in the coming weeks. The project is on track for Council to potentially adopt an updated Official Community Plan bylaw in September.

OPTIONS:

1. **THAT** Council receive the District of Ucluelet Official Community Plan March 2018 Summary of Consultations Report for information.
(Recommended);
2. That Council indicate whether an additional Open House is desired to inform and seek input from the public on the draft OCP prior to considering adopting the plan by bylaw and, if so, direct staff to schedule and give notice of an Open House to be held potentially during the week of May 14th, 2018.

Respectfully submitted:

Bruce Greig, Manager of Planning
John Towgood, Planner
Mark Boysen, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: APRIL 24, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: CAROLYN BIDWELL, CHIEF FINANCIAL OFFICER

FILE NO: 1900-05 BENEFITS

SUBJECT: MSP – IMPACT OF PROVINCIAL CHANGES

REPORT NO: 18-32

ATTACHMENT(S): APPENDIX A - FINANCIAL PLAN IMPACTS

RECOMMENDATION(S):

1. **THAT** Council receive report “MSP – Impact of Provincial Changes” for information.

PURPOSE:

The objective of this memo is to inform Council surrounding the implications of the changes to the MSP program as presented under the new Provincial Budget for 2018 to 2022.

BACKGROUND:

This report is in response to the Council resolution adopted on March 27, 2018:

THAT Council refer correspondence item, "Employer Health Tax Implications" to Staff and direct Staff to report back to Council.

During the 2017 budget announcement by then Finance Minister Mike de Jong it was announced that Medical Insurance Plan (MSP) premiums would be cut by 50% for 2018. What this meant for the District of Ucluelet was that our premium costs should decrease for the 2018 budget by approximately \$16,700.

The recent budget announcement put forward by the new Finance Minister Carole James means that the District of Ucluelet will see MSP premiums go from approximately \$21,600 in 2018 to \$57,900 for 2019. This increase, which is more than double the 2018 rate, is due to a 1.95% Payroll Tax that will be imposed on employers whose total payroll are greater than \$1.5 million annually plus the current MSP employee premium coverage. In the District of Ucluelet’s case this could mean a cost of \$35,800 in Payroll Tax and \$22,100 in MSP premiums for 2019 (at a minimum). Staff was unable to find the definition of ‘Total Payroll’ in the reports; therefore, gross salaries in wages were used for the purposes of this report.

It should be noted that Payroll tax could be as low as \$36,500 for 2020, which when compared to the \$38,300 we paid in MSP premiums for 2017 the District could potentially see a small reduction moving forward, assuming all other variables remain constant.

FINANCIAL IMPACTS:

See attached schedule for financial impacts to the 2018 to 2022 Financial Plan.

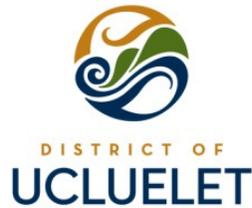
OPTIONS REVIEW:

1. THAT Council receive report "MSP – Impact of Provincial Changes" for information.
2. THAT Council provide alternative direction to staff.

Respectfully submitted: Carolyn Bidwell, Chief Financial Officer
Mark Boysen, Chief Administrative Officer

Appendix A - Financial Plan Impacts

Year	MSP Premiums	Payroll Tax	Total Cost	Notes
2017	\$38,301	\$0	\$38,301	MSP Premiums
2018	\$21,600	\$0	\$21,600	MSP Premiums at 50% reduction
2019	\$22,100	\$35,800	\$57,900	MSP Premiums plus Payroll Tax of 1.95% of Total Payroll
2020	\$0	\$36,600	\$36,600	Payroll Tax of 1.95% of Total Payroll
2021	\$0	\$37,300	\$37,300	Payroll Tax of 1.95% of Total Payroll
2022	\$0	\$38,000	\$38,000	Payroll Tax of 1.95% of Total Payroll



STAFF REPORT TO COUNCIL

Council Meeting: APRIL 24, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 1630-01

SUBJECT: CHEQUE LISTING – MARCH 2018

REPORT NO: 18-33

ATTACHMENT(S): APPENDIX A – MARCH 2018 CHEQUE LISTING

RECOMMENDATION(S):

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

PURPOSE:

The purpose of this report is to provide Council with a monthly listing of all cheques disbursed.

BACKGROUND:

At the February 27, 2018 Regular Meeting of Council, the following resolution was adopted:

“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.”

Finance staff have provided a detailed list of the cheque run for March 2018 (Appendix A).

POLICY OR LEGISLATIVE IMPACTS:

The cheque listing has been reviewed to ensure compliance with the *Freedom of Information and Protection of Privacy Act*. The names of individual's shown on the cheque listing are either employed with the District or contracted for the delivery of goods and services.

OPTIONS REVIEW:

1. **THAT** Council receive the District of Ucluelet's March 2018 Cheque Listing for information.
2. **THAT** Council provide alternative direction to staff.

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

APPENDIX A

District of Ucluelet
Cheque Listing
March 2018

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
026848	2018-03-01	SUN LIFE ASSURANCE COMPANY OF CANADA	INITIALPAY/18	SUNLIFE-1ST PREM PAY	8435	8435
026897	2018-03-05	AGS BUSINESS SYSTEMS INC	31564	11/29/17-12/28/2017	652.58	1118.58
			34332	01/29/18-02/27/18	466	
026898	2018-03-05	BRENT ASHTON	1005	FEB/18 CLEANING SERVICES	3312.4	3312.4
026899	2018-03-05	BEAVER ELECTRICAL MACHINERY	1449	FLYGT PUMP ADAPTER & INSTALL	672	672
026900	2018-03-05	FAR WEST PEST CONTROL SERVICES	A201801099	RODENT CONTROL-UAC HALL	208.95	208.95
026901	2018-03-05	CORPORATE EXPRESS CANADA INC	46779672	LYCHE OFFICE SUPPLIES	196.09	1088.38
			46712648	SPACE HEATER-UCC	136.62	
			46727944	LYCHE OFFICE SUPPLIES	216.52	
			46617986	COPY PAPER/SIGN HERE STICKIES	539.15	
026902	2018-03-05	KASSLYN CONTRACTING	D609	D609	400.98	400.98
026903	2018-03-05	COURTENAY MUSEUM	949	FOSSIL TOUR-MAR22/18	183.75	183.75
026904	2018-03-05	CUPE LOCAL #118	2/18	CUPE DUES-FEB/18	1266.57	1266.57
026905	2018-03-05	DUMAS FREIGHT COMPANY	59012	CLEARTECH-SODIUM HYPO	483.24	774.11
			60258	SHIP TO BEAVER ELECTRIC-PUMP	105.69	
			55946	FOUR STAR WATERWORKS	62.49	
			20058	BEAVER ELECTRICAL	122.69	
026906	2018-03-05	DOGWASTE SOLUTIONS	1213	DOG BAGS - 5 CASES	736.4	736.4
026907	2018-03-05	ENVIRONMENTAL OPERATORS CERT. PROGRA	101483	OPERATOR ANNUAL DUES	73.5	73.5
026908	2018-03-05	CLIVE FREUNDLICH, CPA, CGA	9123	COA MAPPING-INSTALLMENT 2	5250	5250
026909	2018-03-05	FAR WEST DISTRIBUTORS LTD	317607	CHIPS/POP/CHOC BARS-UCC	52.21	52.21
026910	2018-03-05	GUDBRANSON BARB	122196	RESPONSIBLE ADULT COURSE	95	95
026911	2018-03-05	GRAPHICS FACTORY	25134	PUBLIC HEARING SIGNS-BYLAWS/DVLP	216.16	216.16
026912	2018-03-05	HR DOWNLOADS INC	78105	ANNUAL SUBSCRIPTION-HR SERVICES	2451.33	2451.33
026913	2018-03-05	HART CIERRA	122200	SWIMMING-WINTER/18	840	840
026914	2018-03-05	HOGAN, SARAH	122198	DANCE FIT-FEB/18	74.91	74.91
026915	2018-03-05	INFOSAT COMMUNICATIONS	330069	FEB/18	65.12	65.12
026916	2018-03-05	INNER HARMONY HOMECARE & HOUSEKEEP	4704	JAN/18 JANITORIAL/REC HALL	63	63
026917	2018-03-05	ISLAND OVERHEAD DOOR (1979) LTD.	57693	SUPPLY&INSTALL ELECTRIC BAY DOOR	1837.5	1837.5
026918	2018-03-05	J. ROBBINS CONSTRUCTION LTD	3065	REPAIR LSCA	750	750
026919	2018-03-05	KERDMAN LINDSAY	122201	GYMNASTICS-WINTER/18	3172	3172
026920	2018-03-05	LGMA	P-1231	2018 ANNUAL DUES	945	945
026921	2018-03-05	MAXXAM ANALYTICS	VA1119953A	WATER TESTING B802410	126	929.25
			VA1127299	WATER TESTING B811533	152.25	
			VA1124541	WATER TESTING B807846	126	
			VA1126046	SEWER TESTING B809722	168	
			VA1127509	WATER TESTING B813105	126	
			VA1124814	WATER TESTING B809743	231	
026922	2018-03-05	MARTIN JIM	122202	WELDING RODS FOR WILD PAC TRAIL	126.21	126.21

APPENDIX A

District of Ucluelet
Cheque Listing
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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
026923	2018-03-05	ON THE EDGE ROOFING & CONTRACTING	106	PRESSURE WASH UCC ROOF	291.38	2271.68
			115	UCC REPLACE TRIM/FASCIA BOARD	1980.3	
026924	2018-03-05	PIRATES BAY HOLDING COMPANY LTD	1051	PUBLIC HEARING FEE REFUND	1200	1200
026925	2018-03-05	PITNEYWORKS	180225	FEB/18 POSTAGE	1065	1065
026926	2018-03-05	ROSENE KAT	122197	FAMILY DAY 2018	200	200
026927	2018-03-05	RIVERA LYVIER	122199	CARDIO DANCE-FEB/18	174.56	174.56
026928	2018-03-05	SHARE CANADA	12785	SEWER LIFTSTATIONS CHEMICALS	1688.4	1688.4
026929	2018-03-05	S & J SERVICES	677453	FEB/18 LYCHE CLEANING	1386	2805.6
			677454	FEB/18 FIREHALL CLEANING	138.6	
			677455	FEB/18 PW CLEANING	315	
			677456	FEB/18 UAC CLEANING	315	
			677457	FEB/18 AQUA CLEANING	651	
026930	2018-03-05	SUPERIOR PROPANE	18769776	UCC ANNUAL TANK RENTAL	158.98	158.98
026931	2018-03-05	SOLIDARITY SNACKS	2	LUNCH REGIONAL WILDLIFE GROUP	241.5	273
			5	ALL STAFF MEETING FEB 15 SNACKS	31.5	
026932	2018-03-05	TOWGOOD JOHN	122195	WATER RECLAIM-PORT ALBERNI	361.45	361.45
026933	2018-03-05	UCLUELET RENT-IT CENTER LTD	28816	FEB/18 PORTABLES	1545.6	2063.61
			28939	YEW ST REPAIR-EXCAVATOR RENTAL	518.01	
026934	2018-03-05	URBAN SYSTEMS LTD.	155972	PROJECT 1427.0001.01 DCC BYLAW UP	525	525
026935	2018-03-05	THE FLAG SHOP - VICTORIA	1990	BANNER POLES/ARMS-RMI FUNDED	6770.96	6770.96
026936	2018-03-05	WURTH CANADA LTD	22989829	NITRILE GLOVES/LATEX GLOVES	498.13	498.13
026937	2018-03-05	WESTCOAST COMMUNITY RESOURCES SOCIE	122203	AFE FRIENDLY PILOT PROJECT JAN/18	2322.06	2322.06
026938	2018-03-05	ZOE'S BAKERY AND CAFE	63	CHIEF EEFINK-60TH BDAY CAKE	41.58	41.58
22	2018-03-13	PUROLATOR INC	433466465	MAXXAM	79.28	79.28
23	2018-03-13	PUROLATOR INC	434116612	MAXXAM/YOUNG ANDERSON SHIPPIN	99.91	99.91
24	2018-03-13	PUROLATOR INC	434180009	MAXXAM	74.37	74.37
25	2018-03-13	PUROLATOR INC	434247185	MAXXAM	212.34	212.34
26	2018-03-13	PUROLATOR INC	434314210	MAXXAM	40.07	40.07
27	2018-03-13	PUROLATOR INC	434437580	IMERGE	47.61	47.61
28	2018-03-13	PUROLATOR INC	434640590	IMERGE	34.58	34.58
29	2018-03-13	PUROLATOR INC	434705792	MAXXAM	53.78	53.78
30	2018-03-13	PUROLATOR INC	434906846	MAXXAM	37.5	37.5
31	2018-03-13	PUROLATOR INC	435036473	MAXXAM	113.45	113.45
32	2018-03-13	PUROLATOR INC	435296970	MAXXAM/THOMAS EUYERMAN	197.12	197.12
33	2018-03-13	PUROLATOR INC	435490636	MAXXAM	99.85	99.85
34	2018-03-13	PUROLATOR INC	435550066	MAXXAM	60.08	60.08

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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
35	2018-03-13	PUROLATOR INC	435616954	CERTIFIED ENSEMBLE/KOERS	257.54	257.54
36	2018-03-13	PUROLATOR INC	435685016	MAXXAM	41.71	41.71
37	2018-03-13	PUROLATOR INC	435806131	MAXXAM	267.7	267.7
38	2018-03-13	PUROLATOR INC	435871772	MAXXAM	77.45	77.45
39	2018-03-13	PUROLATOR INC	435942693	MAXXAM/YOUNG ANDERSON	227.14	227.14
40	2018-03-13	PUROLATOR INC	436012710	MAXXAM	191.37	191.37
41	2018-03-13	PUROLATOR INC	436075175	MAXXAM/BOB WYLIE	230.7	230.7
42	2018-03-13	PUROLATOR INC	436137135	EMBC/MAXXAM	335.43	335.43
43	2018-03-13	PUROLATOR INC	436207466	MAXXAM	239.57	239.57
44	2018-03-13	PUROLATOR INC	436277076	MAXXAM	271.46	271.46
45	2018-03-13	PUROLATOR INC	436340072	MAXXAM/FINNING	246.25	246.25
46	2018-03-13	PUROLATOR INC	436402472	MAXXAM	190.51	190.51
47	2018-03-13	PUROLATOR INC	436470837	MAXXAM/EORP	261.77	261.77
48	2018-03-13	PUROLATOR INC	436539863	ALS/MAXXAM/ZONE WEST/JAL	445.55	445.55
49	2018-03-13	PUROLATOR INC	436603370	MAXXAM	91.72	91.72
50	2018-03-13	PUROLATOR INC	436667865	CUPE/MAXXAM	128.29	128.29
51	2018-03-13	PUROLATOR INC	436736195	MAXXAM	185.11	185.11
52	2018-03-13	PUROLATOR INC	436795955	MAXXAM	43.49	43.49
026939	2018-03-16	CONNECT ROCKET COMMUNICATIONS INC.	2136	QRTRLY SUBSCRIPTION Q1/18	135.9	135.9
026940	2018-03-16	ANDERSON, ALAN	122223	ALTERNATE FUELS TRAINING	23	23
026941	2018-03-16	AUJLA DENISE	122215	FRENCH CLUB-WINTER	745	745
026942	2018-03-16	ACKLANDS - GRAINGER INC.	9713708536	PW SHOP ITEMS-BATTERY/NUTS/BOLT	92.82	456.25
			9707312113	PW-FIRST AID ITEMS	326.04	
			9707312105	PW-FIRST AID ITEMS	37.39	
026943	2018-03-16	BC FIRE TRAINING OFFICERS ASSOCIATION	3035	2018-MEMBERSHIP DUES	100	100
026944	2018-03-16	BARR PLASTICS, INC	INV35346	WATER TANK	1221.23	1221.23
026945	2018-03-16	FAR WEST PEST CONTROL SERVICES	A201801082	RODENT REMEDIATION-UCC	208.95	208.95
026946	2018-03-16	BLACK PRESS GROUP LTD.	33362162	JAN/18 ADS	951.24	1720.72
			33381911	FEB/18 ADS	769.48	
026947	2018-03-16	CORPORATE EXPRESS CANADA INC	46860955	SCISSORS/DRY ERASE BOARD	223.57	697.65
			46880646	INK CARTRIDGE	117.46	
			46896555	LYCHE OFFICE SUPPLIES	160.73	
			46740474	SHIPPING TAPE-LYCHE	18.5	
			46809101	LAMINATING POUCHES/LABELS	177.39	
026948	2018-03-16	CGIS CENTRE	43191	APR1/18-JUN30/18	2128	2128
026949	2018-03-16	CLAYTON JON	122222	ALTERNATE FUELS TRAINING	23	23

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026950	2018-03-16	KASSLYN CONTRACTING	D610	D610	1460.61	2160.62
			D611	D611	700.01	
026951	2018-03-16	CITY OF NANAIMO	122220	UVFB-EXAM #1/REWRITE	110.25	1317.75
			122219	UVFB EXAM#2 FEES	1207.5	
026952	2018-03-16	DOLAN'S CONCRETE LTD.	UK44809	LAGOON BUILDING CONCRETE	713.72	1049.07
			UK44819	CONCRETE-LAGOON PROJECT	335.35	
026953	2018-03-16	DUMAS FREIGHT COMPANY	60254	SHIP TO CLARETECH-CONTAINER RETU	183.75	183.75
026954	2018-03-16	DRAESEKE JAN	122207	CHI GONG-FEB/18	137.88	137.88
026955	2018-03-16	DUNSMORE LISA	122212	DUNSMORE-AFTERSCHOOL CLUB	400	400
026956	2018-03-16	ERIK LARSEN DIESEL CO. LTD.	715656	#13 KUBOTA SERVICING	1912.93	2627.77
			715678	MV INSPECTIONS/18	714.84	
026957	2018-03-16	Refund to Individual	1048	REFUND-PAYMENT/ERROR	150	150
026958	2018-03-16	FIRE CHIEFS ASSOCIATION OF BC	1795	FCABC/18 DUES	331	331
026959	2018-03-16	FORTUNE, MARK	122221	ALTERNATE VEHICLE FUEL TRAINING	23	23
026960	2018-03-16	FOUR STAR WATERWORKS LTD.	51661	REPAIR KIT FOR LMI PUMP	538.08	2452.46
			51717	SWING CHECK/CONCRETE	1486.56	
			51674	LMI KITS/PLUGS	427.82	
026961	2018-03-16	FAR WEST DISTRIBUTORS LTD	317798	UVFB DRINKING WATER	175.14	498.51
			317895	T.PAPER/SCREENS	100.94	
			317990	PAPER TOWEL/G.BAGS	222.43	
026962	2018-03-16	GREIG BRUCE	122225	MOVING EXPENSES	580.93	580.93
026963	2018-03-16	GREGG DISTRIBUTORS LTD	011-653592	NITRILE GLOVES	213.4	213.4
026964	2018-03-16	GRAY JUDY	1050	REFUND-PUB. HEARING FEES	1200	1200
026965	2018-03-16	GREATPACIFIC CONSULTING LTD	626	PROJECT REM2017 OUTFALL MONITOR	3754.01	3754.01
026966	2018-03-16	HOWE ADAM	122224	ALTERNATE FUELS TRAINING	23	23
026967	2018-03-16	HUBER CHANTAL	122217	COMMUNITY YOGA-FEB/18	60.51	60.51
026968	2018-03-16	HUB FIRE ENGINES & EQUIPMENT LTD.	IN00034303	ENG2-GAS SHOCKS RODS	134.68	134.68
026969	2018-03-16	HELMUS ISLA	122215	HELMUS-MIXED MEDIA	716.8	716.8
026970	2018-03-16	HINDER SANDRA	122214	HINDER-BALLET	928	928
026971	2018-03-16	ICBC	2018 ICBC-INS	2018 FLEET INSURANCE	18626	18626
026972	2018-03-16	INFOSAT COMMUNICATIONS	333997	MAR/18 & ANNUAL MSAT LICENSE	106.71	106.71
026973	2018-03-16	IGLOO INC	3995	MT LICENSE/2018	1746.36	1746.36
026974	2018-03-16	J.ROBBINS SAND & GRAVEL LTD.	501	LOST SHOE AQUIFER-HYDRO SAND	600	600
026975	2018-03-16	KOERS & ASSOCIATES ENGINEERING LTD.	1762-004	1762 BAY ST SIMPLEX P/S REPLACEMENT	1171.41	12409.65
			1764-003	1764 WELLFIELD VFD UPGRADES	5785.01	
			1756-004	1756 KENNEDY LAKE WATER SUPPLY	1000.52	
			1764-002	WELLFIELD VFD UPGRADES	3159.38	
			1643-018	1643 SEWAGE LAGOON REVIEW	1012.19	
			1811-001	1811 BC HYDRO SERVICE CONNECTION	281.14	

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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
026976	2018-03-16	MOLE SALLY	122209	MOLE-TRAIL GRANT TOFINO	45.36	45.36
026977	2018-03-16	MAXXAM ANALYTICS	VA1129328	WATER TESTING B815134	126	126
026978	2018-03-16	MUNICIPAL INSURANCE ASSOCIATION OF B.C.				16934
026979	2018-03-16	VANCOUVER ISLAND UNIVERSITY	TR22455-2	OCP REVIEW-50% INITIAL PYMT	7500	7500
026980	2018-03-16	NEWANS CYNTHIA	122213	NEWAN-JUST DRAWING	224	224
026981	2018-03-16	NORTH PACIFIC REPAIR	127806	REPAIR DRAINAGE SCREEN	181.49	181.49
026982	2018-03-16	NADEAU RENEE	122206	YOGA-FEB/18	68.53	68.53
026983	2018-03-16	NRGWISE CONSULTING	UCL1801	CONSULTING SERVICES	244.13	244.13
026984	2018-03-16	OCN GARDEN CENTRE	122208	LIQUID CULTURE/SOIL/SEEDS	443.92	443.92
026985	2018-03-16	PIONEER BOAT WORKS	76443	KEMPS-STEELTOE BOOTS	114.45	164.85
			76368	SCREWS-WPT RESTORATION	50.4	
026986	2018-03-16	PETTY CASH - LYVIER RIVERA	03/18	MAR/18 PETTY CASH	193.65	193.65
026987	2018-03-16	PUROLATOR INC	437224190	MAXXAM/NAVYSAGE/CORRIE	187.64	890.98
			437290019	MAXXAM/NAVYSAGE	94.76	
			436897143	MAXXAM/EECOL ELECTRIC	135.23	
			437025912	MAXXAM	89.58	
			437096466	MAXXAM/KOERS	73.44	
			437162335	MAXXAM	77.06	
			436959167	MAXXAM/DON SCHAFFER	233.27	
026988	2018-03-16	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF01/18	D604-D606/SRF DONATIONS	171.07	307.11
			SRF02/18	D607-D609/SRF DONATIONS	136.04	
026989	2018-03-16	PUBLIC SECTOR DIGEST INC (THE)	9914	SOFTWARE-ASSET MGNT/PLANNING	4466.01	4466.01
026990	2018-03-16	ACRD	6672	FEB/18 GARBAGE	85.6	85.6
026991	2018-03-16	ACRD	BI2017-2U	ACRD/2017 JUL-DEC 31	2547.39	2547.39
026992	2018-03-16	SONBIRD REFUSE & RECYCLING LTD.	31297	FEB/18 GARBAGE SCH	720.09	1610.07
			31298	FEB/18 GARBAGE PW	663.18	
			31299	FEB/18 GARBAGE UCC	153.51	
			31300	FEB/18 GARBAGE UVFB & UAC	73.29	
026993	2018-03-16	SHU IAN	122211	SHU-PURPLE DRAGON	3096	3096
026994	2018-03-16	SOLIDARITY SNACKS	13	OCP OPEN HOUSE SNACKS	194.78	194.78
026995	2018-03-16	TRANSPARENT SOLUTIONS CORP	9522	CLEARMAIL APR/18	20.95	20.95
026996	2018-03-16	TOURISM UCLUELET	12/17	DEC/17 GRANT	15234.72	15234.72
026997	2018-03-16	UBCM	D-4710	2018 ANNUAL DUES	1258.99	1258.99
026998	2018-03-16	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71009531	#10	136.97	900.15
			71010555	#2	66.94	
			71009418	#4	50	
			71010631	#12	87.24	
			71010778	#24	121.82	
			71011306	#4	50.07	
			71011539	#23	79.44	
			71012080	#2	78.31	
			71013733	#4	50	

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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			71014092	BYLAW-WHITE RANGER	48.66	
			71014270	#24	130.7	
026999	2018-03-16	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71017039	BYLAW-WHITE RANGER	43.17	913.45
			71017054	#23	68.03	
			71018126	#4	50.27	
			71015867	#4	50.79	
			71016343	#12	82.58	
			71016373	#1	123.27	
			71016376	#2	81.04	
			71014640	#2	66.2	
			71014738	#3	116.68	
			71015564	#12	90.94	
			71015622	#10	140.48	
027000	2018-03-16	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01022244	TEEN MOVIE AND MEAL	29.25	635.94
			C01045831	TEEN MOVIE AND MEAL	27.35	
			C01086621	AFTERSCHOOL CLUB	26.01	
			71018354	#10	14.76	
			C01028355	COUNCIL SNACKS/MILK/FRUIT	51.99	
			C01081224	AFTERSCHOOL CLUB	34.84	
			71018632	#12	70.54	
			71018762	#24	149.51	
			71018893	E1	92.69	
			71018894	R1	55.49	
			71019018	#2	83.51	
027001	2018-03-16	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01127712	AFTERSCHOOL CLUB	35.42	59.58
			C01092217	FAMILY DAY FUN RUN	24.16	
027002	2018-03-16	UCLUELET PETRO-CANADA	321	#4 REPAIRS-BATTERY/COOLANT	352.33	573.03
			370	REPAIR FOOT JACK	112	
			310	#9-MIRRORS	108.7	
027003	2018-03-16	UCLUELET RENT-IT CENTER LTD	28987	EQUIPMENT REPAIRS	207.7	704.38
			29016	PUMPOUT PIT-LIGHTHOUSE	280	
			29140	EXTREME LOPPER RENTAL	216.68	
027004	2018-03-16	VOLUNTEER FIREFIGHTERS' ASSN. OF B.C.	RENEW18	VFAB/RENEWAL 18	161	161
027005	2018-03-16	WESTCOAST COMMUNITY RESOURCES SOCIE	122205	AGE FRIENDLY PILOT PROJECT FEB/18	934.66	934.66
027006	2018-03-16	WHITE MAGNOLIA RESORT CO LTD	99	FEB/18 POOL RENTAL	2422.88	2422.88
027007	2018-03-16	WINDSOR PLYWOOD - UCLUELET DIV.	43910A	LOCK/DEADBOLT FOR PUMPSTATION	134.79	430.54
			42409A	LUMBER/FLASHING/BUILDING PAPER	124.45	
			42777A	GLUE-WELL #4	77.28	
			43259A	QUICK PLUG-LSCA	17	
			43955A	WPT-STORM DAMAGE UPGRADE	57.27	
			44077A	INNER BASIN FISH CLEANING DOCK	19.75	
027008	2018-03-16	XPLORNET COMMUNICATIONS INC	INV21219886	MAR/18	76.63	76.63
027009	2018-03-16	ZOE'S BAKERY AND CAFE	66	COUNCIL BUDGET MEETING	103.06	103.06
20610922	2018-03-29	TELUS	02/18 WIFI	WIFI FEB19-MAR18/2018	100.8	100.8
20611071	2018-03-29	BC HYDRO	111010207774	151 HEMLOCK JAN26-FEB09/18	219.13	219.13



STAFF REPORT TO COUNCIL

Council Meeting: APRIL 24, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: CAROLYN BIDWELL, CHIEF FINANCIAL OFFICER

FILE NO: 1700-02 BUDGET 2018

SUBJECT: FIVE YEAR FINANCIAL PLAN AND TAX RATES BYLAWS

REPORT NO: 18-34

ATTACHMENT(S): DISTRICT OF UCLUELET 2018-2022 FINANCIAL PLAN BYLAW NO. 1229, 2018
DISTRICT OF UCLUELET ANNUAL TAX RATES BYLAW NO. 1230, 2018

RECOMMENDATION(S):

1. **THAT** the “District of Ucluelet 2018 – 2022 Financial Plan Bylaw No. 1229, 2018” be given first, second and third reading; and
2. **THAT** the “District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018” be given first, second and third reading.

PURPOSE/DESIRED OUTCOME:

The staff recommend Council give first, second, and third readings; firstly, for the Financial Plan Bylaw No. 1229, 2018, and subsequently the Tax Rate Bylaw No. 1230, 2018.

STRATEGIC GOAL:

This report is in response to the corporate objective of continually improving processes, and fiscal responsibility.

BACKGROUND:

Five Year Financial Plan Bylaw:

In accordance with Section 165 of the *Community Charter*, a municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted. The financial planning period is five years and must set out the objectives and policies of the municipality in relation to each of the funding sources and the distribution of property tax values for each of the classes that are subject to tax.

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

The Financial plan must set out separate funding sources for; property taxes, parcel taxes, fees, borrowing, and all other sources.

Transfers between funds must set out separate amounts for each reserve fund and accumulated surplus.

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

Further, under Section 166 of the *Community Charter*, a council must undertake a process of public consultation regarding the proposed financial plan before the bylaw can be adopted. A report summarizing the public input process was received at the April 10, 2018 council meeting.

Tax Rates Bylaw:

The required tax levy for the District is established by the Financial Plan Bylaw. The levy amount is applied to the revised assessment roll to determine how the levy will be allocated to property owners by property class and assessed value. The revised roll was issued in March and incorporates any assessment appeals that have been resolved since January.

Property owners should note a variety of factors influence the assessment values on which final tax rates are based and the impact on individual properties will vary.

The same allocation process and calculation is used to allocate the dollar values levied by the Regional and Hospital Districts, and the Library. Other jurisdictions levy by issuing the rates directly. These are not included in this bylaw as they have already been established under provincial legislation. They include the School Tax, Policing, Municipal Finance Authority, and BC Assessment.

IMPLICATIONS TO THE DISTRICT:

The Financial Plan Bylaw and the Tax Rates Bylaw complete the Financial Plan process for 2018 and enable the District of Ucluelet to meet the obligation of levying and collecting taxes for other bodies.

FINANCIAL IMPACTS:

The proposed Financial Plan Bylaw No. 1229, 2018 and new Tax Rates Bylaw No. 1230, 2018 would replace the current Financial Plan and Tax Rates bylaws for 2017.

Respectfully submitted: Carolyn Bidwell, Chief Financial Officer
Mark Boysen, Chief Administrative Officer

DISTRICT OF UCLUELET**Bylaw No. 1229, 2018**

A Bylaw to Adopt the Five-Year Financial Plan
For the Period 2018 to 2022 inclusive

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

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

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

1. Citation

This bylaw may be cited for all purposes as the “**District of Ucluelet 2018 – 2022 Financial Plan Bylaw No. 1229, 2018**”.

2. Objectives and Policies

Schedule “A” attached to and forming part of this bylaw, sets out the objective and polices for the period January 1, 2018 to December 31, 2022.

3. Consultation

Pursuant Section 166 of the *Community Charter*, a public consultation meeting was held on the 3rd day of April, 2018.

4. Repeal

The District of Ucluelet Five Year Financial Plan Bylaw No. 1217, 2017 is repealed.

READ A FIRST TIME this day of , **2018.**

READ A SECOND TIME this day of , **2018.**

READ A THIRD TIME this day of , **2018.**

ADOPTED this day of , **2018.**

Dianne St. Jacques
Mayor

Mark Boysen
Corporate Officer

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

Mark Boysen
Corporate Officer

Schedule "A"
"District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018"

Statement of Objectives and Policies:

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

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

Over the five-year period of the financial plan, the taxation requirement is estimated to increase annually by a growth factor of 4% for 2018 and 3% for each of the subsequent years. This estimate includes an increase in cost of living and an increase to reserves.

The current financial plan provides for \$8,805,804 to be generated from the District of Ucluelet property tax base for General Government and Reserves purposes.

Revenue Objectives

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

	2018	Percent of Total
REVENUE		
Property Taxes	\$2,891,738	32.84%
1% Utility Taxes	42,137	0.48%
Federal/Provincial in place of taxes	55,000	0.62%
Taxes	2,988,875	33.94%
Sale of services	834,973	9.48%
Penalties and Interest earned	85,360	0.97%
Grants and donations	1,099,251	12.48%
Deferred revenues recognized (DCC, Other)	769,050	8.73%
Water sale of services	779,900	8.86%
Sewer sale of services	600,000	6.81%
Transfers	1,648,395	18.72%
Total Revenue	8,805,804	100.00%

Surplus Funds Objective

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

Use of Surplus Funds

- a) Council will review options and provide direction regarding the allocation of any operating surplus prior to completion of the budget process for the following year.
- b) To ensure that Accumulated Surplus is not excessive, the balance in the accumulated surplus account should not exceed a specific amount or guideline. The recommended guideline is that Accumulated Surplus should not exceed 10% of the net operating budget.
- c) Accumulated Surplus funds above the 10% guideline shall be used to:
 - i. Fund capital expenditures or to increase reserves;
 - ii. Pay off capital debt, including internal borrowings;
 - iii. Stabilize District property tax and utility rate increases;
 - iv. Fund other items as Council deems appropriate.
- d) Staff will facilitate Council's review of the amount of Accumulated Surplus funds available on an annual basis.

Debt Objective

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

Reserve Funds Objective

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

Proportion of Taxes Allocated to Classes Objective

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

Permissive Tax Exemptions Objective

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

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

Development Cost Charges Objective

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

 DISTRICT OF UCLUELET FINANCIAL PLAN 2018-2022 BYLAW NO. 1229, 2018 SCHEDULE A					
	2018	2019	2020	2021	2022
REVENUE					
Property Taxes	\$2,891,738	\$3,007,512	\$3,097,737	\$3,190,669	\$3,286,389
1% Utility Taxes	42,137	42,000	42,000	42,000	42,000
Federal/Provincial in place of taxes	55,000	55,000	55,000	55,000	55,000
Taxes	2,988,875	3,104,512	3,194,737	3,287,669	3,383,389
Sale of services	834,973	837,830	843,645	851,655	859,630
Penalties and Interest earned	85,360	85,360	85,360	85,360	85,360
Grants and donations	1,099,251	532,251	502,281	502,311	492,341
Deferred revenues recognized (DCC, Other)	769,050	70,050	400,050	670,050	50
Water sale of services	779,900	775,650	761,644	747,655	739,789
Sewer sale of services	600,000	630,350	636,359	642,518	648,831
Transfers	1,648,395	326,000	271,000	1,746,752	535,962
Total Revenue	8,805,804	6,362,003	6,695,076	8,533,970	6,745,352
EXPENSE					
Interest payments	94,882	94,783	94,783	94,783	94,783
Amortization expenses	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000
General Government	1,535,289	1,386,664	1,409,293	1,423,658	1,445,176
Protective services	300,402	254,722	237,794	238,424	239,412
Planning & Development	574,201	545,878	508,263	515,210	523,911
Transportation services	802,506	822,966	772,174	836,920	833,004
Environmental health (Garbage/recycling))	10,000	10,000	10,000	10,000	10,000
Cemetery	12,797	8,828	8,461	14,497	9,336
Recreation and cultural services	1,140,314	1,154,436	1,132,866	1,134,925	1,158,008
Water operations	587,903	722,717	593,587	574,665	790,791
Sewer operations	436,739	402,680	463,896	415,269	421,790
Total Expense	6,611,033	6,519,675	6,347,118	6,374,352	6,642,213
ADD					
Amortization	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000
Long term debt (and lease recognition) proceeds	30,000	30,000	30,000	30,000	30,000
Transfers from (to) equity accounts	-	-	-	-	-
Total Additions	1,146,000	1,146,000	1,146,000	1,146,000	1,146,000
DEDUCT					
Principal payments debt	111,472	105,314	105,314	105,314	105,314
Transfers to Reserves	1,027,349	245,114	302,743	478,003	593,124
Acquisitions of tangible capital assets	2,201,950	637,900	1,085,900	2,722,300	550,700
Total Deductions	3,340,771	988,328	1,493,957	3,305,617	1,249,138
Financial Plan Balance: Surplus (Deficit)	\$0	(\$0)	\$0	\$0	\$0

DISTRICT OF UCLUELET
Bylaw No. 1230, 2018

A Bylaw for the Levying of Taxation Rates for Municipal, Debt, Regional Library,
Regional Hospital, and Regional District Purposes for the year 2018

WHEREAS Section 197 of the *Community Charter* requires that a Council must adopt a bylaw to impose rates on all taxable land and improvements for the current year;

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

Title

1. This bylaw may be cited for all purposes as "**District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018**".

Enactment

2. The following taxes rates are hereby imposed and levied for the year 2018:
 - I. General Municipal Purposes - For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" attached hereto and forming a part of this bylaw.
 - II. Regional District Purposes - For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional district purposes, rates appearing in Column II of Schedule "A" attached hereto and forming a part of this bylaw.
 - III. Regional Hospital District - For Hospital purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" attached hereto and forming a part of this bylaw.
 - IV. Library - For Library purposes on the value of land and improvements taxable for regional library purposes, rates appearing in Column IV of Schedule "A", attached hereto and forming a part of this bylaw.

Effective Date

3. The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January 2018.

Terms of Payment and Penalties

4. The aforementioned rates and taxes shall be due and payable at the municipal office of the District of Ucluelet, at Ucluelet in the Province of British Columbia.

5. There shall be added to the unpaid taxes levied for the year 2018, in respect of each parcel of land and improvements thereon on the real property tax roll, five percent (5%) of the amount unpaid as of the fourth day of July 2018, and an additional five percent (5%) on the first day of October 2018.

READ A FIRST TIME this day of , **2018**.

READ A SECOND TIME this day of , **2018**.

READ A THIRD TIME this day of , **2018**.

ADOPTED this day of , **2018**.

CERTIFIED CORRECT; "District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018".

Dianne St. Jacques
Mayor

Mark Boysen
Corporate Officer

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

Mark Boysen
Corporate Officer

Schedule "A"
"District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018"

		I	II	III	IV
Class	Class Name	General Municipal	Regional District of Alberni Clayquot	Regional Hospital District	Library
1	Residential	4.08043	0.44050	0.27870	0.16740
2	Utilities	40.00000	1.54175	0.97545	0.58590
3	Supportive Housing	4.08043	0.44050	0.27870	0.16740
4	Major Industry	13.87345	1.49770	0.94758	0.56916
5	Light Industry	13.87345	1.49770	0.94758	0.56916
6	Commercial	13.43023	1.07923	0.68282	0.41013
7	Managed Forest Lands	12.24128	1.32150	0.83610	0.50220
8	Recreational	13.11741	0.44050	0.27870	0.16740
9	Farm	4.08043	0.44050	0.27870	0.16740



STAFF REPORT TO COUNCIL

Council Meeting: April 24th, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

REF NO: RZ18-01 **FILE NO:** 3360-20

REPORT NO: 18-35

SUBJECT: ZONING BYLAW AMENDMENTS TO CLARIFY THE DEFINITION OF CANNABIS SALES AND PRODUCTION;

RECOMMENDATION:

1. **THAT** Council, with regard to the proposed zoning amendment to further define cannabis sales and cannabis production, and to clarify that these uses are not currently permitted in any zone within the municipality:
 - a. give first and second reading to District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018;
 - b. advance the bylaw to a public hearing;
2. **and further, THAT** Council indicate to the community and any future applicants that the following can be expected in the future consideration of rezoning applications for cannabis sales:
 - a. any cannabis sales rezoning applications will be brought to Council no earlier than 90 days following the adoption of federal Bill C-45 and provincial legislation for the legal distribution and regulation of cannabis sales in BC, whichever is later;
 - b. Council will consider the merits of any rezoning applications for cannabis sales in the context of federal and provincial regulations, community input at a joint public hearing, and the following preliminary criteria:
 - i. on commercial property located at least 300m from school grounds, public playgrounds, licensed daycare facilities, the Ucluelet Community Centre, Ucluelet Aquarium and Municipal Hall, and at least 150m from Tugwell Sports Fields;
 - ii. low-key storefront design and signage befitting the form and character of the Ucluelet streetscape and surrounding commercial properties;
 - iii. all other aspects normally considered with a commercial rezoning application (access, location and amount of parking, landscaping, etc.);
 - iv. any components of the proposal which may help to mitigate impacts of the new use or provide a degree of public amenity to present a net public benefit to the community; and,
 - c. after hearing public input, Council may deny all applications or approve one or more applications up to a maximum of two cannabis sales retail locations in Ucluelet at this point in time.

PURPOSE:

In anticipation of upcoming new federal and provincial legislation and regulations, this report is intended to give Council information on a zoning amendment to further clarify the zoning regulations for cannabis sales and production. The bylaw amendment would define “cannabis sales” as a distinct use from “retail” and clarify that cannabis sales is not a permitted use in any zone which currently exists in Ucluelet. This report also suggests criteria for Council to consider with any future site-specific rezoning application which may seek to allow cannabis sales as a permitted use on a property, once the federal and provincial legislation has been adopted.

BACKGROUND:

The Government of Canada has introduced legislation to legalize the recreational use of cannabis. Bill C-45, the *Cannabis Act*, which will regulate and restrict the production, distribution, sale, and use of this product, has completed Second Reading in the Senate (March 22nd, 2018) and is expected to pass into law sometime in the fall of 2018. The progress of Bill C-45 can be followed at:

<http://www.parl.ca/LegisInfo/BillDetails.aspx?billId=8886269>

This Federal legislation creates significant responsibilities for all levels of government. Provincial and Territorial governments have begun to make new policy decisions in response to the Federal legislation, and most have done so with some form of public and/or stakeholder consultation. The frameworks implemented by the Provincial and Territorial Governments provide a more detailed context for local governments to make decisions about the infrastructure, local regulations and enforcement needed to support these policy changes. On February 5, 2018 the BC Provincial Government announced decisions on public consumption, retail sales model, and personal cultivation. This has outlined in more detail the context within which BC municipalities will need to operate. More information on the provincial regulatory framework can be found at:

<https://www2.gov.bc.ca/gov/content/safety/public-safety/cannabis>

DISCUSSION:

The District of Ucluelet, like all local governments, must determine what changes are needed to ensure an effective response to the proposed new cannabis legalization. In managing this major legal and social change, municipalities are guided by the specific objectives of Bill C-45, which include:

- preventing youth from accessing cannabis;
- providing for controlled access to cannabis by adults; and
- providing for responsible regulation and oversight.

The District of Ucluelet is seeking to develop a balanced, appropriate, and evidence-based response to cannabis legalization and its many implications. Local governments need to balance public safety concerns associated with cannabis legalization with a recognition that the possession and consumption of cannabis will become legal in Canada with the adoption of Bill C-45.

The first step in preparing for the adoption of Bill C-45 is to further define and improve our legal framework within the Zoning Bylaw for the production and sale of cannabis. The two areas of focus in the proposed bylaw are the definitions of Cannabis Production and Cannabis Sales:

Cannabis Production

Currently the production of cannabis is restricted under the District of Ucluelet Zoning Bylaw 1160, 2013 (the “**Zoning Bylaw**”):

303.3 *Without limiting the generality of Subsection 303.1, the following uses are prohibited in all Zones:*

(6) medical and other federally licensed marihuana production facilities, including parts thereof licensed under the federal Medical Marihuana for Medical Purposes Regulation;

Staff are proposing to delete S.303.3 (6) and replace it with the following:

“(6) Cannabis Production or Cannabis Sales, except as expressly permitted elsewhere in this Bylaw.”

The proposed modification of this section clarifies that there is a difference between production and sales, and anticipates future applications for legal production under the Access to Cannabis for Medical Purposes Regulations (**ACMPR**) or retail operations under the *Cannabis Act* and provincial regulations. Staff are also proposing to add the following definition to the zoning bylaw regarding cannabis production:

“Cannabis Production” means the use of any land, building or structure for the growing, production, processing, destruction, storage or distribution of Cannabis, including by one or more persons under one or more registrations under Part 2 of the ACMPR, but does not include:

- a) Cannabis Sales; or
- b) Non-commercial activities by a registrant or designated person under Part 2 of the ACMPR.

The addition of this definition is a clarification of the Cannabis Production use. Any future application for a cannabis production facility would still need a zoning amendment to allow that use but the use will have been clearly defined.

Cannabis Sales

In preparation of the expected fall 2018 adoption of Bill C-45, Staff in consultation with the municipal solicitors have proposed the following additions to Section 103.1(Definitions) of the zoning bylaw:

Cultivation for personal use:

Note the proposed bylaw amendments would leave the Zoning Bylaw silent on the cultivation of cannabis for personal use. The federal regulations are drafted to allow the cultivation of up to 4 plants in a dwelling (defined to include the property on which a dwelling is located). Once legalized by federal law, growing up to 4 pot plants on your property would, as a land use, be considered a permitted accessory use to a residence (no different than growing carrots or begonias).

Municipalities may have authority to restrict the location of personal cultivation on grounds of mitigating nuisance or health concerns. This area of regulation is expected to have a high degree of public interest and, if enacted, could generate a large volume of bylaw complaints.

Staff recommend that the District await the adoption of federal and provincial legislation and regulations - and then monitor this activity. If complaints or concerns arise from the personal cultivation of cannabis, Council could consider at a future date whether there is a need for municipal regulation, the details of such regulations and a practical enforcement mechanism.

“Cannabis” means any part of the cannabis plant, and includes its preparations and derivatives and any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, but does not include: a non-viable seed of a cannabis plant; a mature stalk of a cannabis plant, without any leaf, flower, seed, or branch, and fiber derived from such stalks; and the roots or any part of the root of a cannabis plant.

“Cannabis Sales” means the retail or wholesale sale of cannabis, and includes an operation which provides referrals or facilitates access to cannabis not physically sold on the premises, but does not include:

- a) sales of cannabis by a British Columbia Registered Pharmacist in a British Columbia regulated Pharmacy; or
- b) authorized distribution by a Licenced Producer under Part 1 of the ACMPR by means other than retail sale.

The addition of these definitions clarifies cannabis and cannabis sales and allows Council the opportunity to review future applications with improved clarity in regard to location, regulatory measures and bylaw enforcement.

Smoking Regulations

The Ucluelet Smoking Control Bylaw No. 1187, 2016, already bans the smoking or vaping of tobacco, “weed” or other substances in parks, playgrounds, beaches, trails or other public places, within 8m of a building opening or customer service area, or in restaurants. The bylaw enacts a \$50 fine for non-compliance. Bylaw No. 1187 would still fully apply to the smoking of cannabis in public places after Bill C-45 is enacted, and does not need to be amended at this time.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Setting up the specific policy and regulatory measures will be part of any future rezoning application and be part of the normal duties of the Planning department. Staff anticipate that any future cannabis rezoning applications could generate significant public interest and may warrant one or more public information meetings or town hall-type meetings in addition to a formal public hearing or hearings on the bylaws.

FINANCIAL IMPACTS AND FUTURE WORK:

The District of Ucluelet has accrued minor legal costs in preparing a response to Bill C-45. A portion of the costs of Staff time involved in preparing the policy and regulatory measures needed for future rezonings will be recouped through the respective application fees. The financial impacts to the District of Ucluelet as a result of the approval of a zoning amendment to define cannabis retail or production will also be reviewed through the respective zoning amendment application process.

If and when the District receives a rezoning application for allowing cannabis sales, a concurrent review of the Business Licence Bylaw would be warranted to insert the new business category and licence fees.

POLICY OR LEGISLATIVE IMPACT:

The proposed bylaw is the immediate required response to the possible adoption of Bill C-45. Staff will be able to provide additional direction on specific strategies around Cannabis sales and production after the federal and provincial framework is in place, and within the context of legal rezoning applications.

SUMMARY:

The zoning bylaw amendment proposed in this report is the first step in the District of Ucluelet's response to the possible adoption of Bill C-45 in the fall of 2018. When Bill C-45 is adopted and clear policy framework for the regulating and licensing of non-medical cannabis is available, the District of Ucluelet could then accept rezoning applications for those respective uses. Staff would create the appropriate site-specific zoning amendments and regulatory measures for Council to review at that time.

The draft Bylaw No. 1228 would clarify the definition of cannabis sales and position the community to consider any future applications seeking approval to open a retail cannabis store in Ucluelet. Any such application would need a site-specific zoning amendment. To achieve that a zoning amendment bylaw would need to be adopted by Council; that process would involve a public hearing on the specific proposal or proposals being considered.

The regulatory direction announced (but not yet adopted) by the provincial government indicates that Council will have full control over whether and how many cannabis retail sales licences are issued in the municipality. The rezoning of a property to allow cannabis sales would be a first step for a potential cannabis retailer to seek community support for their application and proposed location.

Staff recommend that Council consider adopting a motion signaling to the community and any future applicants some ground rules and preliminary criteria for what can be expected in the future consideration of rezoning applications for cannabis sales. By indicating this list of criteria and process, Council would clarify community expectations for those business and/or property owners considering applying for a zoning amendment. Staff expect significant community interest in the details of where, what and how many cannabis sales proposals are submitted. By bringing the first wave of applications forward together – after the federal and provincial legal framework is clear – the community could see the details before providing its input and Council would be able to make a fully informed decision on the merits of each application.

Municipalities have discretion over whether to permit any retail cannabis sales within their boundaries, or alternatively to allow any number of such businesses. Staff recommend that if there is support from the community for future rezoning applications Council consider approving up to two sites. Staff would advise against approving a single site (thereby setting up a monopoly in town), and suggest that for a community of this size more than two are probably not warranted.

OPTIONS:

1. **THAT** Council, with regard to the proposed zoning amendment to further define cannabis sales and cannabis production, and to clarify that these uses are not currently permitted in any zone within the municipality:
 - a. give first and second reading to District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018;
 - b. advance the bylaw to a public hearing;

(Recommended)

2. **and further, THAT** Council indicate to the community and any future applicants that the following can be expected in the future consideration of rezoning applications for cannabis sales:
 - a. any cannabis sales rezoning applications will be brought to Council no earlier than 90 days following the adoption of federal Bill C-45 and provincial legislation for the legal distribution and regulation of cannabis sales in BC, whichever is later;
 - b. Council will consider the merits of any rezoning applications for cannabis sales in the context of federal and provincial regulations, community input at a joint public hearing, and the following preliminary criteria:
 - i. on commercial property located at least 300m from school grounds, public playgrounds, licensed daycare facilities, the Ucluelet Community Centre, Ucluelet Aquarium and Municipal Hall, and at least 150m from Tugwell Sports Fields;
 - ii. low-key storefront design and signage befitting the form and character of the Ucluelet streetscape and surrounding commercial properties;
 - iii. all other aspects normally considered with a commercial rezoning application (access, location and amount of parking, landscaping, etc.);
 - iv. any components of the proposal which may help to mitigate impacts of the new use or provide a degree of public amenity to present a net public benefit to the community; and,
 - c. after hearing public input, Council may deny all applications or approve one or more applications up to a maximum of two cannabis sales retail locations in Ucluelet at this point in time.

(Recommended)

3. That Council defer the readings and advancement of Bylaw No. 1228, 2018 to seek further information from Staff.

Respectfully submitted: Bruce Greig, Manager of Planning
 John Towgood, Planner
 Mark Boysen, Chief Administrative Officer

DISTRICT OF UCLUELET**Bylaw No. 1228, 2018**

A bylaw to amend the “District of Ucluelet Zoning Bylaw No. 1160, 2013”.

WHEREAS the District of Ucluelet Council proposes to amend the definitions within the District of Ucluelet Zoning Bylaw No. 1160, 2013 to clarify the definition of cannabis sales and production;

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

District of Ucluelet Zoning Bylaw No. 1160, 2013 as amended is hereby further amended as follows:

1. By adding the following definition to Section 103.1, immediately following the definition of “Accessory Retail Sales and Administration Office”:

“**ACMPR**” means the Access to Cannabis for Medical Purposes Regulations, SOR/2016-230 under the *Controlled Drugs and Substances Act*, S.C. 1996, c. 19, or successor legislation.

2. By adding the following definitions to Section 103.1, immediately following the definition of “Camping Space”:

“**Cannabis**” means any part of the cannabis plant, and includes its preparations and derivatives and any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, but does not include: a non-viable seed of a cannabis plant; a mature stalk of a cannabis plant, without any leaf, flower, seed, or branch, and fiber derived from such stalks; and the roots or any part of the root of a cannabis plant.

“**Cannabis Sales**” means the retail or wholesale sale of *cannabis*, and includes an operation which provides referrals or facilitates access to *cannabis* not physically sold on the premises, but does not include:

- a) sales of *cannabis* by a British Columbia Registered Pharmacist in a British Columbia regulated Pharmacy; or
- b) authorized distribution by a Licenced Producer under Part 1 of the ACMPR by means other than retail sale.

“**Cannabis Production**” means the use of any land, building or structure for the growing, production, processing, destruction, storage or distribution of Cannabis, including by one or more persons under one or more registrations under Part 2 of the ACMPR, but does not include:

- a) *Cannabis Sales*; or
- b) Non-commercial activities by a registrant or designated person under Part 2 of the ACMPR.

- 3. By deleting the current Section 303.3(6) and replacing with the following:
 “(6) *Cannabis Production or Cannabis Sales*, except as expressly permitted elsewhere in this Bylaw.”
- 4. This bylaw may be cited as “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018”.

READ A FIRST TIME this day of , 2018.

READ A SECOND TIME this day of , 2018.

PUBLIC HEARING held this day of , 2018.

READ A THIRD TIME this day of , 2018.

ADOPTED this day of , 2018.

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018.”

Mayor
Dianne St. Jacques

Chief Administrative Officer
Mark Boysen

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

Chief Administrative Officer
Mark Boysen