



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

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?iŋ?atŋ First Nations on whose territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. ADOPTION OF MINUTES	
5.1. July 10, 2018 Public Hearing Minutes <a href="#">2018-07-10 Public Hearing</a>	5 - 7
5.2. July 10, 2018 Regular Minutes <a href="#">2018-07-10 Regular Council</a>	9 - 19
6. UNFINISHED BUSINESS	
7. MAYOR'S ANNOUNCEMENTS	
8. PUBLIC INPUT, DELEGATIONS & PETITIONS	
8.1 Public Input	
9. CORRESPONDENCE	
9.1. Invitation to Host AVICC Convention in 2020 or 2021 Association of Vancouver Island and Coastal Communities <a href="#">C-1 AVICC Invitation to Host</a>	21 - 22
9.2. Childcare BC New Spaces Fund Announcement Ministry of Children and Family Development <a href="#">C-2 Childcare BC</a>	23 - 24
9.3. Letter of Support for the Conversion of Amphitrite Coast Guard Building MP Gord Johns, Courtenay-Alberni <a href="#">C-3 MP Gord Johns Letter of Support</a>	25
9.4. Pacific Rim Marine Search & Rescue Society Request for Support Royal Canadian Marine Search & Rescue	27

[C-4 Pacific Rim Marine Search & Rescue Society](#)

9.5.	Thank you Note Island Health - Pam Rardon, A/Direct, Alberni-Clayoquot <a href="#">C-5 Thank you card</a>	29
9.6.	Business of Aquaculture & Seafood Summit BC Salmon Farmers Association <a href="#">C-6 BC Summit Invite</a>	31 - 32
9.7.	Bylaw No. P1380 Non-Medical Cannabis Production Alberni-Clayoquot Regional District <a href="#">C-7 ACRD Bylaw No. P1380</a>	33 - 39
10.	INFORMATION ITEMS	
10.1.	2017 CBT and the West Coast Nest's Annual Reports Clayoquot Biosphere Trust <a href="#">I-1 CBT Annual Reports</a>	41 - 45
10.2.	Hwy 4 - Kennedy Hill Safety Improvements Traffic Interruptions Update Emil Anderson Construction (EAC) Inc. <a href="#">I-2 HWY 4 Kennedy Hill</a>	47 - 48
10.3.	Healthy Canada Launches Public Consultation on Proposed Approach to Cost Recovery for the Regulation of Cannabis Health Canada <a href="#">I-3 Health Canada</a>	49
11.	COUNCIL COMMITTEE REPORTS	
11.1	Councillor Sally Mole <i>Deputy Mayor January – February</i> <ul style="list-style-type: none"> <li>• Ucluelet &amp; Area Child Care Society</li> <li>• Westcoast Community Resources Society</li> <li>• Coastal Family Resource Coalition</li> <li>• Food Bank on the Edge</li> <li>• Recreation Commission</li> <li>• Ucluelet Health Centre Working Group</li> </ul> => <i>Other Reports</i>	
11.2	Councillor Marilyn McEwen <i>Deputy Mayor March – April</i> <ul style="list-style-type: none"> <li>• West Coast Multiplex Society</li> <li>• Ucluelet &amp; Area Historical Society</li> <li>• Wild Pacific Trail Society</li> <li>• Vancouver Island Regional Library Board – Trustee</li> </ul> => <i>Other Reports</i>	
11.3	Councillor Mayco Noel	

*Deputy Mayor July – October*

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

=> *Other Reports*

11.4 Councillor Randy Oliwa  
*Deputy Mayor May – June*

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

=> *Other Reports*

11.5 Mayor Dianne St. Jacques

- Alberni-Clayoquot Regional District Board
- West Coast Committee
- Airport Committee
- Coastal Community Network
- Groundfish Development Authority
- DFO Fisheries Committees for Groundfish & Hake
- Regional Fisheries Committees
- Pacific Rim Arts Society
- Pacific Rim Whale Festival Committees
- Ucluelet Health Centre Working Group

=> *Other Reports*

12. REPORTS

- 12.1. Quarterly Projects Update - 2nd Quarter 2018  
*Mark Boysen, Chief Administrative Officer*  
[R-1 Quarterly Report](#)

51 - 56

12.2.	Commercial Water Meter Update <i>Warren Cannon, Superintendent of Public Works</i> <i>Barbara Millar, Manager of Finance</i> <a href="#">R-2 Water Meter Update Report</a>	57 - 58
12.3.	Barkley Community Forest Survey Results <i>Mark Boysen, Chief Administrative Officer</i> <a href="#">R-3 Community Forest Survey Report</a>	59 - 68
12.4.	MIABC 2018 AGM Delegates at UBCM <i>Marlene Lagoa, Deputy Municipal Clerk</i> <a href="#">R-4 MIABC Report</a>	69
12.5.	Modernization of Utility Taxation <i>Councillor Mayco Noel</i> <a href="#">R-5 Utility Taxation Report</a>	71 - 74
12.6.	Cheque Listing - July 2018 <i>Marlene Lagoa, Deputy Municipal Clerk</i> <a href="#">R-6 Cheque Listing Report</a>	75 - 79
12.7.	Resolution Tracking - July 2018 <i>Marlene Lagoa, Deputy Municipal Clerk</i> <a href="#">R-7 Resolution Tracking Report</a>	81 - 88
12.8.	Application for a Development Permit with Variance <i>John Towgood, Planner 1</i> <a href="#">R-8 DP18-06 Report</a>	89 - 125
13.	LEGISLATION	
13.1.	<b>REPORT</b> - Adoption of Bylaws No. 1233, 1234 & 1235 <i>Marlene Lagao, Deputy Municipal Clerk</i> <a href="#">L-1 Report - Adoption of Bylaws</a>	127 - 128
13.2.	<b>BYLAW</b> - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018 <a href="#">L-2 Bylaw No. 1233</a>	129 - 130
13.3.	<b>BYLAW</b> - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018 <a href="#">L-3 Bylaw No. 1234</a>	131 - 132
13.4.	<b>BYLAW</b> - Ucluelet Housing Agreement Bylaw No. 1235, 2018 <a href="#">L-4 Bylaw No. 1235</a>	133 - 142
14.	OTHER BUSINESS	
15.	QUESTION PERIOD	
16.	ADJOURNMENT	

**DISTRICT OF UCLUELET**  
**MINUTES OF THE PUBLIC HEARING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, July 10, 2018 at 7:00 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 7:00 PM.

**2. EXPLANATION OF PUBLIC HEARING PROCESS**

2.1 Mayor St. Jacques explained that the purpose of a Public Hearing is to hear representations from persons who deem their interest in property affected by the bylaws, as outlined in the Notices of the Public Hearing. Mayor St. Jacques advised that the Notice of the Public Hearing has been advertised and is distributed to those present together with a copy of the rules that will govern the hearing. Council will listen to representations on the matter in the Notice of Public Hearing and may answer pertinent questions but will not debate any issue. Council will not make any decision on any matter at the Hearing.

**Rules Governing Public Hearing**

1. As provided for in the Local Government Act, the Council is required to hold a Public Hearing before adopting an Official Community Plan Bylaw, Zoning Bylaw or amendments thereto.
2. At a Public Hearing all persons who deem their interest in property affected by the proposed bylaws shall be afforded an opportunity to be heard on matters contained in the bylaw.
3. The Council may give such effect, as it deems fit, to representations made at a Public Hearing, in the bylaws as adopted.
4. At a Public Hearing the Council is under no obligation to enter into a debate on any issue. The purpose of a hearing is to hear representations, which will later be considered by the Council in their regular meeting.
5. Following the Public Hearing, Council will not accept further communications or presentations from the public or the applicant

respecting this bylaw.

### **3. NOTICE OF PUBLIC HEARING**

#### 3.1 Notice

### **4. PUBLIC HEARING - Ucluelet Zoning Amendment Bylaw No. 1233, 2018**

#### 4.1 Presentation of Bylaw No.1233, 2018

Bruce Greig, Manager of Community Planning, stated that in general terms the purpose of the proposed bylaw is to amend the R-1 Single Family Residential Zone for the subject property by:

- increasing maximum floor area ratio to 0.43; and
- allowing secondary suite as a permitted use in addition to the Bed and Breakfast use.

#### 4.2 Reports and Materials for Bylaw No. 1233, 2018

#### 4.3 Excerpts from Previous Council Meetings

#### 4.4 Public Representations for Bylaw No. 1233, 2018

a. There were no written submissions.

b. Mayor St. Jacques asked a first time if there were any representations from the public.

S. Timewell, the applicant, stated he was in attendance and had nothing more to add.

c. Mayor St. Jacques asked a second time if there were any representations from the public.

There were no comments from the public.

d. Mayor St. Jacques asked a third and final time if there were any representations.

There were no comments from the public.

### **5. ADJOURNMENT**

#### 5.1 Mayor St. Jacques declared the public hearing closed at 7:03 PM.

**CERTIFIED CORRECT:** Minutes of the Public Hearing Meeting held on Tuesday, July 10, 2018 at 7:00 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Dianne St. Jacques  
Mayor

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Mark Boysen  
CAO



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
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**Tuesday, July 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 There were no additions to the agenda.**

**4. APPROVAL OF AGENDA**

**4.1 July 10, 2018 Regular Agenda**

2017-001            **It was moved by Councillor Noel and seconded by Councillor Mole**  
    *THAT Council approve the July 10, 2018 Regular Agenda as presented.*

**CARRIED.**

**5. ADOPTION OF MINUTES**

**5.1 June 26, 2018 Regular Minutes**

Corrections to the June 26, 2018 Regular Minutes as follows:

- 8.1 Public Input: Replace “Lance Heyduck” with “Hans Heyduck”;
- 8.1 Public Input: Replace “Jessie Maslow” with “Jessie Masso”;
- and
- 14.1 School District 70: Replace “from the District” with “from the Province”.

2017-002            **It was moved by Councillor Noel and seconded by Councillor McEwen**  
    *THAT Council approve the June 26, 2018 Regular Minutes as amended.*

CARRIED.

**6. UNFINISHED BUSINESS****6.1 School District 70**

- Councillor Mole asked if a letter has been sent to School District 70 and if a response has been received.
- Marlene Lagoa, Deputy Municipal Clerk, stated that a draft letter will be sent to Council members for review and input later in the week.

**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

**9. CORRESPONDENCE****9.1 Ucluelet Housing Thinktank Initiative  
Ucluelet Chamber of Commerce**

2017-003           **It was moved by Councillor Noel and seconded by Councillor Oliwa**  
*THAT Council direct Staff to forward a copy of Bruce Greig's June 26, 2018 Regular Council report item, "Ucluelet OCP – Housing Action Plan" to the Ucluelet Chamber of Commerce so that they are aware of the District's short-term and long-term plans for housing.*

CARRIED.

**9.2 Rainbow Crosswalk Proposal  
Courtney Johnson**

- CAO Mark Boysen informed Council that the plan is to install two, or perhaps three rainbow crosswalks in front of school area within the next few weeks. The work was initiated but stalled due to the change in the weather.
- Councillor Mole raised concerns with the longevity of the paint.
- Councillor Oliwa suggested that staff look at Port Alberni as a resource.

2017-004           **It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT Council direct Staff to write a letter to Ms. Johnson giving her an update on the District's plan for painting the rainbow crosswalks.*

CARRIED.

**9.3 Southern Resident Killer Whale - Area Refuge Fishing Closure  
LaParouse to Swiftsure  
West Coast Fishing Guides Association**

- Council has heard concerns from the community regarding the possibility of a fishing closure and the poor timing of the consultation process.
- Council will request they put off the current consultation and run it again from November to May next year.
- The letter should be strongly worded and highlight the additional level of stress the consultation is putting on fishing industries at their busiest time of year.

2017-005

**It was moved by Mayor St. Jacques and seconded by Councillor McEwen**

*THAT Council direct Staff to write a letter to the Department of Fisheries and Oceans with some background on the impacts to our community and ask that the consultation period be much longer and take place later in the year.*

CARRIED.

**9.4 Child Care in Rural and Remote Communities  
Union of BC Municipalities**

2017-006

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

*THAT Council direct Staff to complete the survey.*

CARRIED.

**10. INFORMATION ITEMS**

**10.1 Central West Coast Forest Society Year End Report 2017 - 2018  
Centre West Coast Forest Society**

**10.2 ONNI Public Open House Feedback Summary & Display Boards  
ONNI Group**

- Councillor McEwen asked if the information could be made available to the public other than just on the agenda.

**10.3 Pacific Rim Interpretive Programs Summer 2018  
Pacific Rim National Park Reserve**

2017-007

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

*THAT Council receive information items 10.1, 10.2, and 10.3 as a block.*

CARRIED.

**11. COUNCIL COMMITTEE REPORTS**

**11.1 Councillor Sally Mole  
Deputy Mayor January – February**

### Recreation Commission

- Meeting held June 20th.
- Discussed projects they would like to focus on and narrowed in on the bike park.
- Some members are working on the Youth Citizen of the Year for Ukee Days.

#### 11.2 Councillor Marilyn McEwen *Deputy Mayor March – April*

##### **West Coast Multiplex Society**

- Meeting held July 9th.
- The group presented as a delegation to the Tla-o-qui-aht First Nation (TFN) on July 8th which resulted in TFN making a motion to support the multiplex.
- Capital campaign feasibility assessment status is in progress with interviews being conducted to assess the potential for the general public to donate funds towards building of the facility.
- Planning the Scramble Golf Tournament for September 15th they are looking for sponsors and donations for auctions or prizing. Cost is \$75 to play and includes dinner.

#### => **Other Reports**

##### **Transportation Roundtable**

- Meeting held June 28th.
- Representative from BC Transit was in attendance.
- There is an MOU between BC Transit and the ACRD to do west coast feasibility study between July 1st and Oct 31st.
- They are looking at piloting the online platform “Ride Share Network” which was started in the Kootenays.

##### **Barkley Community Forest**

- Attended the June 27th AGM.
- Liked seeing both partners in the room talking about future plans.

#### 11.3 Councillor Mayco Noel *Deputy Mayor July – October*

##### **Barkley Community Forest Board**

- First AGM was held on June 27th.
- There are two new board members representing the District; Denise Stys-Norman and Marlene Lagoa.
- Partners were presented with a large cheque of \$500,000, making the District's profit \$1,000,000 to date.

**=> Other Reports**

- On behalf of the Mayor, attended meeting with Trevor Swerdfager, Senior Vice President of Operations at Parks Canada.
- The purpose of the meeting was to greet Mr. Swerdfager who is new to the position and traveling around Canada to visit the parks.
- Mr. Swerdfager's expressed a desire to receive official letters from neighbouring municipalities in order to justify upgrades to the park by linking it to big financial wins for the community.
- Mr. Swerdfager's goal is to increase the operations budget for the parks so they can manage the new upgrades they are creating.
- There was no update on the trail or the junction property.

11.4 Councillor Randy Oliwa  
*Deputy Mayor May – June*

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

11.5 Mayor Dianne St. Jacques

**=> Other Reports**

**Island Health**

- Attended Island Health Board of Directors meeting in Port Alberni on June 28th.
- As a result we have the senior members of the Board coming out to visit Ucluelet on August 9th to talk about the possibility of a health centre here in Ucluelet.
- They will also spend time visiting the Tofino Hospital and trying to get the Hospital replacement bumped up on their capital projects list.
- Pam Rardon, responsible for Port Alberni and region, is coming out July 12th to have a walk around the mental health building and some preliminary discussions on a new health centre.

**Tofino Hospital Society Sub-Committee**

- Attended meeting on July 9th.
- Goal was to plan on how to get the hospital up on the list, so we see some action in the short-term.

**Ucluelet Harbour Seafoods**

- Met with Dave Dawson.
- They are having a good year with hake fishery.
- They are having a few challenges with bycatch and are looking for short-term and long-term housing solutions.
- They are also looking for employees.
- They have been unsuccessful looking in Ucluelet and are receiving applications from the Maritimes.

2016-8

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

*THAT Council receive the verbal committee reports.*

CARRIED.

**12. REPORTS****12.1 2017 Annual Report**

***Marlene Lagoa, Deputy Municipal Clerk***

- Councillor Mole suggested that the organizational chart be updated by replacing 'Council' at the top of the chart with 'Community'.

2017-009

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

*THAT Council approve recommendation 1 of report item, "2017 Annual Report" which states:*

1. *THAT Council adopt the District of Ucluelet 2017 Annual Report as attached.*

CARRIED.

**12.2 Cheque Listing - June 2018**

***Marlene Lagoa, Deputy Municipal Clerk***

- Clarification was sought on the payment to the Pacific Rim Marine Search & Rescue Society. The payment is in relation to a motion passed by Council last year to support the Auxiliary Coast Guard.

2017-010

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

*THAT Council approve recommendation 1 of report item, "Cheque Listing - June 2018" which states:*

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

CARRIED.

**12.3 Resolution Tracking - June 2018**  
***Marlene Lagoa, Deputy Municipal Clerk***

- Councillor Noel spoke to the June 12th item "Marine Drive Pathway Marc Fuller". He would like staff to be formal and send a letter to residents. CAO Mark Boysen shared that letters will be sent to all residents in the area when work starts.
- Councillor Noel and Oliwa asked for an update on the water meter report coming back to Council. CAO Mark Boysen said a report will be coming to the next Council meeting.

2017-011

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

*THAT Council approve recommendation 1 of report item, "Resolution Tracking - June 2018" which states:*

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

CARRIED.

**12.4 Application for a Development Permit for a Mobile Vending Unit at 1708 Peninsula Road**  
***John Towgood, Planner 1***

- Council members shared their appreciation of the applicant speaking to the neighbours before submitting their application.

2017-012

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

*THAT Council approve recommendation 1 of report item, "Application for a Development Permit for a Mobile Vending Unit at 1708 Peninsula Road" which states:*

1. *THAT Council approve Development Permit DP18-04 and the issuance of a Business license for Mobile Vending for Lot: 1, Plan: VIP5190, Clayquot District (1708 Peninsula Road).*

CARRIED.

**13. LEGISLATION**

**13.1 REPORT - Third Reading of Zoning Amendment Bylaw No. 1233, 2018 (1068 Helen Road)**  
***Bruce Greig, Manager of Community Planning***

- Councillor Oliwa voiced his concerns with the application to amend the zoning at 1068 Helen Road including: only one instead of two parking spots; lack of full size fridge and stove;

staff presented a couple of other options in the report; and Council setting a precedence, including by allowing site specific zoning.

- Reasons given by Council members in support of the application included: the zoning is site specific and will not set a precedence; there are support letters from the neighbours; and the OCP is currently being updated.

2017-013

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

*THAT Council approve recommendation 1 of legislation item, "Third Reading of Zoning Amendment Bylaw No. 1233, 2018 (1068 Helen Road)" which states:*

1. *THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018, be given third reading.*

CARRIED.

### **13.2 BYLAW - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018**

2017-014

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

*THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018 be given Third reading.*

CARRIED.

### **13.3 REPORT - Application for Strata Conversion of the Six Unit Resort Condominium Building Located at 203 Boardwalk Boulevard *John Towgood, Planner 1***

- Bruce Greig, Manager of Community Planning, clarified that the staff housing already exists – due to the 2008 rezoning of the property to allow a higher density to accommodate 6 units - however there is currently no housing agreement on title.
- Councillor Mole voiced concern on how stratification of the subject property would impact property tax revenue.
- Councillor Noel is concerned about owners who may end up wanting to live in the units and noted a need to protect the status quo of the neighbourhood.
- Mr. Greig clarified that the use would remain commercial for short-term rental but with multiple strata owners instead of one.
- Mr. Greig provided an overview of the bylaw enforcement process for the zoning bylaw if long-term tenants were discovered.
- Councillor McEwen shared that the original intention was always to stratify the subject property but that was put on hold due to the economic downturn in 2008.

2017-015

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

*THAT Council approve recommendations 1, 2, and 3 of legislation item,*

*"Application for Strata Conversion of the Six Unit Resort Condominium Building Located at 203 Boardwalk Boulevard" which states:*

- 1. THAT Ucluelet Housing Agreement Bylaw No. 1235, 2018, be given first, second and third readings;*
- 2. THAT Council approve the strata conversion of the Resort Condominium building located at 203 Boardwalk Boulevard subject to:*
  - a. the registration of a 5m public trail right of way across the water side frontage; and*
  - b. pending adoption of Ucluelet Housing Agreement Bylaw No. 1235, 2018, the registration of a housing agreement for one staff housing unit on the neighboring lands: Lot: 1 Block: Plan: VIP66548 Section: 21 Clayoquot District: except Plan VIP70592 (1082 Peninsula Road); and*
- 3. THAT the Mayor and Corporate Officer be authorized to execute all documentation relating to this matter.*

CARRIED.

#### **13.4 BYLAW - Ucluelet Housing Agreement Bylaw No. 1235, 2018**

2017-016      **It was moved by Councillor Noel and seconded by Councillor Oliwa**  
*THAT Ucluelet Housing Agreement Bylaw No. 1235, 2018 be given First reading.*

CARRIED.

2017-017      **It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
*THAT Ucluelet Housing Agreement Bylaw No. 1235, 2018 be given Second reading.*

CARRIED.

2017-018      **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
*THAT Ucluelet Housing Agreement Bylaw No. 1235, 2018 be given Third reading.*

CARRIED.

#### **14. OTHER BUSINESS**

##### **14.1 2019 HAABC Conference**

- Councillor Oliwa asked on the status of the District's submission to host the 2019 Harbour Authority Association of BC (HAABC) Conference.
- CAO Mark Boysen indicated that staff have submitted an application to host the conference in early spring 2019 and are waiting to hear back on the results.

##### **14.2 Highway 4 Kennedy Hill Wi-Fi**

2017-019

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

*THAT Council direct the CAO to write letter to the District's provincial contact for the Highway asking about the possibility of making Wi-fi available for commuters near the stop signs at Kennedy Hill.*

CARRIED.

### 14.3 Canada Day

- Councillor Mole thanked the community for coming out to celebrate Canada Day.
- She raised concerns with the use of balloons at the outdoor event due to the proximity to water.
- The community has already addressed plastic bags and straws.
- Councillor Mole is considering bringing a motion forward to not have balloons at District events.

### 14.4 Mary Kimoto

2017-020

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

*THAT the Mayor send a letter in support of Mary Kimoto's nomination for the BC Medal of Good Citizenship Award.*

CARRIED.

## 15. QUESTION PERIOD

### 15.1 Mayor and Council received the following questions and comments:

- B. Kelleher, resident, thanked Council for taking the time to review Army & Navy's application for a mobile vending cart. Ms. Kelleher also shared that the balloons on Canada Day were bio-degradable.
- D. McPherson, resident, asked Council about the sustainability of the Barkley Community Forest's logging practices. Members of Council provided an overview of the number of different requirements that need to be considered before an area is selected for harvesting and approved by the Forest Service. The Corporation is following best practices even with the contractors they are using.

## 16. ADJOURNMENT

### 16.1

Mayor St. Jacques adjourned the meeting at 8:36 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, July 10, 2018 at 7:30 pm in the George Fraser

Room, Ucluelet Community Centre, 500 Matterson Road,  
Ucluelet, BC.

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Dianne St. Jacques  
Mayor

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Mark Boysen  
CAO



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**Subject:** Invitation to Host AVICC Convention in 2020 or 2021  
**Attachments:** 2020 and 2021 Host Community Responsibilities.pdf

**From:** Liz Cookson  
**Sent:** July-11-18 2:31 PM  
**Subject:** Invitation to Host AVICC Convention in 2020 or 2021

*Please forward to elected officials, the CAO and Corporate Officer:*

The dates for the 2020 and 2021 AVICC Conventions have been set, and now we are looking for the right location. The dates are:

**2020 - April 17-19**

**2021 - April 16-18**

The AVICC Executive is seeking expressions of interest from local governments that would like to be the host for our Conventions. This is a great opportunity to promote your community to the membership. A list of Host Community Responsibilities is attached that outlines the support needed from the host.

If your local government is interested in hosting the Convention for one of these years, please submit your expression of interest with a Council or Board resolution in support of the expression by August 22, 2018 to:

Association of Vancouver Island and Coastal Communities  
525 Government Street  
Victoria, BC  
V8V 0A8

Or email to: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)



## **2020 and 2021 AVICC AGM & CONVENTION HOST COMMUNITY RESPONSIBILITIES AND REQUIREMENTS**

The following identifies the required meeting facilities and other supports that the AVICC AGM & Convention Host Community agrees to provide:

### Meeting Facilities

Provide without charge to AVICC, meeting venues to the standard of a conference centre including round tables for the plenary session, table linens, room set up, stage, janitorial and security services.

- Executive meeting room – pre-Convention (Thursday afternoon)
- Pre-Convention Sessions – 3 meeting rooms for Friday morning, largest to accommodate up to 100
- Plenary Session - to accommodate up to 275 (Thursday morning for set up to Sunday 1 pm)
- 2 – 3 Break Out Rooms – to accommodate up to 100 people each (Saturday afternoon)
- Adequate trade show space in a permanent building for at least 20 exhibitors in close proximity to the Refreshment Break service area and Business Sessions (Friday am to noon Sunday)
- Space to hold Breakfasts Saturday and Sunday to accommodate up to 250 people
- Space to hold Refreshment Break service in conjunction with the trade show (Friday to Sunday)
- Welcome Reception (Friday evening) – to accommodate up to 300 people
- Delegates Lunch (Saturday noon) – to accommodate up to 275 people
- Annual Banquet and Dance (Saturday evening) – to accommodate up to 250 people
- 1 room to be used for AVICC Office with printer supplied (Wednesday afternoon to Sunday 1 pm)
- Free WiFi in the meeting rooms for delegates

### Hotel Rooms

The host community must have capacity for 225 hotel rooms, and the host is responsible for contacting the hotels to obtain rates and information on availability. AVICC will contract with the individual hotels.

### Miscellaneous

- Decorations and music for Welcome Reception, and decorations for the Annual Banquet
- 20 gifts for speakers representative of the Host Community
- Staff assistance on-site during the Convention, i.e. registration desk, ticket taking, study tours, signs
- 10 door prizes for delegates
- Use of local government, first nation, BC and Canada flags with stands
- Linens and skirting for registration tables, trade show tables, and others as required

### Planning Assistance to Assist AVICC Executive and Staff

- Assist in identifying local suppliers for food and beverage service, audio visual equipment and support, banquet entertainment, piper, O'Canada singer, bus transportation, etc. and work with locally contracted suppliers and AVICC staff for purposes of logistical coordination
- Assist with identifying and providing a local liaison with local First Nations and local speakers that may positively contribute to the program
- Plan and administer any Partner Programs that the local host may want to offer and have been approved by the AVICC Executive

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**Subject:** Childcare BC New Spaces Fund Announcement

**From:** MacPherson, Laura MCF:EX

**Sent:** July-06-18 9:45 AM

**Subject:** Childcare BC New Spaces Fund Announcement

Dear Mayor and Council:

I am writing to let you know that the Province has announced details of its Childcare BC New Spaces Fund, one of several initiatives outlined in the Childcare BC plan aimed at increasing the number of licensed child care spaces in the province.

The Childcare BC New Spaces Fund replaces the Child Care Major Capital Funding program, although similarities remain in that the new funding program will continue to fund the building of new child care facilities, along with renovations that add new child care spaces to existing facilities. The New Spaces Fund includes significant enhancements — with more under development — that will be of particular interest to school boards and municipalities.

The Childcare BC New Spaces Fund will support the creation of 22,000 new licensed child care spaces in B.C. with an investment of \$221 million over three years. This marks the single-largest investment to improve child care accessibility in B.C. history.

Other highlights of the new program include:

- An application process that is open year-round, based on availability of funds within a fiscal year.
- Priority on applications creating licensed infant and toddler and group 3-5 spaces, and child care spaces in underserved and vulnerable communities.
- A requirement for funding recipients to commit to deliver affordable child care.
- Higher maximum funding amounts, including up to \$1 million for public sector/non-profit partnerships.

Maximum funding amounts available include:

- Up to \$1 million per facility to public sector partnerships with non-profit child care providers.
- Up to \$500,000 per facility to school boards, Indigenous communities, Child Development Centres and not-for-profit child care providers.
- Up to \$250,000 per facility to private child care providers.

As the new program builds momentum and applications are submitted — especially those involving public-sector partnerships — it is anticipated that the New Spaces Fund will be vital in supporting the creation of a universal, quality, accessible and affordable child care system.

In the near future we will release a second funding stream targeted to organizations like yours that will further increase funding maximums for multi-facility projects. This responds to requests from many past applicants, and will allow communities with robust child care plans to quickly move forward with a significant expansion of their child care services.

Please watch for further details in the near future.

To learn more about the Childcare BC New Spaces Fund, including how to apply, funding guidelines and FAQs, visit [www.gov.bc.ca/childcare/newspacesfund](http://www.gov.bc.ca/childcare/newspacesfund).

Please note that we have scheduled an informational call for interested applicants on July 16, 2018, from 5:30 p.m. to 6:30 p.m. To participate, call 1-877-353-9184 and use passcode 41532# to listen in and ask your questions.

Yours sincerely,

Jonathan Barry  
Executive Director – Child Care Capital, Community, and ECE Registry Services  
Ministry of Children and Family Development



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA



**Gord Johns**  
Member of Parliament  
Courtenay-Alberni

**Parliamentary Office**  
Room 319  
Confederation Building  
Ottawa, ON,  
K1A 0A6

Tel: 613-992-0903  
Fax: 613-992-0913

gord.johns@parl.gc.ca  
www.gordjohns.ndp.ca

Minister Jonathan Wilkinson  
Fisheries, Oceans and the Canadian Coast Guard  
House of Commons  
Ottawa, Ontario  
K1A 0A6

July 18, 2018

Dear Minister,

The purpose of this letter is to provide my full support to the District of Ucluelet concerning its interest in the conversion of the Amphitrite Coast Guard Building for use as a community education centre in its community on the west coast of Vancouver Island. This building is scheduled for full closure early next year and presents excellent potential as an education-based facility. The District has already received an expression of preliminary interest from Vancouver Island University and local non-profits. It is also ideal for tourism-based activity, given its prime location at Amphitrite Point.

As you know, the decision to close the Marine Communications and Traffic Services Regional Office in 2014 had a devastating impact on the local economy, with the loss of almost 30 full time local jobs. The conversion of the facility presents a viable opportunity to recover from this loss.

Please don't hesitate to contact me directly if I can provide any assistance in supporting your consideration of this request.

Sincerely,

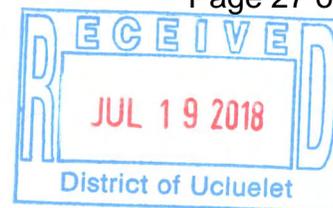
Gord Johns, MP  
Courtenay-Alberni

cc: Mayor St. Jacques, District of Ucluelet





ROYAL CANADIAN MARINE  
SEARCH & RESCUE



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## PACIFIC RIM MARINE SEARCH & RESCUE SOCIETY

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On behalf of the Royal Canadian Marine Search and Rescue, we would like to thank our community for their generous support over the years of our marine search and rescue program. Our Society is the fund-raising team that supports the volunteer crew who operate our fast marine rescue vessel from the Royal Canadian Marine Search and Rescue Station 38 in Ucluelet. The crew are on stand-by 24 hours a day, 365 days a year and respond to search and rescue taskings from the Joint Rescue Coordination Centre in Victoria when a marine emergency arises on the water or on the shorelines in our area.

Our volunteer crew train intensively to respond to damaged or sinking vessels, medical emergencies on the water or on our shorelines, recovery of people in the water, search techniques for missing vessels or people, on-board emergencies, and other serious marine situations. We also work to promote boating safety and provide safety support for events such as the Van Isle 360 and the Harbour Lights Sail Past.

Presently, we are operating our new-to-us rescue craft, the "Jack Simpson", which was generously donated to us from one of our sister stations. It has responded to numerous marine emergencies in our area and is proving to be an excellent vessel. It has just been outfitted with two new engines, but unfortunately our provincial Gaming support only covers a portion up to 75% of the purchase cost. The station is also in great need of updated rescue gear, such as dry suits, navigation equipment, training, rescue supplies, and first aid gear.

Your support would be most appreciated and we hope you will consider supporting our marine rescue program. Should you require any additional information, please do not hesitate to contact us at the address below or by email to [station38@rcmsar.com](mailto:station38@rcmsar.com) or by telephone at 250-720-7231.

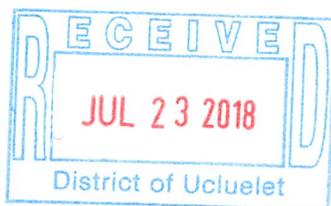
Sincerely,

Caitlin Woodbury

Treasurer, Pacific Rim Marine Search and Rescue Society

P.O. Box 725 Ucluelet, B.C. V0R 3A0 250-720-7231 [station38@rcmsar.com](mailto:station38@rcmsar.com)





Mayor St. Jacques,

Thank you so very much for the tour of your lovely community of Ucluelet! It was such a warm & welcoming experience and I have a much better idea of the unique needs of your community. Looking forward to next steps.

Kind Regards,  
Pam Rardon

West Coast General Hospital  
3949 Port Alberni Highway  
Port Alberni, BC Canada V9Y 4S1

**Pam Rardon, RN, BScN, MPH**  
A/Director, Alberni-Clayoquot

**Tel: 250.731.1370x48113**  
Cell: 250.735.1204  
Fax: 250.724.8805  
Pam.Rardon@viha.ca





**Darcey Bouvier****Subject:** Save The Date - BC Salmon Farmers Seafood West & 2018 Annual General Meeting**From:** BC Salmon Farmers Association <info@bcsalmonfarmers.ca>**Sent:** July-26-18 2:35 PM**Subject:** Save The Date - BC Salmon Farmers Seafood West & 2018 Annual General Meeting

## Seafood West Summit & Welcome Reception

September 27 & 28, 2018 - Campbell River

Join us for the preeminent event for aquaculture in B.C., *Seafood West*. This year's program welcomes BCSFA's new Executive Director and features renowned speakers that reinforce key themes, such as realizing the growth potential for aquaculture in Canada, research into the protection of wild salmon stocks as well as strategies for the future of salmon farming in British Columbia.

Kicking off Seafood West, the welcome reception on the evening of September 27th, showcases the talents of some of B.C.'s West Coast chefs and features a variety of B.C.'s fresh farm-raised fish. Held at the Shelter Point Distillery, Vancouver Island's artisanal distillery in Oyster River, this intimate event offers attendees the perfect opportunity to network with BCSFA members, government representatives, Seafood West participants and VIP guests.

Additional program details will be available soon.

[Register Now](#)

## Sponsorship Opportunities

**Sponsorship opportunities are available!**

Businesses involved as sponsors of Seafood West will have an opportunity to strengthen the company's brand presence and build lasting relationships directly with decision makers and government representatives.

Please [view the sponsorship package here](#) for more details on how your company can get involved.

Tailored opportunities are available at both the Gold and Silver sponsorship levels. To secure your sponsorship, please call Ruth Salmon at 604-202-2147 or email [Ruth@bcsalmonfarmers.ca](mailto:Ruth@bcsalmonfarmers.ca).

## Accommodation

**Comfort Inn and Suites**

Rooms include: Mix of room types, starting at \$129 per night. Deluxe rooms can be reserved for an additional \$20.

Room block code: BC Salmon Farmers Association AGM

- Call the toll free reservation line at 1-844-914-5117

**Coast Discovery Inn**

Rooms include: Comfort Rooms available, starting at \$125 per night.

Room block code: GPC2176

- Call the hotel at 1-250-267-7155

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For any questions regarding Seafood West, or the AGM, please contact:

Meghan Charles, Communications & Events Coordinator

Office: 604-202-4417

[meghan@bcsalmonfarmers.ca](mailto:meghan@bcsalmonfarmers.ca)

BC Salmon Farmers Association | [info@bcsalmonfarmers.ca](mailto:info@bcsalmonfarmers.ca) | [www.bcsalmonfarmers.ca](http://www.bcsalmonfarmers.ca)

BC Salmon Farmers Association, 201 - 911 Island Highway, Campbell River, BC V9W  
2C2 Canada



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

### BYLAW REFERRAL FORM

#### BYLAW NO.: P1380 ACRD FILE NO.: RT18012 Non-Medical Cannabis

You are requested to comment on the attached bylaw for potential effect on your agency's interests. We would appreciate your response within 14 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

**PURPOSE OF THE BYLAW:** Planning staff is recommending that the zoning to regulate the production of non-medical cannabis match the regulations for the production of medical cannabis. A new definition for "non-medical cannabis production" will be introduced. Non-medical cannabis (NMC) production would be permitted in the A1, A2 and A3 Districts on lots with a minimum lot size of 6 acres, and in the M1 District on lots with a minimum lot size of 4 acres. NMC production would be located a minimum of 100 feet from all lot lines.

**GENERAL LOCATION:** All areas within the Alberni-Clayoquot Regional District (excluding municipalities).

**ADDITIONAL INFORMATION:** This amendment has been initiated by the Alberni-Clayoquot Regional District.

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please make note of any legislation or official government policy which would affect our consideration of this bylaw.

*Alex Dyer*

Alex Dyer, Planner

August 2, 2018

Date

This referral has also been sent to the following agencies:

- |   |   |
|---|---|
| <input type="checkbox"/> Island Health Authority  | <input type="checkbox"/> Beaver Creek Fire Department |
| <input type="checkbox"/> Ministry of Transportation & Infrastructure                                    | <input type="checkbox"/> Bamfield Fire Department     |
| <input type="checkbox"/> Ministry of Agriculture  | <input type="checkbox"/> Sproat Lake Fire Department  |
| <input type="checkbox"/> Ministry of Community, Sport & Cultural Dev                                    | <input type="checkbox"/> School District 70           |
| <input type="checkbox"/> Ministry of Forests, Lands, Natural Resource<br>Operations & Rural Development | <input type="checkbox"/> RCMP                         |
| <input type="checkbox"/> Agricultural Land Commission   | <input type="checkbox"/> Tseshaht First Nation        |
| <input type="checkbox"/> Health Canada  | <input type="checkbox"/> Hupacasath First Nation      |
| <input type="checkbox"/> BC Hydro   | <input type="checkbox"/> Huu-ay-aht First Nation      |
| <input type="checkbox"/> City of Port Alberni   | <input type="checkbox"/> Toquaht Nation               |
| <input type="checkbox"/> District of Ucluelet   | <input type="checkbox"/> Uchucklesaht Tribe           |
| <input type="checkbox"/> District of Tofino   | <input type="checkbox"/> Yuułu?it?ath Government      |
| <input type="checkbox"/> Cherry Creek Waterworks District   | <input type="checkbox"/> Tla-o-qui-aht First Nation   |
| <input type="checkbox"/> ACRD Environmental Services Department   | <input type="checkbox"/> Ahousaht First Nation        |
| <input type="checkbox"/> ACRD Building Department   | <input type="checkbox"/> Ditidaht First Nation        |
| <input type="checkbox"/> Cherry Creek Fire Department   | <input type="checkbox"/> Hesquiaht First Nation       |



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## BYLAW RESPONSE SUMMARY

**BYLAW NO.: P1380**

**ACRD FILE NO.: RT18012 Non-Medical Cannabis**

**ACRD CONTACT: Alex Dyer, Planner**

**Date of Referral: August 2, 2018**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

Agency (please  
print):

Name (please print):

Signature:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title:

Date:

\_\_\_\_\_

\_\_\_\_\_



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

### Zoning Bylaw Text Amendment

**MEETING DATE:** July 25, 2018

**ACRD FILE NO.:** RT18012

**APPLICANTS:** Alberni-Clayoquot Regional District

**ELECTORAL AREA:** All Electoral Areas

**APPLICANT'S INTENTION:** Planning staff intend to introduce a zoning amendment to regulate the production, growing and incidental processing of non-medical cannabis. The intent is to substantially match the existing zoning regulations for the production of medical cannabis in Medical Marihuana Facilities and introduce a new definition for "non-medical cannabis production".

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#### Recommendations:

- THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1380 be read a first time.
- THAT the public hearing for Bylaw P1380 be delegated to the Chairperson of the Regional District or the Chairperson of the Electoral Area Directors Committee.
- THAT the Board of Directors confirm that adoption of Bylaw P1380 is subject to meeting technical referral agency requirements.

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**Summary:** Planning staff is recommending that the zoning to regulate the production of non-medical cannabis match the regulations for the production of medical cannabis. A new definition for "non-medical cannabis production" will be introduced. Non-medical cannabis (NMC) production would be permitted in the A1, A2, A3 Districts on lots with a minimum lot size of 6 acres and in the M1 District on lots with a minimum lot size of 4 acres. NMC production would be located a minimum of 100 feet from all lot lines.

**Background:** There are two separate components to cannabis regulations for each level of government, medical cannabis and non-medical cannabis.

A regime for medical cannabis is already established under federal legislation and through legal interpretations of the *Charter of Rights and Freedoms*. The ACRD adopted a zoning amendment in July 2014 to regulate the production of medical cannabis in our area.

### RT18012

The Zoning Bylaw defines Medical Marihuana Facilities as “*a building or structure, approved and licensed by Health Canada, for the production, growing and incidental processing of medical marihuana, but specifically excluding storefront or retail outlet distribution of medical marihuana.*” Facilities are permitted in the A1, A2 and A3 Districts on properties a minimum of 6 acres in size and in buildings located a minimum of 100 feet from all lot lines. Facilities are also permitted in the M1 District on properties 4 acres in size with the same 100 foot setback. Retail sales are not permitted.

The *Cannabis Act*, which received Royal Assent on June 21, 2018, will legalize access to recreational non-medical cannabis in Canada and create a legal framework controlling the production, distribution and sale of recreational NMC. The law comes into effect on October 17, 2018.

The Regional District has the authority to regulate the growing and incidental processing of non-medical cannabis through zoning. There are limitations to the Regional District’s authority where the production of NMC is located on land within the Agricultural Land Reserve.

**Agricultural Land Reserve:** Since May 2015, the production of medical marihuana has been designated as “farm use” which could not be prohibited by a local government bylaw where located on land within the Agricultural Land Reserve (ALR).

Effective July 13, 2018 the province announced a regulatory change that will provide local governments with the authority to prohibit certain types of non-medical cannabis production within the ALR. This gives the Regional District the ability to prohibit cement-based, industrial-style cannabis production in the ALR. Staff does not recommend that the ACRD prohibit cement-based, industrial style cannabis production. Minimum lot areas and setbacks will regulate this use. The ACRD does not prohibit other cement-based agricultural buildings such as dairy parlors or green houses.

Local governments must continue to allow NMC production where the cannabis is grown in a way that preserves the productive capacity of agricultural land. The regulation clarifies that cannabis production in the ALR cannot be prohibited if grown lawfully in an open field, in a structure with a soil base, in a structure that was under construction prior to July 13, 2018 or in a licensed facility.

**Official Community Plan:** The proposed zoning amendments will affect areas within each of the six Official Community Plans (OCPs) in Regional District. All of the OCPs have policies and objectives that support a wide range of agricultural activities.

**Zoning:** The proposed zoning amendments will regulate the location and siting NMC production throughout the Regional District. In July 2014, the Regional District adopted a zoning bylaw amendment to regulate the production of medical cannabis by introducing a definition of Medical Marihuana Facilities and providing regulations on minimum lot size in A and M Districts where the facilities could be located and minimum building setbacks from property lines.

## RT18012

Planning staff is recommending that a new definition for “non-medical cannabis production” be included and amendments to the zoning to regulate the location and siting of NMC production match the current zoning in place for Medical Marihuana Facilities.

Table: Zoning Districts regulating Non-Medical Cannabis (NMC) Production

Zoning Districts	Min. Lot Area	Min. Building Setback
Small Holdings (A1) District	Lot Size Greater Than 2.43 hectares (6 acres)	30.48 metres (100 feet) From All Lot Lines
Rural (A2) District		
Forest Rural (A3) District		
Industrial Park (M1) District	Lot Size Greater Than 1.619 hectares (4 acres)	

Proposed definition of Non-Medical Cannabis Production:

*“Production, growing, processing, storage or distribution of commercial non-medical cannabis as permitted by federal legislation, but specifically excluding storefront or retail outlet distribution of cannabis and excluding the growing of cannabis by an individual for their personal use.”*

**Comments:**

1. Planning staff is recommending that both medical cannabis and NMC production be permitted in the A1, A2, A3 and M1 District on lots with a minimum lot size ranging from 6 acres in the A Districts and 4 acres in the M1 District. The A Districts are generally areas of rural acreages permitting a range of uses from agriculture and livestock grazing to resource extraction. The M1 District provides for a variety of uses associated with light industrial, manufacturing and warehousing. It is the planning staff’s opinion that these zones, with the proposed conditions of use, will provide a variety of rural options for cannabis production while minimizing the impact on smaller lot residential areas.
2. The proposed zoning amendment will not affect the retail sale of non-medical cannabis. Planning staff have drafted a Non-Medical Cannabis Retail Store License Application Review Policy for consideration by the Board. The draft policy will provide guidance to the public and ACRD when considering NMC retail store referrals from the Liquor Control and Licensing Branch.

Submitted by:



Alex Dyer, MCIP, RPP  
Planner



Reviewed by:

Mike Irg, MCIP, RPP  
Manager of Planning & Development

Approved by:



Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer

**RT18012**

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT****BYLAW NO. P1380****OFFICIAL ZONING TEXT AMENDMENT**

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the "Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971".

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the text of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1380.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended as follows:

a. Section 3 is hereby amended by adding the following definition:

*"Non-Medical Cannabis Production means the production, growing, processing, storage or distribution of commercial non-medical cannabis as permitted by federal legislation, but specifically excluding storefront or retail outlet distribution of cannabis and excluding the growing of cannabis by an individual for their personal use."*

b. Section 101 Small Holdings (A1) District is hereby amended by adding a new subsection 101.1(11) to read as follows:

*"(11) Non-Medical Cannabis Production provided that the use is located on a lot that is 2.43 hectares (6 acres) or greater in area and that any building, structure or open area used for the production of non-medical cannabis is located a minimum of 30.48 metres (100 feet) from all lot lines."*

c. Section 102 Rural (A2) District is hereby amended by adding a new subsection 102.1(15) to read as follows:

*"(15) Non-Medical Cannabis Production provided that the use is located on a lot that is 2.43 hectares (6 acres) or greater in area and that any building, structure or open area used for the production of non-medical cannabis is located a minimum of 30.48 metres (100 feet) from all lot lines."*

d. Section 103 Forest Rural (A3) District is hereby amended by adding a new subsection 103.1(16) to read as follows:

“(16) Non-Medical Cannabis Production provided that the use is located on a lot that is 2.43 hectares (6 acres) or greater in area and that any building, structure or open area used for the production of non-medical cannabis is located a minimum of 30.48 metres (100 feet) from all lot lines.”

- e. Section 131 Industrial Park (M1) District is hereby amended by adding a new subsection 131.1(13) to read as follows:

“(13) Non-Medical Cannabis Production provided that the use is located on a lot that is 1.619 hectares (4 acres) or greater in area and that any building, structure or open area used for the production of non-medical cannabis is located a minimum of 30.48 metres (100 feet) from all lot lines.”

- 3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 25<sup>th</sup> day of July, 2018  
Public Hearing held 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

---

Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer

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Chair of the Regional Board



Mayor and Council  
District of Ucluelet

July 17, 2018



Dear Mayor and Council,

I am pleased to share the Clayoquot Biosphere Trust's 2017 annual report along with the first annual report for the regional educational tourism initiative, the West Coast NEST.

The UNESCO Biosphere program inspires people to work together to thrive in healthy places. In 2015, the United Nations launched 17 Sustainable Development Goals (SDGs) with an ambitious aim to solve the world's most critical sustainability issues by 2030. With our community partners, we are making every effort to address these goals with local community action, research, education and programs that promote the health of individuals, communities, and ecosystems.

Highlights from the year included the creation of new grant programs, the opening of a new satellite office in Ucluelet, the hišinqwiit regional gathering, and local action projects including Nuu-chah-nulth language revitalization. In 2017, we supported several projects in your community including the Ucluelet Community Garden, Canada Day celebrations, and multiple initiatives with both Ucluelet Elementary and Secondary School. We also supported a number of regional ecosystem research and community development projects of which the District of Ucluelet is an important part.

Geoff Lyons represented the District of Ucluelet on the CBT Board of Directors, while serving as Treasurer. Mayco Noel also participate as the alternate appointee. The CBT is very grateful for their ongoing contributions.

The CBT recently held its AGM and there were no changes to our Executive Committee which includes Tammy Dorward (co-chair), Cathy Thicke (co-chair), Geoff Lyons, (treasurer), and Alan McCarthy (secretary). Other members of the board include Ashley Hawker, Priscilla Sabbas Watts, Anne Mack, Tom Campbell, Hannah Nicholls and Rebecca Henn.

Please do not hesitate to contact me if you have any questions about the CBT.

Best Regards,

A handwritten signature in cursive script that reads "Rebecca Hurwitz".

Rebecca Hurwitz  
Executive Director

## 2017 Impact Report



It has been an exciting year for the Clayoquot Biosphere Trust (CBT) as both a UNESCO Biosphere Region and a Community Foundation. With Canada150 events taking place across the country, we brought together partners and community members to reflect on CBT's role in regards to healing and reconciliation. We asked ourselves, "how can we move forward in a positive direction as a region?" Striving to foster belonging and healthy communities, we co-hosted and supported events and programs that sought to acknowledge our strengths, history and diversity. As a board, staff and communities, we continue to walk together down the road of reconciliation and to achieve our vision.

### Our Vision

The communities of the Clayoquot Sound UNESCO Biosphere Region will live sustainably in a healthy ecosystem, with a diversified economy, and strong, vibrant, and united cultures while embracing the Nuu-chah-nulth First Nations living philosophies of *iisaak* (living respectfully), *qwa' aak qin teech-mis* (life in the balance), and *hishuk ish ts'awalk* (everything is one and interconnected).

On behalf of the CBT Board of Directors, we are pleased to share the following highlights from the past year.

Cathy Thicke and Tammy Dorward  
CBT Co-chairs

## Our Biosphere Region

### Biosphere Research Award

The CBT was pleased to award the 2017 Biosphere Research Award to chuutsqa Layla Rorick, an advanced adult learner of the Hesquiat language who grew up in Hot Springs Cove and has dedicated much of her life to increasing the number of Nuu-chah-nulth (NCN) speakers. Chuutsqa is currently a doctoral candidate at the University of Victoria, focusing on Nuu-chah-nulth Worldview and Place-based Language Revitalization. She is collaborating with fluent elders to identify compatible approaches for training NCN educators and creating a land-based NCN language revitalization program in Clayoquot Sound.

*"[the] Nuu-chah-nulth language and worldview has grown out of a coastal location and contains environmental markers that tie our language and our daily actions to the land and seascape."*

- chuutsqa Layla Rorick,  
2017 Biosphere  
Research Award  
recipient

### Biodiversity Conservation and University Partnerships

In 2017, CBT collaborated with University of Washington-Tacoma to research, analyze and build awareness on marine hypoxia and algal blooms in estuarine based salmon habitat, while also participating in the Pacific Salmon Community-based monitoring research team at the National Center for Ecological Analysis and Synthesis in Santa Barbara. At a local level, CBT contributes the findings of this research as a member of the Clayoquot Salmon Roundtable. This year, CBT also supported the Wetland Stewards Association for Clayoquot & Barkley Sounds to increase amphibian monitoring for Red Legged Frog egg masses and for its invasive predator, the American Bullfrog. Two new wildlife habitat areas were established from this work!



Adrian Dorst and Laura Loucks installing wildlife monitoring equipment in Sydney Inlet.

### Sydney Remote Listening Station

Our soundscape ecology project continues to expand with exciting new discoveries and possibilities for the future. In 2017, we grew our library to over 1000 hours of recorded sounds, resulting in 32 identified bird species, 10 documented midnight porpoise and whale spouts, several seasonal shifts in the dawn songbird chorus, and numerous exciting mystery sounds.

Soundscape recordings from July-August captured the post-dusk and pre-dawn flight patterns of Marbled Murrelets returning to their nesting sites in the upper Sydney river watershed. We recently used this information to support the need for spatially designated Marbled Murrelet reserves in the BC Ministry of Forests, Lands and Natural Resources threatened species recovery plan.

### Engaging Nationally and Internationally

In April, executive director Rebecca Hurwitz travelled to the Dordogne River Biosphere Reserve in France for the 15th EuroMAB conference. EuroMAB is a network of nearly 300 European and North American biosphere reserves that are part of UNESCO's Man and the Biosphere Programme. The biennial conference provided an opportunity for CBT to fulfill its mandate to share and collaborate at the national and international scale. CBT contributed by co-hosting a workshop on Indigenous leadership and participation in Biosphere Reserves.

In June, Nuu-chah-nulth Summer Student, Rochelle Tom, travelled with Rebecca to the Manicouagan-Uapishka Biosphere Reserve in Quebec, to the Co-Building Sustainability and Reconciliation conference, along with Indigenous leaders, academics, and representatives Canada's BRs. Rochelle says, "Being so young and getting involved in the work of biosphere reserves, and meeting wonderful people doing this work across Canada, it was an amazing experience!"

### West Coast N.E.S.T.

The CBT continued to develop and coordinate the West Coast N.E.S.T. (Nature. Education. Sustainability. Transformation.) in 2017. Building on the launch of the westcoastnest.org site, CBT hired an Education Coordinator to lead the new initiative. Nicole Gerbrandt attended a number of education fairs outside the region, as well as worked with local education providers to develop new education programs for university students and adult learners. Our long-term goal is to diversify the region's tourism economy and increase education and training opportunities for residents.



# Your Community Foundation

## Tofino Children's Swimming & Water Safety Fund

In November, the CBT Tofino Children's Swimming and Water Safety Fund made its first disbursement to support swimming lessons and water safety for students of Wickaninnish Community School. The Fund was established by an anonymous donor in 2016 with an initial contribution for \$10,000. Since then, four additional donors have contributed to the fund to ensure local kids have the opportunity to learn how to swim. The CBT welcomes donations to the fund with the goal to fully support the annual cost of their swim program. Contact Rebecca if you would like to contribute to an endowment fund at the CBT!

## hišinq'iił - Regional Gathering

In September, the CBT convened a gathering of over 700 community members and visitors in Yuutułit'ath territory. Co-hosted with Yuutułit'ath Government and Pacific Rim National Park Reserve, the event included a community feast, storytelling, workshops, and fun activities for all ages. The aim was to recognize our unique strengths, shared history, and cultural diversity. The event was an opportunity to fulfil the UNESCO mandate of peace-building at a local level, and marked the first known coming together of all regional communities in the spirit of healing and reconciliation.



Participants in an "Art of Hosting" facilitation and community development workshop.

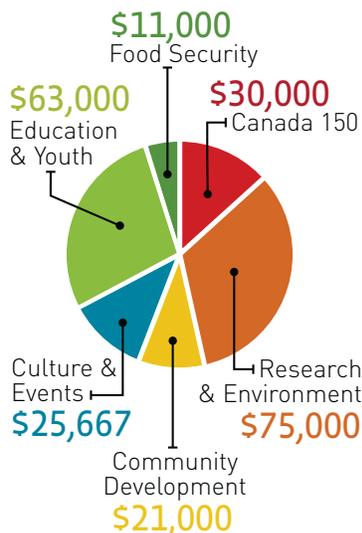
## Students on Ice

In August, with the help of a CBT scholarship, Tofino student Seth Stere travelled to the Arctic alongside other students, Indigenous elders, artists, musicians, historians and scientists, to participate in an expedition organized by the Students on Ice Foundation. The journey was centred around four key themes: environment, youth engagement, diversity, and reconciliation. Seth reflected on his motivation to apply for this unique opportunity, "I have a big interest in climate change because I surf a lot and the ocean is changing. When you're in it everyday, it's something that you want to protect."

## Thanks to our Supporters

- Alberni Clayoquot Health Network
- Anonymous
- Anthony Edwards
- Cermaq Canada
- Community Foundations of Canada
- Decoda Literacy Foundation
- District of Tofino
- Genus Capital Management
- Gordon Nelson
- In Honour of Scott Adair
- In Memory of David and Stephen Thomas
- Island Coastal Economic Trust
- JP Harrison
- Kellsie Forbes
- Learning Initiatives for Rural & Northern BC
- Nuu-chah-nulth Education & Training Program
- Pina Styles
- Province of British Columbia
- Rebecca & Dave Hurwitz
- St. George's School
- The Winnipeg Foundation - Alana Squire Charitable Contribution Fund
- Tofino Consumers Coop
- Tourism Ucluelet
- Tourism Tofino
- Vancouver Foundation
- West Coast Aquatic
- West Coast Aquatic Stewardship Association
- West Coast Fishing Guides Association

## 2017 Grants by the Numbers



29 organizations funded



29 donors to community projects & events

## Create Your Own Legacy

With the CBT, it's possible to give back to your community now and leave a legacy for the future. We can work with you to set up a personalized endowment fund under our community foundation umbrella dedicated to your goals and passions. Donations may also be contributed as part of an estate plan. You can take comfort in knowing that your charitable wishes will be fulfilled by including a gift to the CBT in your will. Donors choose the CBT as an alternative to setting up a private foundation because of our connections to the community, and because it's easier administratively. **You can then focus on the most fulfilling part — giving.**

For more information please contact our executive director, Rebecca Hurwitz at 250.725.2219.

A founding contribution from the Government of Canada has offered support to the CBT since our beginning in 2000. We are grateful for their investment in our communities through the gift of a \$12-million endowment fund.

CBT's fully audited financial statements are available on our website at: <http://www.clayoquotbiosphere.org/web/who-we-are/documents/>

Registered Charity Registration #870641727 RR0001

## Interested in knowing more?

316 Main St.  
 P.O. Box 67  
 Tofino, BC  
 VOR 2Z0  
 250.725.2219  
[www.clayoquotbiosphere.org](http://www.clayoquotbiosphere.org)





## 2017 Annual Report

In its first year, West Coast NEST successfully delivered on its mandate to share knowledge, build a stronger understanding, and strengthen our foundation for the future by:

- > supporting the creation of local education programs;
- > supporting the growth and expansion of education tourism products and markets within the region through the NEST resource website, social media, and other marketing efforts; and
- > supporting diversification and economic growth in local education organizations, businesses, and communities.



### Origin

West Coast NEST was born from a series of grassroots community-driven projects in response to the need to diversify the west coast tourism economy, broaden labour force skills, and increase the number of local youth employed in businesses. Today, the NEST is coordinated and administered by the Clayoquot Biosphere Trust, and continues to build on the core mandate of the UNESCO Biosphere designation by increasing our social, cultural, economic and environmental sustainability. In 2017, the NEST

was supported financially through the provincial Rural Dividend Fund, Tourism Tofino, and Tourism Ucluelet. Our Tourism partners also provided expert marketing contributions. Various cost-recovery social enterprise models are being tested in order to determine what mix of income generation will lead the NEST to support itself and spread benefits to local communities, organizations, and businesses. Our goal is that the NEST will become a self-sustaining regional initiative by 2022.

### Regional Partners



Through a collective of over 30 organizations, cultures, businesses, and communities, the NEST supports a wide variety of experiential learning opportunities surrounding science, nature, history, language, and Nuuchahnulth culture.

### Support for Program Development



**RAINCOAST EDUCATION SOCIETY**  
\$5,000  
Development of a new Clayoquot Sound Field School in partnership with the University of Victoria Geography Department and Tofino Botanical Gardens & Ecolodge.



**PACIFIC RIM LEADERSHIP CENTRE**  
\$2,500 & Marketing Support  
Development of two new, 3-day leadership and project management retreat programs that will be offered in this fall/winter, along with marketing support.



**FIRST NATION TOURISM PROGRAM**  
\$5,000 & Marketing Support  
Development of a training program, hosted by the Aauuknuk Lodge, designed to prepare local youth and adults to become community ambassadors and learn new skills to work in First Nation tourism.

## Local training

The NEST coordinated two additional training opportunities for local organizations including: Transitioning Under the Societies Act (lawyer Margaret Mason) and Program Evaluation workshop (Social Planning & Research Council of BC).

## Jobs supported

### DIRECT – 9 TOTAL

1 full-time, year-round  
Education Coordinator

4 part-time marketing positions

1 temporary, part-time high school  
outdoor education program assistant

1 full-time, then part-time,  
temporary Coordinator at  
Raincoast Education Society

1 temporary, part-time position  
to develop a new, outreaching  
leadership retreat

1 temporary, part-time position  
to develop/host a First Nation  
Tourism training program

### INDIRECT – 1,292 TOTAL

We estimate the NEST supports 2 indirect jobs per event or course that is listed on the website, one position to coordinate and one to deliver each education program.

Visiting learners also create demand for service jobs including retail, transportation, accommodation, food and beverage, recreation and leisure, cleaning, event planning, and travel agency services.



## Marketing

The NEST website, social media platforms, and other marketing efforts have demonstrated measurable growth in expanding education tourism in the region. These marketing services are carried out at no cost to our Regional Partners. Highlights include:

EVENTS AND COURSE LISTINGS – 153 course listings and 493 event listings

SOCIAL MEDIA PLATFORMS – 1,100 Instagram followers in our first year along with a steadily climbing presence on Facebook and Twitter

SOCIAL CAMPAIGNS – Trialled 2 successful campaigns between July and September 2017 yielding a total of 812 link clicks coming through the campaign, at a very efficient average Cost per Link Clicks of \$0.83

GOOGLE ADWORDS CAMPAIGN – West Coast NEST qualified for the Google Ad Grant in 2017, and again in 2018. The Ad Grant spend in 2017 was \$2,076, and is projected to be \$5,000-\$6,000 in 2018. Overall, most conversions came through the Outdoor Education campaign during the timeframe of June 1 to December 31, 2017. This campaign also generated the highest CTR.

Top Performing Non-Branded Keywords were 'Learning in the outdoors', 'Outdoor ed activities' and 'BC outdoor education'.

153 COURSES  
493 EVENTS  
1,100  
INSTAGRAM  
FOLLOWERS



GOOGLE ANALYTICS – Over the year, there has been an increase in the number of users searching organically for West Coast NEST. However, it should be noted that analytics show that paid channels such as our use of the Google Cost Per Click Ad Grant and Facebook attributed to the majority of the overall conversions on the website.

> Gender: 64.4% Female (1509), 35.57% Male (833) > Age: 25-34 (876), 35-44 (906), 45-54 (671)

> Geography: Majority of the traffic coming from Canada (79%); then US (10%)

> Cities: Vancouver, Ucluelet, Victoria, Calgary, Kingston, Colwood, Nanaimo, Surrey and Toronto

COMMUNITY PRESENCE – In addition to NEST collateral and over 100 event calendars being posted throughout the region, ongoing networking with DMOs and hospitality services is a priority.

> Education Fairs – Promoted education organizations and education tourism in our region by connecting with teachers at three exhibits.

> BC Council for International Education Summer Conference (Kelowna, June 18-20, 300 participants)

> BC Field Trips Fair (Richmond, September 25, 600 participants)

> Provincial Specialist Association Superconference (Vancouver, October 20-21, 6000 participants)

West Coast N.E.S.T, 316 Main Street, Tofino, British Columbia V0R 2Z0 T: 250-725-2219

[visitwestcoastnest.org](http://visitwestcoastnest.org)

   /westcoastnest





## EMIL ANDERSON CONSTRUCTION (EAC) INC.

July 27, 2018

**Re: Hwy 4 Kennedy Hill Safety Improvements  
Traffic Interruptions Update**

Dear Highway 4 travelers,

Here is another update on what to expect over the next few weeks at our jobsite, located 14km east of the Tofino/Ucluelet junction on Highway 4. Please note that the schedule has changed for **28-July to 2-August** in that there will no longer be night-time closures for these days.

Date		Road Status
27-Jul	Friday	Road closed 5AM to 7AM  Expect up to 30 minute delays from 7AM to 5PM
28-Jul	Saturday	
29-Jul	Sunday	
30-Jul	Monday	
31-Jul	Tuesday	
01-Aug	Wednesday	
02-Aug	Thursday	
03-Aug	Friday	No delays
04-Aug	Saturday	
05-Aug	Sunday	
06-Aug	Monday	
07-Aug	Tuesday	
08-Aug	Wednesday	Road Closed between the following times: 1AM to 4AM 5AM to 7AM 10PM to 12AM Expect up to 30 minute delays at all other times, day and night  *No 10PM to 12AM closure on Friday 10-August.
09-Aug	Thursday	
10-Aug	Friday*	
11-Aug	Saturday	
12-Aug	Sunday	
13-Aug	Monday	
14-Aug	Tuesday	
15-Aug	Wednesday	
16-Aug	Thursday	



EMIL ANDERSON CONSTRUCTION (EAC) INC.

17-Aug	Friday	No closures
18-Aug	Saturday	
19-Aug	Sunday	
20-Aug	Monday	

There is also a traffic advisory hotline which will provide detailed and up-to-date information to help plan your trip. The number is: **1 855 451-7152**.

Information will also be posted on electronic message boards at either ends of the project and along the Hwy 4 corridor between the west coast and Hwy 19 as well as information posted to **DriveBC.ca**. For your own safety, it is imperative you respect all construction signage, and stay well clear of any equipment.

We apologize for any inconveniences as a result of this project, but hope you understand that we are working towards a safer highway for all of us.

Further project information is available on the Ministry's project website at [www.gov.bc.ca/highway4kennedyhill](http://www.gov.bc.ca/highway4kennedyhill). Should you have any questions or concerns, you can leave a message on the traffic advisory hotline at 1 855 451-7152.

Sincerely,

Emil Anderson Construction (EAC) Inc.

David Gourlay  
EAC Project Coordinator

---

**Subject:** Health Canada Launches Public Consultations on Proposed Approach to Cost Recovery for the Regulation of Cannabis

**Importance:** High

**From:** CPAB\_BC\_Communications\_CB

**Sent:** July-12-18 12:28 PM

**Subject:** Health Canada News Release: Health Canada Launches Public Consultations on Proposed Approach to Cost Recovery for the Regulation of Cannabis



Health Canada Santé Canada

## News Release

### [Health Canada Launches Public Consultations on Proposed Approach to Cost Recovery for the Regulation of Cannabis](http://bit.ly/pc-can-bc-e) (<http://bit.ly/pc-can-bc-e>)

The proposed approach to cost recovery is outlined in the consultation paper [Proposed Approach to Cost Recovery for the Regulation of Cannabis](http://bit.ly/cons-cr-bc-e). (<http://bit.ly/cons-cr-bc-e>)

All Canadians and interested stakeholders are invited to share their views on the [proposed regulatory approach online](http://bit.ly/prop-cr-bc-e) until **August 13, 2018**. Health Canada welcomes written submissions or input provided online. (<http://bit.ly/prop-cr-bc-e>)

We hope this information and related link will be useful to you.

If you do not wish to receive these health-related messages, please let us know in your reply to this e-mail.

Thank you.

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Communications and Public Affairs Branch  
Health Canada - British Columbia Region / Government of Canada  
Health Canada-Santé Canada Communications BC - [CB@hc-sc.gc.ca](mailto:CB@hc-sc.gc.ca)

Direction générale des communications et des affaires publiques  
Santé Canada - Région de la Colombie-Britannique / Gouvernement du Canada  
Health Canada-Santé Canada Communications BC - [CB@hc-sc.gc.ca](mailto:CB@hc-sc.gc.ca)



Government of Canada

Gouvernement du Canada

Canada





## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 7, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 0640-30

**SUBJECT:** QUARTERLY PROJECTS UPDATE – 2<sup>ND</sup> QUARTER 2018

**REPORT NO:** 18-76

**ATTACHMENT(S):** APPENDIX A – 2018 QUARTERLY PROJECT STATUS REPORT TABLE

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

1. **THAT** Council receives this 2018 Q2 update on the progress of budgeted Staff projects.

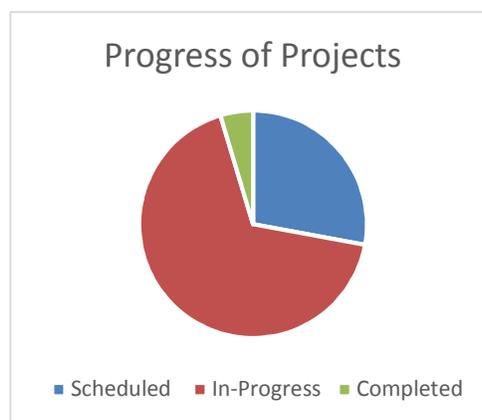
### **PURPOSE:**

The purpose of this report is to provide a quarterly update to Council on the progress of key projects that were budgeted for in the 2018 District of Ucluelet Budget.

### **BACKGROUND:**

Staff are pleased to provide this second quarterly update on the status of departmental projects for 2018 (**Appendix A**).

**Table 1** below provides a summary of the 2018 projects that have been Scheduled, are In-Progress, and Completed.



**Table 1: 2<sup>nd</sup> Quarter 2018 Status of Departmental Actions.**

Department	Planning	Parks and Recreation	Public Works	Admin/ Finance	Fire-Emerg Services	Totals
<b>Scheduled</b>	1	2	6	2	1	<b>12</b>
<b>In-Progress</b>	4	8	9	3	5	<b>29</b>
<b>Completed</b>	0	1	0	0	1	<b>2</b>

### **FINANCIAL IMPACTS:**

Departments have provided an update on the financial status for projects in **Appendix A**.

**Respectfully submitted:**

Mark Boysen, Chief Administrative Officer



## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 7, 2018

### 2018 Departmental Priorities Workplan – Q2 Update

<b>Planning</b>				
<b>Project</b>	<b>Budget</b>	<b>Actuals</b>	<b>Completion Status</b>	<b>Comments</b>
Cedar Road Tourism Hub – Design & Engineering	\$7,500	\$2,711	40%	Preliminary design and cost estimates complete and under review.
Cedar Road Survey & Design (Bay to Main)	\$8,000	\$0	5%	Consultant engaged, currently coordinating design work for Main Street improvements w/ MoTI.
Official Community Plan Update	\$39,910	\$16,736	75%	Preparation of draft OCP document and mapping is underway.
Development Cost Charges Bylaw Update	\$21,500	\$2,000	15%	Consultant work initiated on background, options and strategy. Workshop w/ staff to gather data scheduled for fall. Staff analysis of growth projections and infrastructure underway.
Subdivision and Development Servicing Bylaw Updates	\$25,000	\$0	0%	Fall 2018.

APPENDIX "A"

<b>Parks and Recreation</b>				
<b>Project</b>	<b>Budget</b>	<b>Actuals</b>	<b>Completion Status</b>	<b>Comments</b>
Amphitrite House Building Improvements	\$70,000	\$0	25%	Contractor hired for overall concept design of the entire location including the house. Further public input to commence this fall.
Wild Pacific Trail - Spring Cove	\$75,000	\$0	25%	Signed MOU with WPTS. Nesting scan to be completed no more than 5 days prior to start of construction. Start mid to late August.
Big Beach Accessibility Project	\$40,000	\$0	20%	Developing plan and design. On hold until fall for design.
Age Friendly Resource Hub	\$18,030	\$14,000	100%	Completed.
St. Jacques Playground	\$63,750	\$5,205	30%	In progress with contractor. To be completed September 30, 2018.
UCC Energy Upgrades	\$20,000	\$0	0%	Fall project.
Beach Improvements	\$13,200	\$0	0%	RMI 2019 project.
Chamber Office Public Washroom	\$7,000	\$0	20%	Waiting on doors for project. Contractor to complete fall 2018.
Banner Program	\$10,000	\$6,800	60%	Banner poles to be installed this fall. Report to Council on placement for September meeting.
Youth Program	\$9,300	\$1,270	40%	Programming begun. Completion will be December 2018.
Alder Road Waterfront Project	\$4,600	\$0	40%	Final spraying for knotweed has occurred. Final clearing of debris and laying of top soil and seeding to be completed by end of August.

APPENDIX "A"

<b>Public Works</b>				
<b>Project</b>	<b>Budget</b>	<b>Actuals</b>	<b>Completion Status</b>	<b>Comments</b>
Marine Drive WPT Connector	\$180,000	\$5,000	15%	Design work complete/clearing and grubbing.
Cedar Road Tourism Hub – Construction	\$150,000	\$0	0%	Planning stage.
Storm Drain Upgrade (Cedar and Bay)	\$50,000	\$0	0%	Not started/ this work will be part of the community hub parking lot .
<b>WATER</b>				
Kennedy Lake Water Supply Design	\$220,000	\$65,000	60%	Draft report completed under review.
Matterson Reservoir Upgrade	\$130,000	\$4000	15%	Contract awarded / September start.
Well Upgrade (ST-4)	\$80,000	\$4500	15%	Contract awarded / August start.
SCADA – Water System	\$35,000	\$2000	10%	Design work underway/fall implementation.
Highway Water Reservoir Check Valve	\$35,000	\$0	0%	Fall implementation.
Matterson Reservoir Interconnection	\$15,000	\$0	0%	Paving outstanding.
Water Conservation Program	\$10,000	\$0	50%	Launched low-flow toilet promotion w/ Co-op.
<b>SEWER</b>				
Lagoon Rebuild Completion	\$350,000	\$40,000	20%	Currently underway: VFD controls, flow meter, electrical. Fall implementation
Bay Street Lift Station Upgrade	\$310,000	\$5000	15%	Contract awarded / September start.
Sewer Master Plan	\$40,000	\$0	0%	Fall implementation.
Peninsula Road Manhole Install	\$40,000	\$0	0%	Design work complete/fall implementation.
SCADA – Sewer System	\$32,000	\$2000	10%	Design work underway /fall implementation.

APPENDIX "A"

<b>Administration and Finance</b>				
<b>Project</b>	<b>Budget</b>	<b>Actuals</b>	<b>Completion Status</b>	<b>Comments</b>
Asset Management Implementation	\$59,450	\$50,785	60%	Software implemented, data upload and staff training underway. Staff starting to use "calls for service" function.
Records Management System	\$29,000	\$0	0%	Contractor or temporary position under development. Destruction of old records to begin Fall 2018.
Health Care Building Feasibility	\$30,000	\$0	0%	Propose engaging with architect to develop preliminary design options.
Budget Software Implementation	\$30,000	\$25	30%	Budget software selected. Implementation has started. (actuals will show next quarter)
IT/Computer/Office Upgrades	\$16,800	\$5,012	30%	Computer replacements have been initiated by IT contactor.

APPENDIX "A"

<b>Fire and Emergency Services</b>				
<b>Project</b>	<b>Budget</b>	<b>Actuals</b>	<b>Completion Status</b>	<b>Comments</b>
Tsunami Kiosk Stations	\$63,600	\$10,000	30%	Pilot kiosk structure built. Components under development with contractors.
Emergency Operations Centre Kits and Training	\$30,000	\$0	10%	Training dates secured, kits ordered.
Emergency Social Services Kits and Training	\$20,300	\$0	10%	Training dates secured.
Volunteer Fire Department Turnout Gear	\$9,600	\$0	10%	Fire Chief reviewing order options. Awaiting claim application for potential additional funds.
New Fire Truck Equipment	\$5,500	\$0	10%	Fire Chief reviewing order options.
Recovery Plan	\$2,000	\$0	0%	Will be integrated into the update of the Emergency Plan.
Electric Vehicle DC Fast-Charging Station	No Cost	No Cost	100%	DC Fast Charging Station installed and operational. Finalizing media communications with BC Hydro.



## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 7, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** WARREN CANNON, SUPERINTENDENT OF PUBLIC WORKS  
BARBARA MILLAR, MANAGER OF FINANCE

**FILE NO:** 5600-03

**SUBJECT:** COMMERCIAL WATER METER UPDATE

**REPORT NO:** 18-77

**ATTACHMENT(S):** NONE

---

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

1. **THAT** Council receive the Commercial Water Meter Update report for information.

### **PURPOSE:**

The purpose of this report is to update Council with the status of the conversion of all flat rate commercial customers to water metered customers.

### **SUMMARY:**

In 2015, District Staff undertook the process to compel all remaining commercial flat rate customers to convert to water meters as per section 48 – 57 of the Waterworks Regulation & Charges Bylaw No. 1136, 2011. To date, this project has a 96% success rate.

### **BACKGROUND:**

Meter installation for commercial buildings has been required for several years. However, several older commercial properties did not have meters installed on site and were charged using the flat water and sewer schedule. Property class classification was the criteria used to identify flat rate commercial users. Information letters were sent in the spring of 2015. Over the following 18 months, 96% of the commercial properties had installed meters. The few accounts which remain outstanding are due to unique infrastructure challenges for meter installation. These property owners continue to work with District Staff to resolve these issues.

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

The remaining flat rate commercial users are working cooperatively with the Public Works department to achieve compliance.

**FINANCIAL IMPACTS:**

Conversion to flat rate water rates has resulted in lower annual bills for the commercial properties. Billing rates are based on water consumption and sewage output.

The District of Ucluelet Staff are currently working with Econics Inc. and their Waterworth software program which will provide a complete analysis of current water and sewer rates. Once the Waterworth data upload and analysis is complete, recommendations can then be made to Council regarding flat and metered water and sewer rates for 2019.

**POLICY OR LEGISLATIVE IMPACTS:**

The recommendations to Council regarding updated water rates for 2019 will require a future update to the Fees and Charges Bylaw No. 1186, 2016. This information will come to Council at the end of 2018.

**OPTIONS REVIEW:**

1. THAT Council receive the Commercial Water Meter Update report for information.  
**(Recommended)**
2. THAT Council provide alternative direction to staff.

**Respectfully submitted:** Warren Cannon, Superintendent of Public Works  
Barbara Millar, Manager of Finance  
Mark Boysen, Chief Administrative Officer



## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 7, 2018

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 0540-50

**SUBJECT:** BARKLEY COMMUNITY FOREST COMMUNITY SURVEY RESULTS

**REPORT NO:** 18-78

**ATTACHMENT(S):** BARKLEY COMMUNITY FOREST FUNDS SURVEY DETAILED RESULTS

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

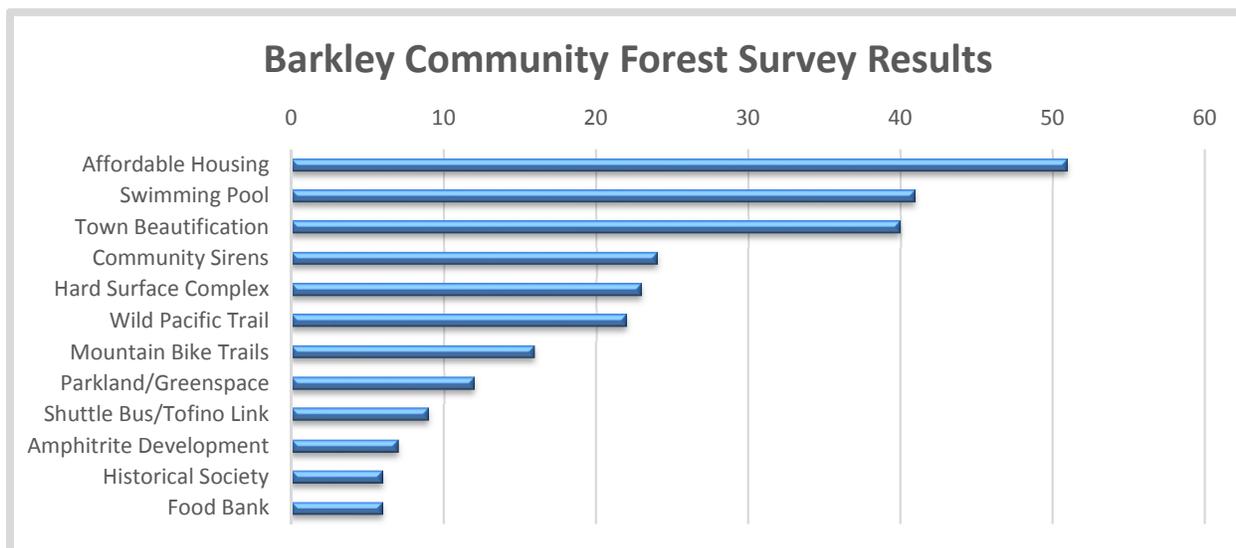
1. **THAT** Council receives the Barkley Community Forest funds survey results; and
2. **THAT** Council directs staff to integrate the results of the Barkley Community Forest funds survey into the District's 2019 5-Year financial planning process.

### **PURPOSE:**

The purpose of this report is to share the results of the District of Ucluelet's public survey that was posted from June 8 to June 22. The survey sought community input on how to best use the recent income received from the operation of the Barkley Community Forest.

### **BACKGROUND:**

The chart below presents the results collected from the 181 residents that completed the survey. The survey simply asked, "What do you think is the best use of the Barkley Community Forest Funds for the Ucluelet community?"



The community forest is a partnership between the Toquaht Nation and the District of Ucluelet. On June 27<sup>th</sup>, each partner received a second \$500,000 dividend, bringing the total 2018 income to \$1 million.

**FINANCIAL IMPACTS:**

Staff request that this information be submitted for consideration into the District's 2019 5-Year financial planning process.

**OPTIONS REVIEW:**

1. **THAT** Council receives the Barkley Community Forest funds survey results.  
**(Recommended)**
2. **THAT** Council directs staff to integrate the results of the Barkley Community Forest funds survey into the District's 2019 5-Year financial planning process.  
**(Recommended)**
3. THAT Council provide alternative direction to staff.

**Respectfully submitted:**

Mark Boysen, Chief Administrative Officer

**Q1 What do you think is the best use of the Barkley Community Forest Funds for the Ucluelet community? Examples of potential projects that we have heard from the community include: Affordable Housing Fund; Amphitrite Lands Development; Community Emergency Sirens; Community Swimming Pool; Economic Development Fund; Food Bank Building; Hard Surface Sports Complex; Pedestrian Pathway Improvements; Transportation Link to Airport/Tofino; Wild Pacific Trail Projects.**

Answered: 181 Skipped: 0

#	RESPONSES	DATE
1	1. Sewer line to Amphitrite 2. Preserve Old Growth Forests & Heritage trees - Parkland especially near Wild Pacific Trail 3. Invest in education tourism with land and services, next big economic generator! 4. Electric shuttle - continuously looping the town out to wild pacific trailheads. Will lower demand for parking which eats up green space. "By donation" cost to encourage use. 5. Use sustainable logging in community forest to create jobs forever; NOT clear cut and present Old Growth habitat via helicopter selective cuts. Trails to beautiful areas and source value added economy to increase the benefit of every tree taken (First Nations poles/canoes; carvers; music wood, mill wood, No raw log export)	6/22/2018 3:20 PM
2	1. Van - shuttle bus for seniors, youth and kid programs. 2. Sewer line at Seaplane Base Road 3. Upgrades and maintenance for the UAC Hall & Rec Hall 4. Beautification of main roads in Ucluelet (ex. communities in bloom program, more benches, sitting areas for the public)	6/22/2018 3:15 PM
3	Historical society building maybe UAC Hall (ask previous members) or Lighthouse Building	6/22/2018 3:13 PM
4	- focus money spent on locals NOT tourists - use money to create green space i.e. buy lots around skate park to create parkland - plant trees i.e. big beach - sponsor environmental education (high school bursary?) - sponsor speaker series i.e. talks on impacts of logging on ecosystems, how logging destroys the interconnectedness of a mature forest community	6/22/2018 3:12 PM
5	1. WPT Projects see Amphitrite (2) 2. Amphitrite Land Development - great opportunity to expand visitor experience. 3. Pay off debt. 4. Housing for workers?	6/22/2018 3:09 PM
6	Affordable housing	6/22/2018 11:22 AM
7	Consideration to the Ucluelet and Area Historical Society would a good choice. For years the Society has struggled to find adequate housing for their artifacts plus an appropriate area to catalogue these articles. Recently we toured the old church in Parksville that has been made in a museum and holds many artifacts, history and information of the area, Ucluelet could do the same by using the Ucluelet Athletic Hall which is already a historical building. Ucluelet should be very proud of the few volunteers that work extremely hard to maintain the history of the west coast area.	6/22/2018 10:52 AM
8	Habitat restoration Community swimming pool	6/22/2018 10:02 AM
9	Watershed restoration in areas where Barkley Community Forest has been harvesting is most important - can't take and not give back. Also, removal of the causeway between Helen Road and Hyphocus Island to restore eel grass beds.	6/22/2018 9:47 AM
10	Affordable housing fund.	6/21/2018 11:43 PM
11	Finish the park/kayak access at Alder and Eber.	6/21/2018 9:28 PM
12	Pay down the Million Dollar loan to finish the Community Centre. You know...that Million Dollars that was borrowed because it was "money in the bank", to be paid by the Wyndansea Development.	6/21/2018 5:50 PM

13	Complete a business plan to increase the size of the community tenures to include lands in Clayquout (ie Kennedy Flats and Kennedy River TFL and FL lands) - increase volume of wood available to Kennedy DLS Partner with Tla o qui aht FN Develop the Community Forest Centre at the junction in conjunction with Visitor Centre, Parks and Local FN's Do a Subregional Plan for Clayoquot Barkley to identify opportunities for forestry, recreation, parks don't use money to build assets that will require annual funds to keep going that the community does not have - use funds to help grow the long term business opportunities	6/21/2018 5:01 PM
14	Affordable housing	6/21/2018 4:49 PM
15	Habitat restoration via the removal of the causeway between Helen Rd. and Hyphocus Isl.	6/21/2018 3:17 PM
16	Habitat Restoration. When revenues are derived from resource extraction and habitat degradation a portion should be put back into that watershed to ensure the process is sustainable. 1. Chenatha (Twin Rivers) Habitat Restoration 2. Hyphocus Island Causeway Removal	6/21/2018 3:09 PM
17	Wild Pacific Trail Projects	6/21/2018 12:10 PM
18	Affordable housing and tsunami sirens/better program	6/21/2018 12:04 PM
19	I would like to see the money going towards the multiplex (children need recreational activities) or towards a better medical facility in Ucluelet	6/21/2018 11:42 AM
20	I think it is important to utilize the funds to address current needs, as well as provide an ongoing source of funds to address future needs. In the short term, I support increasing the District's grants-in-aid funding, funding for local recreation assets, and creation of an economic development fund to implement the current ec dev plan through strategic partnerships. I also recommend that a portion of the funds be set aside to create a "Ucluelet Community Fund" at the CBT. This fund could be added to each year with a portion of the incoming forestry revenue (suggesting 20-30%). The income from this new endowment would be returned directly to the District of Ucluelet to support future priorities (for example, to enhance as the grants-in-aid or recreation budget). Alternatively, the CBT could utilize income from the Ucluelet Community Fund to match CBT funding for Ucluelet projects. This endowment approach would create a lasting legacy for the BCFC funds ensuring that the profit generated today supports Ucluelet in perpetuity.	6/21/2018 10:53 AM
21	Hard Surface Sports Complex	6/21/2018 10:17 AM
22	Community swimming pool Sirens Amphitrite lands development	6/21/2018 9:09 AM
23	Improve the visual infrastructure, roads and sidewalks, (Ucluelet looks tired) redesign Peninsula and Main intersection. do not spend the money on social issues, that is Provincial and Federal issues	6/21/2018 9:08 AM
24	affordable housing, sirens	6/21/2018 8:52 AM
25	Swimming pool	6/21/2018 8:45 AM
26	Swimming facilities	6/21/2018 8:44 AM
27	Pool	6/21/2018 8:43 AM
28	Swimming pool	6/21/2018 8:43 AM
29	Pool	6/21/2018 8:42 AM
30	Swimming pool	6/21/2018 8:42 AM
31	These are all great projects but the fundamental problem is there are no public toilet facilities in the Center of town that are open during the day and evenings which is totally unacceptable in a tourist town , could go on as to why this is a problem but I do think it's self evident	6/21/2018 8:24 AM
32	Hard Surface Sports Complex, Community Emergency Sirens	6/21/2018 8:03 AM
33	To cold for swimming pool, pedestrian pathway	6/21/2018 6:50 AM
34	transport links to Tofino, airport and Port Alberni. Community swimming pool, maybe at the present UCC	6/21/2018 6:49 AM
35	Affordable housing, pedestrian improvements, traffic improvements	6/21/2018 6:19 AM
36	Affordable housing fund.	6/20/2018 10:56 PM

37	Safety First! Community emergency sirens should be everyone's first priority. We have a duty to mitigate the risk of tsunami loss of life to all residents and visitors alike. After that my vote would for a community pool. I love the idea of swimming lessons as part of primary and secondary physical education programs since we live so close to water.	6/20/2018 10:12 PM
38	Community swimming pool can benefit all ages - youth to senior and can foster community cohesiveness (thinking of community pool traditions in countries like Iceland). But help with affordable housing may be more urgent...	6/20/2018 9:29 PM
39	Affordable housing	6/20/2018 7:59 PM
40	Build an arena in Ucluelet. The dream of building it in conjunction with Tofino has been discussed for all of our 20 years in this town. Time to make it a reality. Just imagine concerts being held, conferences, trade shows, tournaments for almost every type of sport you can imagine.	6/20/2018 7:57 PM
41	1st and most importantly affordable housing!! 2nd a proper sports/community hall. Yes where we can do activities in, like basketball, floor hockey etc.	6/20/2018 7:46 PM
42	Wild Pacific trail	6/20/2018 7:28 PM
43	Develop a new neighbourhood, in the woods, for affordable housing (mainly starter homes, with a light foot-print, in harmony with our natural surroundings) - for locals only. Also develop more trails - especially for biking (for all levels, family friendly) and in the mountains.	6/20/2018 7:22 PM
44	Community Swimming Pool	6/20/2018 7:18 PM
45	Pool we need a pool everyone will use this	6/20/2018 7:18 PM
46	Museum building for the Ucluelet Historical Society	6/20/2018 6:32 PM
47	Expand the wild pacific trail to include the inlet side. Also join it from the wydnsea/inno land to the long beach trail.	6/20/2018 6:23 PM
48	Affordable housing	6/20/2018 6:20 PM
49	Affordable Housing, Food Bank, Educational programs on forest conservation linked to managing the community forest for values other than timber extraction	6/20/2018 6:10 PM
50	A proper fire extinguisher for every residence. A disc golf course!	6/20/2018 5:52 PM
51	Community Swimming Pool	6/20/2018 5:39 PM
52	Trails near water tower, recreational trails in community forest, a pool, or sidewalks	6/20/2018 5:09 PM
53	THE EXPANSION OF THE PARK NEXT TO DISTRICT HALL. SHOULD BE TRIPLE THE SIZE. SHOULD BE LIKE STEVESTON PARK in Richmond (another fishing village). The have old TUG BOATS for kids to play in and has become a MAJOR central core hub (like Tofino has). Not only would this be a huge hit for Families, but our SUNDAY MARKET would benefit huge. Would love to see a Business / Government co sponsored development (much like how the Aquarium Tanks are sponsored by local businesses).	6/20/2018 5:08 PM
54	Restore the creek at big beach which passes under marine drive. It's a culvert right ,but a bridge in its place would be much nicer and restore the natural habitat to the area . Who knows, maybe some Solomon would spawn there again?	6/20/2018 5:07 PM
55	Road improvements from ucluelet to Salmon Beach.	6/20/2018 5:05 PM
56	Affordable housing fund, mountain bike trail network	6/20/2018 4:49 PM
57	Surface sports complex and improved pedestrian pathways and bikeways	6/20/2018 4:47 PM
58	District infrastructure (roads, side walks, etc.)	6/20/2018 4:38 PM
59	Affordable Rental Housing	6/20/2018 4:35 PM
60	Hard surface sports complex; community hot tub; multi-company staff accommodations; emergency sirens	6/20/2018 4:34 PM
61	Pedestrian Pathway, especially a look at the Marine Drive hill. With its blind hill and corners, one takes a chance either coming over past Edwards or rounding the corner at the bottom with trees blocking the eastward view.	6/20/2018 4:34 PM
62	Sidewalks or pathways on Helen Road, Bay Street, Larch Road.	6/20/2018 4:30 PM
63	HOUSING!	6/20/2018 4:25 PM

64	1. Sustainable Management of Community Forest 2. Community Swimming Pool 3. Economic Development Fund	6/20/2018 1:04 PM
65	hard surface sports complex	6/19/2018 8:59 PM
66	Outdoor Fitness Track/ Adult outdoor fitness	6/19/2018 8:58 PM
67	Affordable housing/staff accommodation for local businesses. Pedestrian pathway improvement.	6/19/2018 4:30 PM
68	Swimming pool	6/19/2018 3:54 PM
69	Tax credit to home owners. Return on investment for financing the Community Forest initially.	6/19/2018 3:22 PM
70	Mountain Biking trails to bring more tourists to our side of the peninsula and all year round	6/19/2018 1:22 PM
71	By self loader logging trucks and other equipment to harvest the wood and keep it in the community. Train locals and give them jobs. Dont contract to companies like WFP that just hire out of town gypos.	6/19/2018 12:58 PM
72	housing, food for all, sirens, foodbank building, wild pacific trail. absolutely NO pay for use projects ie:pool, transportation. Please use these funds for "the greater good" of our community and people.	6/19/2018 11:23 AM
73	Improving/making side walks and roads like Tofino has been doing in their downtown core.	6/19/2018 10:01 AM
74	Wild Pacific Trail Development. Also, we should look at using the community forest for tourism (eg: bike and walking trails) rather than logging it. Funds from past logging could go towards this.	6/19/2018 9:59 AM
75	Rebuild Peninsula road with proper lane width and curbs annd sidewalks on each side. Make the town look lie the street wasnt an afterthought	6/19/2018 9:32 AM
76	Affordable Housing fund. Traffic calming and improvement (eg Main and Peninsula). Parking lot/retail on Main by Crowsnest.	6/19/2018 9:21 AM
77	I think we need to focus on needs first. Is our water situation fixed? Everyone needs clean water! After that, shelter and food. I love the Wild Pacific Trail and that would be my favourite recreational cause, but recreation needs to take a back seat to the basics.	6/19/2018 9:16 AM
78	Where to start? Affordable housing is definitely a priority. A community swimming pool will benefit everyone from teaching how to be strong swimmers to low impact exercise for the injured and aged. Also year round activity. A larger airport to help with travel off the island, further than Vancouver would benefit the community. And we definitely NEED a better equipped emergency siren!	6/19/2018 9:04 AM
79	Transportation links Pedestrian pathways in main shopping areas	6/19/2018 8:59 AM
80	Community Swimming Pool; Food Bank Building; Emergency Sirens; Amphitrite Lands Development.	6/19/2018 8:56 AM
81	Community emergency sirens	6/19/2018 7:46 AM
82	1)Safety first - Community Emergency Sirens 2)Hard surface sports complex - indoor recreation is important to our rainy community. Having a healthy space for this is important. The SeaPlane Base is currently being used for recreation and the condition is appalling. 3)Pedestrian pathway improvement from Windsor to Gray Whale deli, the section in front of Petro Can,and the area on Peninsula directly in front of both schools. These sections of walkway/bike path are very unsafe. 4) Some money directed towards the Amphitrite lands project but this should mainly be funded by user groups and/or grants/loans from other sources.	6/19/2018 1:17 AM
83	Community Emergency Sirens; Improve our main street - beautification; A Visitor's Centre at the Amphitrite Lighthouse - perhaps along with a museum; shuttle bus service on Peninsula Rd from Ancient Cedars to the Lighthouse - perhaps only Friday through Sunday to start and limited hours.	6/18/2018 2:44 PM
84	Don't wait for Tofino. Build an arena and a pool.	6/18/2018 7:28 AM
85	Subsidize property taxes or infrastructure upgrades (sewer/ water/ street improvements)	6/15/2018 12:48 PM
86	This project was conceived to benefit Ucluelet, we need to improve the basic infastructure such as roads and sidewalks, I suggest that you start with rebuilding Marine drive and install a proper sidewalk. If not that, then Peninsula road, we need to improve the appearance of Ucluelet, do not waste the money on social issues, that is for the province to handle, your job is to take care of water, sewer and roads, and municipal planning.	6/13/2018 1:48 PM
87	Swimming pool	6/13/2018 3:15 AM

88	Mountain bike trails/park	6/12/2018 11:14 PM
89	Housing that supports seasonal workers BMX track (like Nanaimo!) Funding for teen programs-our teens are feeling the lack of programming	6/12/2018 7:59 PM
90	It would be amazing to have some mountain bike trails!	6/12/2018 7:58 PM
91	Mountain bike trails. We're a world class tourist destination, yet we don't have a single rideable bike trail. Tourists want it, kids want it...	6/12/2018 2:13 PM
92	improved parking , public toilets, marine drive side walk /wild pacific trail conector, ocean veiw parking lot ,	6/12/2018 7:39 AM
93	1. Tsunami sirens first and the food bank...everything else is a luxury	6/11/2018 11:11 PM
94	Emergency sirens, community walk ways,community swimming pool/ ice rink, undercover sports complex	6/11/2018 8:01 PM
95	Transportation Link to Airport/Tofino	6/11/2018 7:21 PM
96	affordable housing. . but also stop selling off properties. ftown is becoming overpopulated!!! drinking water is getting scarce.	6/11/2018 6:04 PM
97	Fix our roads! The condition of our roads is almost embarrassing at this point	6/11/2018 12:42 PM
98	affordable rental housing	6/11/2018 12:10 PM
99	Emergency sirens	6/10/2018 5:53 PM
100	Affordable housing fund	6/10/2018 3:19 PM
101	affordable long term rentals	6/10/2018 11:31 AM
102	Develop infrastructure to allow growth of the community and buy an air filling station for the fire department so they can have air to breathe while fighting fires	6/10/2018 10:58 AM
103	Quieting the fan motor on the heat pump at the community Center . All the above ideas are great too . Making sure the forest is replanted to regrow anew . Art installations within the town core by local artists.	6/10/2018 9:13 AM
104	Sports complex	6/10/2018 8:36 AM
105	A mountain bike trail network.	6/9/2018 11:00 PM
106	Pull up causeway on Helen road and put a bridge to Hyphocus Island so Spring Cove flush out properly like it used to.	6/9/2018 9:49 PM
107	Emergency sirens, affordable housing, transportation, path improvements	6/9/2018 1:18 PM
108	Sidewalks and swimming pool	6/9/2018 11:45 AM
109	Affordable apartments	6/9/2018 11:30 AM
110	Community Sirens for Emergencies and early warning systems.	6/9/2018 10:37 AM
111	The funds should be used for sustainable energy sources and infrastructure, such as solar,wind and ocean. Free ourselves from the fraudulent company of Hydro B.C.	6/9/2018 9:15 AM
112	Pool	6/9/2018 9:05 AM
113	Affordable housing, food bank, breakfast/lunch programs for schools, land for the Museum, anything for "the greater good" of our community to make sure the quality of living here is indeed quality for many, not just a few.	6/9/2018 8:35 AM
114	Mountain bike trail network	6/9/2018 8:28 AM
115	Mountain bike trails, tons of tourists come to this area with mountain bikes.	6/9/2018 8:04 AM
116	Pedestrian pathway improvements, main Street and peninsula improvements	6/9/2018 7:53 AM
117	food bank; Wild Pacific Trail; affordable housing	6/9/2018 7:42 AM
118	Affordable housing Pool	6/9/2018 7:26 AM
119	Investment in affordable housing for families	6/9/2018 6:45 AM
120	Swimming Pool and Ice rink complex	6/9/2018 6:32 AM

121	community emergency supplies, public education of wildlife and forest preservation, renewable energy forms such as wave and solar	6/8/2018 11:56 PM
122	Hard service sports complex	6/8/2018 11:32 PM
123	transportation link to airport/community	6/8/2018 11:18 PM
124	Affordable housing, transit to Tofino	6/8/2018 10:41 PM
125	Sports complex	6/8/2018 10:03 PM
126	Put fencing around the children's park by the district office. The parking lot there should be a green space connecting with the front lawn! And more swings and things for kids to play on! There isn't even enough for one family let alone a couple of friends with many small children to play on. 2 baby swings and 4 big swings would be great!	6/8/2018 9:49 PM
127	Community swimming pool	6/8/2018 9:19 PM
128	Mtn bike trails	6/8/2018 9:04 PM
129	Mountain bike trail network. There is an opportunity to use our temperate climate to bring people from the other parts of BC that do not get it. Surfing is a culture in BC but mountain biking is definitely bigger in BC.	6/8/2018 8:29 PM
130	Affordable housing, or community swimming pool.	6/8/2018 8:09 PM
131	Wild Pacific projects, sidewalk along Marine Drive to peninsula, swimming pool	6/8/2018 7:38 PM
132	Affordable housing! Hands down.	6/8/2018 7:30 PM
133	We need to update our sidewalks, crosswalks, better road signage/instruction. Our town looks awful as you drive in, we need to make it look more appealing	6/8/2018 6:59 PM
134	affordable housing fund	6/8/2018 6:39 PM
135	Affordable housing fund, Transportation link to airport/tofino	6/8/2018 6:25 PM
136	Weasel traps	6/8/2018 6:05 PM
137	Medical Center or replace the rec hall/uac hall.	6/8/2018 5:29 PM
138	Emergency preparedness and walking path upgrades	6/8/2018 4:50 PM
139	Enhance existing trail and alternative transportation routes. Outdoor community multi-use space. Special events, markets, weddings, community functions, etc.... Will need power and water.	6/8/2018 4:50 PM
140	Pedestrian pathway improvements, link to Tofino, and Wild Pacific Trail Projects	6/8/2018 4:42 PM
141	Community swimming pool -or- upgrades to the park next to the Ucluelet City Hall	6/8/2018 3:53 PM
142	Affordable long term rentals!!	6/8/2018 3:38 PM
143	Pool and sirens	6/8/2018 3:26 PM
144	Swimming pool/ ice arena	6/8/2018 3:18 PM
145	Affordable housing, mountain bike trail network.	6/8/2018 3:16 PM
146	Pedestrian pathway improvements	6/8/2018 2:24 PM
147	Either affordable housing, or safety improvements which could be better sidewalks, or an actual traffic light at peninsula and Main Street to reduce the risk to both pedestrians and motorists at that intersection. Or flashing lights at the elementary school to draw attention to the numerous speeding drivers. Basically it should be used in a way that helps solve a problem that affects residents rather than at improvements, such as a sports complex.	6/8/2018 2:23 PM
148	Museum Building for Ucluelet Historical Society materials	6/8/2018 2:09 PM
149	Affordable Housing Fund	6/8/2018 1:36 PM
150	Affordable housing, desperately need sidewalks repaired/redone. That should be something budgeted for not out of a special fund though.	6/8/2018 1:31 PM
151	Community swimming pool	6/8/2018 1:26 PM
152	Mountain bike trail network	6/8/2018 1:26 PM

153	Community beautification project. Turn our streets into gardens not the drab drive it is	6/8/2018 1:23 PM
154	100% Transportation Link to Airport/Tofino	6/8/2018 1:12 PM
155	Affordable housing	6/8/2018 1:08 PM
156	wild Pacific Trail extension north from the rocky bluffs trail	6/8/2018 12:50 PM
157	Sponsorship of affordable housing programs/housing purchases for placement into AH programs.	6/8/2018 12:48 PM
158	I feel there is a great opportunity to create a network of hiking and mountain biking trails. This would generate a year round economic boost to our community. The trail network would also be an amazing asset for the local population that love to explore the out doors.	6/8/2018 12:42 PM
159	\$500k goes away really fast... invest it into annuities/financial vehicles that pay dividends down the road. keep the principal invested and use the dividends to support projects. ie: Norway's Sovereign wealth fund = invested in stocks/bonds, now paying dividends.	6/8/2018 12:39 PM
160	Swimming pool	6/8/2018 12:39 PM
161	1. Emergency Sirens 2.Transportation 3. Affordable housing 4. Hard surface Sports complex w community pool 5. Amphitrite Lands development 6. Unless the Wild Pacific Trail is going through Wind and Sea; there are other projects more pressing	6/8/2018 12:30 PM
162	Purchase more park land - green space. Set up a Disk Golf Course. Fastest growing sport in the world and good for all ages and all abilities.	6/8/2018 12:29 PM
163	Hard to choose so my couple suggestions are Community swimming pool, bike pump track, mountain bike trails	6/8/2018 12:20 PM
164	1) Hard surface sports facility at the Tugwell field, to provide indoor sports gym, suitable for floor hockey, ball-hockey, roller-blade skating, indoor soccer, and other activities. Along with change rooms, showers, a concession facility, equipment storage. 2) Also, sidewalk improvements through-out town for safe walking for everyone; 3) A study on the location for a subsidised museum either at the old Light Keeper's House or elsewhere; 4) A study on the provision of a College / Education Facility in the old Coat Guard Building under the P1 zoning, for Canadian/Foreign students to learn various west-coast related programs from forestry, fishing, sustainability programs, etc. etc..	6/8/2018 12:16 PM
165	LED low light pollution street lights	6/8/2018 12:16 PM
166	1. Affordable Housing 2, Community Emergency Sirens	6/8/2018 12:14 PM
167	Wild Pacific Trail projects. We need to continue a strong focus on Ucluelet as a destination that will benefit all of us.	6/8/2018 12:14 PM
168	It would be helpful to know how much \$ we are talking about. Sidewalk improvements (not WPT) on main streets and fixing problem areas would be first. Economic Development next.	6/8/2018 12:09 PM
169	Pump track, pedestrian pathway improvements and re-pave Otter Street	6/8/2018 11:50 AM
170	Affordable housing fund swimming/sports complex	6/8/2018 11:47 AM
171	Sirens. And a community hub near the unused fields that could house the community in case of a tsunami	6/8/2018 11:40 AM
172	Adequate emergency safety equipment and protocols should not be an 'optional' service for the community. They should have already been in place.	6/8/2018 11:34 AM
173	Affordable Housing or towards a bridge to Hyphocus Island Taking away the causeway and making a wrong right	6/8/2018 11:33 AM
174	affordable housing	6/8/2018 11:31 AM
175	Economic Development Fund	6/8/2018 11:30 AM
176	It should be used for something related to keeping the community as natural and Eco friendly as possible. We can't compromise on the natural beauty of our home, for the chance to spend funds on something that will make our little community look like any other. Ucluelet is so lovely the way it is.	6/8/2018 11:30 AM
177	Economic Development Fund	6/8/2018 11:29 AM
178	Emergency sirens, community swimming pool, pedestrian pathway improvements	6/8/2018 11:28 AM

179	Wild Pacific Trail projects	6/8/2018 11:26 AM
180	great ideas, agree with sirens, pedestrian pathway improvements, wild pacfic trail projects. NOT A SWIMMING POOL OR COMPLEX!!	6/8/2018 11:24 AM
181	Affordable housing and a public swimming pool. It would also be nice to build a disc golf course and put a concrete or plywood wall up at the tennis court so you can hit a ball around by yourself	6/8/2018 11:21 AM



## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 7, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0510-20

**SUBJECT:** MIABC 2018 AGM DELEGATES AT UBCM

**REPORT NO:** 18-79

**ATTACHMENT(S):** NONE

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

1. **THAT** Council appoint the following delegate and alternates to vote on behalf of the District of Ucluelet's interests at the Municipal Insurance Association of BC's AGM taking place Tuesday, September 11, 2018: Voting Delegate - Mayor Dianne St. Jacques; Alternate #1 - Marilyn McEwen; and Alternate #2 - Randy Oliwa.

### **PURPOSE:**

The purpose of this report is to appoint one member of Council, and two alternates, to vote on behalf of the District of Ucluelet at the 2018 AGM for the Municipal Insurance Association of BC (MIABC).

### **BACKGROUND:**

The 31<sup>st</sup> Annual General Meeting of MIABC's members is scheduled to take place from 4:00 pm – 5:30 pm on Tuesday, September 11<sup>th</sup> at the Maury Young Arts Centre in Whistler.

MIABC is requesting a Council resolution to register a delegate and up to two alternates to vote on behalf of the District of Ucluelet's interest at this year's AGM. While all members of Council are welcome to attend the AGM, only one member will be able to vote on behalf of the District.

### **OPTIONS REVIEW:**

1. **THAT** Council appoint the following delegate and alternates to vote on behalf of the District of Ucluelet's interests at the Municipal Insurance Association of BC's AGM taking place Tuesday, September 11, 2018: Voting Delegate - Mayor Dianne St. Jacques; Alternate #1 - Marilyn McEwen; and Alternate #2 - Randy Oliwa.  
**(Recommended)**
2. THAT Council appoint other members of Council to serve as a voting delegate or alternate at MIABC's 2018 AGM.

**Respectfully submitted:**

Marlene Lagoa, Deputy Municipal Clerk

Abigail Fortune, Acting Chief Administrative Officer





## COUNCILLOR REPORT TO COUNCIL

Council Meeting: AUGUST 7, 2018

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** COUNCILLOR MAYCO NOEL

**FILE NO:** 0410-20

**SUBJECT:** MODERNIZATION OF UTILITY TAXATION

**REPORT NO:** 18-80

**ATTACHMENT(S):** SECTION 644 - LOCAL GOVERNMENT ACT

### MOTION:

1. **THAT** Council submit the following late resolution for consideration at the 2018 UBCM Convention:

**WHEREAS** Section 644(2) of the Local Government Act is intended to define the requirements of a 1% annual tax on utilities carrying on business in a municipality;

**AND WHEREAS** utility company services have expanded beyond electrical light, electric power, telephone, water, gas or television services to include internet and cellular services:

**THEREFORE BE IT RESOLVED** that the Province initiates the modernization of Section 644(2) of the Local Government Act to include internet and cellular services;

2. **THAT** Council send a letter to the Minister of Municipal Affairs & Housing; and
3. **THAT** Council send a letter to all UBCM member municipalities encouraging them to write to the Minister of Municipal Affairs & Housing.

### PURPOSE:

The purpose of this report is to seek Council's support in the District of Ucluelet advocating for the modernization of the 1% utility tax rate in the *Local Government Act* (LGA) to include internet and cellular services.

### BACKGROUND:

Section 644 of the LGA provides for the taxation of utility companies (attached as Appendix A). Sub-section 2 requires municipalities to tax utility companies at a rate of 1% on telephone or television services.

Staff have confirmed with a Telus representative that the 1% utility tax applies only to telephone land lines. Many households have replaced their land line telephone with a cellular phone, so while the utility company continues to offer a calling service it is not required to forward 1% of their revenue to municipalities.

Like the telephone, television subscriptions have also decreased due to the internet and online tv streaming services. Internet services are delivered to households using cable and wire – both of which are included in the LGA's definition of a utility company's "specified improvements". However, the legislation is completely silent on the revenue from internet services which are still largely provided by "traditional" telephone and television service providers.

The updating of the LGA to reflect advancements in technology and changes to utility companies' revenue streams is overdue. I would like Council to support my motion to send a resolution for modernizing the 1% utility tax rate to the 2018 UBCM Convention as well as sending a letter to all BC municipalities. Local municipalities are always struggling to find new revenue streams and it appears this is one revenue stream that has been forgotten.

**Respectfully submitted:**      Mayco Noel, Councillor

## APPENDIX A - Local Government Act (Excerpt)

### Taxation of utility company property

**644** (1) In this section:

**"specified improvement"** means an improvement of a utility company that is

- (a) a pole line, cable, tower, pole, wire, transformer, equipment, machinery, exchange equipment, main, pipe line or structure, other than a building,
- (b) erected or placed in, on or affixed to
  - (i) land in a municipality, or
  - (ii) a building, fixture or other structure in or on land in a municipality, and
- (c) used solely in the municipality or a group of adjoining municipalities by the company for local generation, transmission, distribution, manufacture or transportation of electricity, telephonic communication, water, gas or closed circuit television;

**"utility company"** means an electric light, electric power, telephone, water, gas or closed circuit television company.

(2) A utility company that is carrying on business in a municipality in which it has specified improvements must be taxed annually by the municipality at the rate of 1% as follows:

- (a) for a telephone or closed circuit television company, on the gross rentals received in the 2nd preceding year from its subscribers for telephone or television service located in the municipality, including telephone interexchange tolls for calls between exchanges in the municipality;
- (b) for any other utility company, on the amount received in the 2nd preceding year by the company for electric light, electric power, water or gas consumed in the municipality, other than amounts received for
  - (i) light, power or water supplied for resale,
  - (ii) gas supplied for the operation of motor vehicles fuelled by natural gas, or

(iii) gas supplied to any gas utility company, other than a government corporation as defined in the *Financial Administration Act* or a subsidiary of a government corporation.

(3) Tax under subsection (2) is subject to the same remedies and penalties as taxes under Part 7 [*Municipal Revenue*] of the *Community Charter*.

(4) A utility company liable to tax under subsection (2) must

- (a) by October 31 in each year, for the purpose of determining the tax payable in the next year, file with the collector a return of the revenue referred to in that subsection that was received in the preceding year, and
- (b) pay the tax imposed under subsection (2) in accordance with Division 10 [*Property Tax Due Dates and Tax Notices*] of Part 7 of the *Community Charter*.

(5) As an exception to subsections (2) and (4), in the case of a company to which this section applies for the first time in the municipality,

- (a) the company must pay the tax imposed under subsection (2) in the 2nd year of its operation on the basis of revenue earned in the first year, and
- (b) the report of revenue earned in the first year must be filed before May 8 of the 2nd year of operation.

(6) Tax imposed on a utility company under subsection (2) is in place of tax that might otherwise be imposed on the specified improvements under section 197 (1)

(a) [*municipal property taxes*] of the *Community Charter*, and taxes may not be imposed under that provision on the specified improvements although they may be imposed on those improvements under section 197 (1) (b) [*property taxes for other bodies*] of the *Community Charter*.

(7) For certainty, all land and improvements of a utility company in a municipality, other than specified improvements, are subject to tax under section 197 [*annual property tax bylaw*] of the *Community Charter*.



## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 7, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – JULY 2018

**REPORT NO:** 18-81

**ATTACHMENT(S):** APPENDIX A – JULY 2018 CHEQUE LISTING

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

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

**Respectfully submitted:** Marlene Lagoa, Deputy Municipal Clerk  
Abigail Fortune, Acting Chief Administrative Officer

Appendix A

District of Ucluelet  
Cheque Listing  
July 2018

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
027371	2	03/07/2018	OSB13	OSBORNE JAMIE	122325	DEPOSIT-BAND/UKEE DAYS	1500		1500	
027372	2	09/07/2018	ACE92	ACE COURIER SERVICES	24183993	SHIP TO LEVITT SAFETY	60.26		60.26	
027373	2	09/07/2018	AE500	ASSOCIATED ENGINEERING (B.C.) (LTD)	267773	KENNEDY LK PROJ# 2017-2163.000	39998.74		39998.74	
027374	2	09/07/2018	AG815	AG SURVEYS	18-116	WILD PACIFIC TRAIL SURVEY	1785		1785	
027375	2	09/07/2018	AGS11	AGS BUSINESS SYSTEMS INC	39971	05/29/18-06/28/18	691.06		691.06	
027376	2	09/07/2018	AI103	ACHINBACK INDUSTRIES AND FOUNDRY LTD	10049	THORNTON MEMORIAL PLAQUES	364.29		364.29	
027377	2	09/07/2018	ALS21	ALS CANADA LTD.	W646473	KENNEDY LAKE WATER SAMPLES	652.21		652.21	
027378	2	09/07/2018	CE004	CORPORATE EXPRESS CANADA INC	47825065	OFFICE SUPPLIES-UCC	222.28		222.28	
027379	2	09/07/2018	CK608	KASSLYN CONTRACTING	D625 D626	D625 D626	4698 6725.62		11423.62	
027380	2	09/07/2018	CN411	CITY OF NANAIMO	122329	UVFB-EXAM #4 FEES	603.75		603.75	
027381	2	09/07/2018	CUPE1	CUPE LOCAL #118	06/18	CUPE DUES-JUN/18	1480.72		1480.72	
027382	2	09/07/2018	DC001	DOLAN'S CONCRETE LTD.	UK44661 UP34049	SIDEWALK CONCRETE GRAVEL-PW	419.19 225.41		644.6	
027383	2	09/07/2018	DJ002	DRAESEKE JAN	122332	DRAESEKE-CHI GONG	149.56		149.56	
027384	2	09/07/2018	DWS54	DOGWASTE SOLUTIONS	1269	DOG WASTE BAGS	736.4		736.4	
027385	2	09/07/2018	EISC2	ELITE IMAGE SOFTWARE CORP	20649	ANDERSON-BUSINESS CARDS	118.79		118.79	
027386	2	09/07/2018	FW050	FAR WEST DISTRIBUTORS LTD	320271	GRBG BAGS/URINAL SCREENS-UCC	98.35		98.35	
027387	2	09/07/2018	GB059	GIBSON BROS. CONTRACTING LTD.	19158	ST.JACQUES PARK-GRAVEL/EXCAV	5204.8		5204.8	
027388	2	09/07/2018	GB948	GREIG BRUCE	122326	GREIG-MOVING EXPENSES	1591.13		1591.13	
027389	2	09/07/2018	GE395	GALLOWAY ELECTRIC	1048 1049	UPDATE EXTERIOR LIGHTS COMM ROOM FIRE ALARM BATTERY REPLACEMENT	1190.47 109.9		1300.37	
027390	2	09/07/2018	HRPR7	HOLISTIC EMERGENCY PREPAREDNESS	1074	PORTABLE EOC KITS	15069.6		15069.6	
027391	2	09/07/2018	HS002	HOGAN, SARAH	122333	HOGAN-DANCE FIT JUN/18	182.6		182.6	
027392	2	09/07/2018	IB275	ISLAND BUSINESS PRINT GROUP LTD	166432	PLAIN WINDOWED ENVELOPES (X2500)	151.2		151.2	
027393	2	09/07/2018	IH042	INNER HARMONY HOMECARE & HOUSEKEEPING	4787	MAY 17 REC HALL CLEANING	52.5		52.5	
027394	2	09/07/2018	IMS01	ISLAND MAILING SYSTEMS LTD	3531	INK CARTRIDGE(X2)FOR MAIL MACHINE	213.04		213.04	
027395	2	09/07/2018	IR644	IRIDIA MEDICAL	18-1222	AED MAINTENANCE-LYCHE	780.64		780.64	
027396	2	09/07/2018	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	9601-150	9601 MISC-181 SERVICE MAP	937.13		937.13	
027397	2	09/07/2018	KL923	KERDMAN LINDSAY	122331	KERDMAN-GYMNASTICS	1881.2		1881.2	
027398	2	09/07/2018	LB200	LONG BEACH PLUMBING & HEATING LTD	6713	TOILET REPAIRS-UCC	709.66		709.66	
027399	2	09/07/2018	LY001	YOUNG ANDERSON	107574 107575 107576 107577 107578 107579	1190040 1190102 1190128 1190134 1190145 1190157	85.69 1545.67 606.98 281.74 489.28 581.85		3591.21	
027400	2	09/07/2018	MA952	MAXXAM ANALYTICS	VA1157297 VA1151720 VA1152149 VA1154160 VA1155007	WATER TESTING B852245 WATER TESTING B844674 SEWER TESTING B844705 WATER TESTING B847070 WATER TESTING B849577	252 252 283.5 252 252		1291.5	
027401	2	09/07/2018	mb673	MILLAR, BARB	122327	MILLAR-REIMBURSE MISC EXPENSES	92.27		92.27	
027402	2	09/07/2018	MISC	GREIG RAVEN	122328	GREIG-SAFETY BOOTS	157.49		157.49	
027403	2	09/07/2018	MISC	██████████	REF/ROBISON18	██████████-REFUND OVERPAYMENT	75		75	
027404	2	09/07/2018	MISC	██████████	REF0703	██████████ REFUND FOR OVERPAYMENT	1097.34		1097.34	
027405	2	09/07/2018	NI911	NORTH ISLAND 911 CORPORATION	571	MOBICAD LICENSE FEE/18	512		512	
027406	2	09/07/2018	PB104	PIONEER BOAT WORKS	77015	MCAVOY/SLIMMON RAIN GEAR	377.44		377.44	
027407	2	09/07/2018	pc336	PETTY CASH FORTUNE ABBY	122335	JUN/18	47.22		47.22	
027408	2	09/07/2018	PI110	PUROLATOR INC	438407235 438476584	MAXXAM TSIRWEST/MAXXAM	80.23 124.91		205.14	
027409	2	09/07/2018	pw280	PITNEYWORKS	180531	MAY/18 POSTAGE	1620.44		1620.44	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
027410	2	09/07/2018	RCL66	RAINCOAST LAW	12927	UEDC ANNUAL REPORT	606.96		606.96	
027411	2	09/07/2018	SC003	SHARE CANADA	14051	NATRAKLENE DEGREASER	2186.1		2186.1	
027412	2	09/07/2018	SI604	SHU IAN	122330	SHU-PURPLE DRAGON	1852.8		1852.8	
027413	2	09/07/2018	SJ004	S & J SERVICES	677477	JUN/18 LYCHE	1386		2805.6	
					677478	JUN/18 FIREHALL	138.6			
					677479	JUN/18 PW	315			
					677480	JUN/18 UAC	315			
					677482	JUN/18 AQUA	651			
027414	2	09/07/2018	SO001	SOCAN	8717080	SOCAN FEES Q1 (2017)	21.59		141.27	
					8717081	SOCAN FEES Q2 (2017)	86.37			
					8717082	SOCAN FEES Q4 (2017)	33.31			
027415	2	09/07/2018	sun02	SUN LIFE ASSURANCE COMPANY OF CANADA	43309	EAP PROGRAM-SUN LIFE	95.55		95.55	
027416	2	09/07/2018	tu428	TOURISM UCLUELET	04/18	APR/18 MRDT	16621		16621	
027417	2	09/07/2018	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71059213	#17	14.83		1041.73	
					71059198	#2	96.8			
					71059533	#18 BYLAW	3.52			
					71059497	#18 BYLAW	3.97			
					71059191	#4	60			
					71059856	JERRY CAN	128.06			
					71059857	JERRY CAN	117.41			
					71060398	WHITE RANGER-BYLAW	54.17			
					71060558	#24	166.48			
					71061292	#3	161.58			
					5441	CARDLOCK JUN/18	234.91			
027418	2	09/07/2018	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71064420	#23	76		696.08	
					71063890	#18-BYLAW	7			
					71063744	#1	142.8			
					71062342	#5	55.43			
					71062407	#2	68.5			
					71062414	#23	76.36			
					71062313	#4	60.05			
					71062732	#20	22.27			
					71063250	#14	63.99			
					71065876	WHITE RANGER-BYLAW	63.39			
					71062716	WHITE RANGER-BYLAW	60.29			
027419	2	09/07/2018	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71066146	#3	122.5		1146.04	
					71066023	#10	139.55			
					71067453	#12	102.36			
					71067505	#10	202.04			
					71067898	WHITE RANGER-BYLAW	50.14			
					71067953	#23	79.04			
					71068168	#1	108.43			
					71069433	#4	60.26			
					71066076	#20	25.19			
					71066102	#3	90.37			
					71066566	#24	166.16			
027420	2	09/07/2018	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71069500	#18-BYLAW	3.12		948.18	
					71071579	#3 & JERRY CANS	321.25			
					C01091065	ZIPLOCK BAGS	34.25			
					C01091084	TAX CANDY	26.91			
					C01091149	COFFEE/SNACKS UCC	42.1			
					C01091434	COFFEE/CREAM/ICE UCC	33.55			
					C01094272	LANTERNS/MILK/CREAM	31.5			
					C01049933	DEER SPRAY/LIQUID FERTILIZER	86			
					C01042061	STAFF SUMMER LUNCHEON	208.89			
					71069915	#2	83.91			
					71072188	WHITE RANGER	76.7			
027421	2	09/07/2018	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01108908	GIFT CARDS (PARKS)	50		305.86	
					C01123233	TEEN MOVIE NIGHT	33.81			
					C01108907	GIFT CARDS/COFFEE/CREAM	65.27			
					C01097352	DISH SOAP/MILK	34.55			
					C01123261	CANADA DAY BBQ	122.23			
027422	2	09/07/2018	UP459	UCLUELET PETRO-CANADA	1177	TRAILER BALL AND HITCH FOR QUAD	75.67		4710.89	
					1175	#4 REPAIRS	4252.84			
					1224	#2 BATTERY REPLACE	223.51			
					1186	#3 LUBE/OIL/FILTER	158.87			
027423	2	09/07/2018	UR849	UCLUELET RENT-IT CENTER LTD	30400	CUT-OFF SAW PARTS	28.38		259.41	
					30309	WEEDWHACKER HEADS	231.03			
027424	2	09/07/2018	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	54354A	DRILL BITS	65.32		1673.91	
					54795A	BUILDING MATERIALS-UCC STAGE STORAGE	133.63			
					54870A	GROUT/ROCKITE-PW	133.44			
					55297A	DOLLY REPAIR-LYCHE	27.95			
					55463A	SIDEWALK LUMBER/LUBRICANT	25.55			
					55723A	FLAGGING TAPE/PAINT-MARATHON	86.72			
					55737A	SAFETY TAPE	35.04			

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					56044A	BATHROOM FITTINGS-SCH	645.71			
					56046A	YELLOW PAINT-INNER BOAT BASIN	265.91			
					56247A	SHOVELS-PW	186.75			
					57128A	GLOVES/PRUNER-PARKS	67.89			
027425	2	09/07/2018	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	57204A	CHAMBERLAIN-WORK BOOTS	115.5		115.5	
027426	2	09/07/2018	WPT01	WILD PACIFIC TRAIL SOCIETY	122334	2018 STORM DMG REPAIR	10000		10000	
027427	2	10/07/2018	BA139	SHARKY BALLOONS	CAN009	CANADA DAY-BUBBLE ENTERTAINMENT	50		50	
027428	2	10/07/2018	BC206	BC ASSESSMENT AUTHORITY	2018	2018 LEVY	16739.87		16739.87	
027429	2	10/07/2018	FA898	FORTUNE ABBY	122336	FORTUNE-RMI & SUMMERCAMP EXPENSES	171.76		171.76	
027430	2	10/07/2018	FW050	FAR WEST DISTRIBUTORS LTD	320597	TOILET PAPER/GRBG BAGS-LYCHE	105.03		292.23	
					320598	TOILET PAPER/HAND SOAP-AQUARIUM	115.04			
					320578	GARBAGE BAGS-PW	72.16			
027431	2	10/07/2018	MF207	MUNICIPAL FINANCE AUTHORITY of BC	2018	2018 TAX LEVY	202.37		202.37	
027432	2	10/07/2018	MS170	REVENUE SERVICES OF BC	07/18	JUL/18	1537.5		1537.5	
027433	2	10/07/2018	RD205	ACRD	2018	2018 TAX REQUISITION	275874		275874	
027434	2	10/07/2018	RH204	ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DIST	2018	2018 TAX REQUISITION	174527		174527	
027435	2	13/07/2018	PC336	PETTY CASH FORTUNE ABBY	1052	UKEE DAYS FLOAT/PRIZE MONEY	9060		9060	
027436	2	19/07/2018	AE500	ASSOCIATED ENGINEERING (B.C.) (LTD)	267959	KENNEDY LK PROJ# 2017-2163.000	18018.78		18018.78	
027437	2	19/07/2018	AHI01	ALLES HOLDINGS INC	122337	ANDERSON CONTRACT SERVICES-JUN 18-29	1008		1008	
027438	2	19/07/2018	AON01	AON REED STENHOUSE INC.	325000058340	MARINA OPERATORS LIABILITY	2500		67073	
					325000058347	ACCIDENTAL DEATH & DISMEMBERMENT	402			
					325000058351	BOILER & MACHINERY	1810			
					325000058352	PROPERTY INSURANCE	57325			
					325000058371	COMMERCIAL GENERAL LIABILITY	2800			
					325000058372	MISCELLANEOUS LIABILITY	2236			
027439	2	19/07/2018	ATAP1	ATAP INFRASTRUCTURE MANAGEMENT LTD.	374139	KENNEDY LAKE FILTER EQUIPMENT PILOT	13046.25		13046.25	
027440	2	19/07/2018	BAC14	BRENT ASHTON	1009	CLEANING EQUIPMENT & SUPPLIES	700		700	
027441	2	19/07/2018	BAR01	BOUNCE-A-RAMA RENTALS LTD.	122369	UKEE DAYS-FINAL PAYMENT FOR RENTAL	2826.25		2826.25	
027442	2	19/07/2018	BP940	BLACK PRESS GROUP LTD.	33470581	JUN/18 ADS	319.77		319.77	
027443	2	19/07/2018	BWP01	BLACK & WHITE PARTY RENTALS LTD	01-13582-4	UKEE DAYS FINAL PYMT TENT RENTAL	2928.9		2928.9	
027444	2	19/07/2018	CB352	COULSON CHRIS	122366	UKEE DAYS-STAGE TRUCK	2200		2200	
027445	2	19/07/2018	CE004	CORPORATE EXPRESS CANADA INC	47828925	STAND-UP DESK	548.79		548.79	
027446	2	19/07/2018	CFP22	CALEDONIA FIRE PROTECTION LTD	22037-1	INSPECTION FEES	5364.45		5693.1	
					22171	SCBA SERVICING-UVFB	328.65			
027447	2	19/07/2018	CGISC	CGIS CENTRE	43267	TSUNAMI SIREN SURVEY LAYERS	199.5		199.5	
027448	2	19/07/2018	CJ163	██████████	126100/18	126100 OVERPAYMENT REFUND	1999.6		1999.6	
027449	2	19/07/2018	CK608	KASSLYN CONTRACTING	D627	D627	11437.93		16556.35	
					D628	D628	5118.42			
027450	2	19/07/2018	DC001	DOLAN'S CONCRETE LTD.	UP82301	CEDAR RD GRAVEL FOR SEWER LINES	420.57		420.57	
027451	2	19/07/2018	DOCO1	DOCO ADVENTURES LTD	122368	UKEE DAYS-TRAIN RIDE	1000		1000	
027452	2	19/07/2018	FC186	FREUNDLICH CONSULTING, CPA	9124	CFO CONSULTANT FEES	3841.95		4163.95	
					9125	CFO CONSULTANT ACCOMODATION EXPENSES	322			
027453	2	19/07/2018	f004	FOUR STAR WATERWORKS LTD.	52548	HOSE BIBB/COUPLINGS	593.38		593.38	
027454	2	19/07/2018	FSC10	FOUR STAR COMMUNICATIONS INC	46568	JUN/18	149.95		149.95	
027455	2	19/07/2018	FW050	FAR WEST DISTRIBUTORS LTD	320609	VINEGAR-WEED REMOVAL	77.29		538.75	
					320680	SCH TOILET PAPER	145.53			
					320904	CLEAN SWEEP	315.93			
027456	2	19/07/2018	GD215	GREGG DISTRIBUTORS LTD	011-673764	SAFETY GLOVES/VESTS	193.19		193.19	
027457	2	19/07/2018	GK113	GALLANT KEITH	122365	UKEE DAYS-AUDIO EQUIPMENT	1725		1725	
027458	2	19/07/2018	GPC25	GREATPACIFIC CONSULTING LTD	721	PROJECT REM2018 OUTFALL MONITORING	1942.71		1942.71	
027459	2	19/07/2018	HS003	HOUSE OF SERVICE	7941	LYCHE-DISHWASHER REPAIR	126		126	
027460	2	19/07/2018	IB275	ISLAND BUSINESS PRINT GROUP LTD	166529	PURCHASE ORDERS	936.32		936.32	
027461	2	19/07/2018	IC130	INFOSAT COMMUNICATIONS	349319	JUL/18	65.12		65.12	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
027462	2	19/07/2018	JARR1	JARROD OYE CONTRACTING & REPAIRS	921090	LAGOON REBUILD-SEWER ELECTRICAL	1252.13		1252.13	
027463	2	19/07/2018	JG323	JOHNSON GEOFF	122371	UKEE DAYS-MUSICIAN BALLISTIC PIGS	500		500	
027464	2	19/07/2018	KD630	KARSCOT DISTRIBUTORS/FUN ZONE	122367	UKEE DAYS-FUN SWING	3725		3725	
027465	2	19/07/2018	km853	██████████	372-REFUND	372-REFUND	610.62		610.62	
027466	2	19/07/2018	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	8/18	AUG/18 LEASE	250		250	
027467	2	19/07/2018	LY001	YOUNG ANDERSON	108124 108125	1190157 1190158	971.43 2049.72		3021.15	
027468	2	19/07/2018	MA952	MAXXAM ANALYTICS	VA1158915 VA1159800 VA1160554	WATER TESTING B854602 SEWER TESTING B854728 WATER TESTING B857139	252 319.2 252		823.2	
027469	2	19/07/2018	MISC	CARLA ANDERSON	122344	USED DOG CRATES	200		200	
027470	2	19/07/2018	MISC	FLYNN SAUNDERSON	122347	HOT DOGS-CANADA DAY	47.92		47.92	
027471	2	19/07/2018	MISC	KURT CLAYTON	122372	UKEE DAYS-MUSICIAN	400		400	
027472	2	19/07/2018	MISC	JESSICA BEDARD	122373	UKEE DAYS-MUSIC DJ	200		200	
027473	2	19/07/2018	MISC	JASON KOSTER	122374	UKEE DAYS-MUSICIAN FALLAWAYS	800		800	
027474	2	19/07/2018	MISC	BAND OF RASCALS	53373	UKEE DAYS-HEADLINER BAND	1650		1650	
027475	2	19/07/2018	MM011	MORRISON MYLES	122362	UKEE DAYS-MUSICIAN	500		500	
027476	2	19/07/2018	MS008	MAD SCIENCE VANCOUVER ISLAND	WREG-1246033	UKEE DAYS-KID SHOW/TABLE	1453.85		1453.85	
027477	2	19/07/2018	OSB13	OSBORNE JAMIE	122360	UKEE DAYS-MUSIC COORD AND EMCEE	1000		1000	
027478	2	19/07/2018	PB104	PIONEER BOAT WORKS	77080	WILD PACIFIC TRAIL DECK MATERIALS	169.12		169.12	
027479	2	19/07/2018	PB703	PHOENIX BENEFITS SOLUTIONS	1032018	VFIS POLICY RENEWAL (VFP 9027279)	2886		2886	
027480	2	19/07/2018	PI110	PUROLATOR INC	438542267	MAXXAM	81.84		81.84	
027481	2	19/07/2018	PS351	PINA STUDIO & BOUTIQUE	40	SUMMER STAFF SHIRTS	190.23		190.23	
027482	2	19/07/2018	PSD25	PUBLIC SECTOR DIGEST INC (THE)	9705	SOFTWARE-ASSET MGMT/PLANNING	2100		2100	
027483	2	19/07/2018	RL068	RIVERA LVYIER	122345	SOUL LINE DANCE JUN/18	71.46		71.46	
027484	2	19/07/2018	RR002	ROMPER ROOM	07282018	UKEE DAYS-CLIMBING WALL	993.67		993.67	
027485	2	19/07/2018	S9372	ST JACQUES DIANNE	122338 122339 122341	ST.JACQUES-ACRD LUNCH MTG ST.JACQUES-TOFINO HOSPITAL MTG ISLAND HEALTH/TOFINO HOSPITAL MTGS	57.96 45.36 179.04		282.36	
027486	2	19/07/2018	SBR01	SONBIRD REFUSE & RECYCLING LTD.	32583 32588 32585 32584 32587 32582 32586	JUN/18 GARBAGE SCH JUN/18 GARBAGE UVFB & UAC JUN/18 GARBAGE WHISKEY DOCK JUN/18 GARBAGE 52 STEPS JUN/18 GARBAGE UCC JUN/18 RECYCLING TRANSFER FEE LYCHE JUN/18 GARBAGE PW	1640.27 45.15 466.31 384.72 330.33 35.6 809.11		3711.49	
027487	2	19/07/2018	SI604	SHU IAN	122364	MUSICIAN IAN AND THE SHUS	300		300	
027488	2	19/07/2018	SJK65	██████████	61025	61025 REFUND WATER INSPECTION FEES	140		140	
027489	2	19/07/2018	SS419	SOLIDARITY SNACKS	58	CANADA DAY CAKE/CUPCAKES	252		252	
027490	2	19/07/2018	SUEZ1	SUEZ WATER TECHNOLOGIES AND SOLUTIONS	99348660	PRJCT#504365 PILOT STUDY	18900		18900	
027491	2	19/07/2018	TL292	TIGER LILY FARM	122370	UKEE DAYS-PETTING ZOO/PONY RIDES	995.4		995.4	
027492	2	19/07/2018	TSC19	TRANSPARENT SOLUTIONS CORP	9780 9651	CLEARMAIL AUG/18 CLEARMAIL JUN/18	20.95 20.95		41.9	
027493	2	19/07/2018	TT321	TOFINO TECH	4872	WIFI TICKET SYSTEM (MAY-OCT/18)	252		252	
027494	2	19/07/2018	UI923	UKEE INFO TECH	10724	IT SUPPORT JUN/18	3254.94		3254.94	
027495	2	19/07/2018	UP459	UCLUELET PETRO-CANADA	1411	#10 F-450 REPAIR FRONT-END	462.17		462.17	
027496	2	19/07/2018	UR849	UCLUELET RENT-IT CENTER LTD	30078	JUN/18 PORTABLES	1545.6		1545.6	
027497	2	19/07/2018	vdj82	██████████	114932	114932 OVERPAYMENT	2849.39		2849.39	
027498	2	19/07/2018	VQ122	VISION QUEST PRODUCTIONS	122346	CIRCUS CAMP	5468.65		5468.65	
027499	2	19/07/2018	XC300	XPLORNET COMMUNICATIONS INC	INV22748309	JUL/18	78.39		78.39	





## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 7, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING – JULY 2018

**REPORT NO:** 18-82

**ATTACHMENT(S):** APPENDIX A – RESOLUTION TRACKING (JULY 2018)

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

1. **THAT** Council receive the District of Ucluelet's Resolution Tracking List from July 2018 for information.

### **PURPOSE:**

The purpose of this report is to provide Council with a monthly status update on all resolutions that have been adopted by Council.

### **BACKGROUND:**

The resolution follow-up status categories are:

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

Items will be removed from the list after actions are shown once as being completed.

### **OPTIONS REVIEW:**

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

**Respectfully submitted:** Marlene Lagoa, Deputy Municipal Clerk  
Abigail Fortune, Acting Chief Administrative Officer

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Late Items - 11 Jul 2017	1.2.	Appointment of Chief Administrative Officer and Corporate Officer Don Schaffer, Interim CAO/CO	THAT Council approve recommendation 1 and 2 of late item, "Appointment of Mark Boysen as Chief Administrative Officer and Corporate Officer" which states: THAT Council appoint Mark Boysen as Chief Administrative Officer and Corporate Officer. THAT Council appoint Don Schaffer as Interim Deputy Corporate Officer from July 11, 2017 until August 11, 2017.	Prepare and sign Oath.  Scan and file Oath.	Don Schaffer  Marlene Lagoa	Complete  In Progress
Regular Council - 14 Nov 2017	11.3.	Peninsula Road Crosswalks John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Peninsula Road Crosswalks" which states: THAT Council endorse, and communicate to the businesses in the vicinity, two new Ministry of Transportation and Infrastructure constructed crosswalks on Peninsula Road as per the locations and details within the body of this report.	Communicate to the businesses in the vicinity once more details are available.	John Towgood	In Progress - pending MoTI schedule
Regular Council - 12 Dec 2017	11.4.	Ucluelet OCP Bylaw Report - Project Update Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1, 2 , 3 & 4 of report item, "Ucluelet OCP Bylaw Review - Project Update" (please refer to Report)	Enter agreement with VIU  Send Notice to Agencies  Invite First Nation	Bruce Greig	Complete  In Progress  In Progress
Regular Council - 27 Feb 2018	12.7.	BYLAW - Bylaw No. 1225, 2018 <i>The Wave mixed commercial/ multi-family building (590 Marine Dr)</i>	THAT Zoning Amendment Bylaw No. 1225, 2018 be given third reading.	Bring back Bylaw for Adoption. <i>After applicant provides restrictive covenant.</i>	Bruce Greig	In Progress
Regular Council - 10 Apr 2018	9.6.	2018 UBCM Convention - BC Assessment Meeting Invitation BC Assessment Local Government and Communications Division	THAT the District accept an invitation to meet with BC Assessment on September 11, 2018 during the UBCM Convention.	RSVP for Mayor	Marlene Lagoa	Complete - Booked 4:30 pm on September 11
Unknown			Water Meters - Motion that installation to <b>all</b> commercial users - we have raised the penalties for non compliance, If you are not aware of these perhaps have a read of our increased fines in place.	Report back to Council.  <i>This is an ongoing project.</i>	Warren Cannon	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 08 May 2018	12.6.	CAO Performance Monitoring Policy Councillor Randy Oliwa	THAT Council direct staff to research other communities, reach out to Canadian Association of Municipal Administrators, as well as engage council for their input in drafting a Chief Administrative Officer Interim review (6 month) and annual review policy and then bring forward to council a report with options of how to proceed.	Review policy and report back to Council.	Mark Boysen	In Progress
Regular Council - 08 May 2018		Lilly Woodbury & Laura Griffich-Chochrane, Surfrider Pacific Rim & Ucluelet Aquarium Re: Ban the Bag Campaign	THAT Council refer the City of Victoria's Plastic Bag Bylaw to staff for review and to report back to Council on what would be appropriate for Ucluelet.	Report back to Council	Mark Boysen	In Progress
Regular Council - 22 May 2018	11.2.	Ucluelet & Area Historical Society	THAT staff investigate the property that was relinquished by the Ucluelet & Area Historical Society when the Wild Pacific Trail parking lot was built on Coast Guard Road.	Report back to Council.	Abigail Fortune	In Progress
Regular Council - 22 May 2018	11.2.	Other Reports	THAT staff investigate why there are two boats now permanently moored at Whiskey Dock.	Ask Harbour Master. Email Council & TU.	Mark Boysen	Complete
Regular Council - 12 Jun 2018	9.1.	2018 UBCM Convention - BC Hydro Invitation BC Hydro	THAT Council direct Staff to arrange a meeting with BC Hydro at the 2018 UBCM Convention in Whistler.	Arrange meeting with BC Hydro	Marlene Lagoa	In Progress
Regular Council - 12 Jun 2018	12.3.	Ucluelet Tourism Association Agreement Extension Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "Ucluelet Tourism Association Agreement Extension" which states: THAT Council approve a 1-year extension of the existing Ucluelet Tourism Association Tourism Promotion Agreement with the District of Ucluelet until May 31, 2019.	Sign and file one year extension.	Mark Boysen	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 26 Jun 2018	12.1.	Ukee Days - Noise Bylaw And Road Closure Abby Fortune, Director of Parks & Recreation	THAT Council approve recommendations 1, 2, 3 & 4 of report item, "Ukee Days - Noise Bylaw And Road Closure" which states: THAT Council allow Ukee Days festivities to act outside of the Noise Control Bylaw No. 915, 2003, Section 3 (g) and grant an extension to midnight at the Ukee Days Fairgrounds (160 Seaplane Base Road) on Saturday, July 28, 2018. THAT Council authorizes the closing of Fraser Lane in front of the Village Green from 10:00 a.m. to 10:00 p.m. on Friday, July 27, 2018. THAT Council authorize the temporary closure of Peninsula Road, between Matterson Road and Seaplane Base Road, from 10:15 a.m. to 10:45 a.m. for the Ukee Days parade on Saturday, July 28, 2018. THAT Council attends the Ukee Days festivities July 27 - 29, 2018 and invites the community to join them.	Make preparations and provide notice for road closures.	Abigail Fortune	Complete
Regular Council - 26 Jun 2018	12.2.	Ucluelet Fire Services Agreement with Long Beach Airport	THAT Council approve recommendation 1 of report item, "Ucluelet Fire Services Agreement with Long Beach Airport" which states: THAT Council approve entering into a Fire Protection Services Agreement for Long Beach Airport with the Alberni-Clayoquot Regional District for a ten year term.	Sign and file agreement.	Marlene Lagoa	Complete
Regular Council - 26 Jun 2018	12.5.	Short-Term Rental Program Update Brent Ashton, Bylaw Services Officer	THAT Council direct staff to prioritize anything that would be available for long-term monthly rentals or single family residential when looking at short-term rentals.	View non-compliant STR units with a lens of long-term housing priority.	Bruce Greig	Complete - and ongoing

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 26 Jun 2018	12.6.	Ucluelet OCP – Housing Action Plan Bruce Greg, Manager of Community Planning	THAT Council approve recommendation 1 & 2 of report item, "Ucluelet OCP - Housing Action Plan" which states: THAT Council provide feedback on the actions listed in the draft 2018 Housing Action Plan; and THAT the District proceed with commissioning a Community Housing Needs Assessment to analyze the current and emerging housing needs, identify gaps in the spectrum of existing and planned housing supply, and assist in identifying housing priorities in Ucluelet.	Commission Community Housing Needs Assessment.	Bruce Greig	In Progress
Regular Council - 26 Jun 2018	12.7.	Development Permit Amendment For DP17-06 (1672 Cedar Road) John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Development Permit Amendment for DP17-06 (1672 Cedar Road)" which states: THAT Council approve the amendment of Development Permit DP17-06 to allow the changes to the building form as described in the staff report dated June 26, 2018.	Amend DP17-06.	John Towgood	In Progress
Regular Council - 26 Jun 2018	13.4.	REPORT - Zoning Bylaw Amendment for Temporary Use Permits Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1 of legislation item, "Zoning Bylaw Amendment for Temporary Use Permits" which states: THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018 be given first and second reading and advanced to a public hearing.	Schedule and provide notice of Public Hearing.	John Towgood	Complete
Regular Council - 26 Jun 2018	14.1.	School District 70	THAT Councillor Oliwa work with staff to draft a letter to the Minister of Education in support of capital projects and seismic upgrading for the local schools.	Send letter to Minister of Education.	Marlene Lagoa	Complete
Regular Council - 10 Jul 2018	5.1.	June 26, 2018 Regular Minutes	THAT Council approve the June 26, 2018 Regular Minutes as amended.	Print, sign, scan, file.	Darcey Bouvier	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 10 Jul 2018	9.1.	Ucluelet Housing Thinktank Initiative Ucluelet Chamber of Commerce	THAT Council direct Staff to forward a copy of Bruce Greig's June 26, 2018 Regular Council report item, "Ucluelet OCP – Housing Action Plan" to the Ucluelet Chamber of Commerce so that they are aware of the District's short-term and long-term plans for housing.	Forward report to the Chamber of Commerce.	Bruce Greig	Complete
Regular Council - 10 Jul 2018	9.2.	Rainbow Crosswalk Proposal Courtney Johnson	THAT Council direct Staff to write a letter to Ms. Johnson giving her an update on the District's plan for painting the rainbow crosswalks.	Write a letter to Ms. Johnson.	Darcey Bouvier	Complete
Regular Council - 10 Jul 2018	9.3.	Southern Resident Killer Whale - Area Refuge Fishing Closure LaParouse to Swiftsure West Coast Fishing Guides Association	THAT Council direct Staff to write a letter to the Department of Fisheries and Oceans with some background on the impacts to our community and ask that the consultation period be much longer and take place later in the year.	Write the letter to DFO.	Marlene Lagoa	Complete
Regular Council - 10 Jul 2018	9.4.	Child Care in Rural and Remote Communities Union of BC Municipalities	THAT Council direct Staff to complete the survey.	Consult with Daycare and complete the survey by July 20, 2018.	Abigail Fortune	Complete
Regular Council - 10 Jul 2018	10.2.	ONNI Public Open House Feedback Summary & Display Boards ONNI Group		Post ONNI Public Open House materials to the website.	Darcey Bouvier	Complete
Regular Council - 10 Jul 2018	12.4.	Application for a Development Permit for a Mobile Vending Unit at 1708 Peninsula Road John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Application for a Development Permit for a Mobile Vending Unit at 1708 Peninsula Road" which states: THAT Council approve Development Permit DP18-04 and the issuance of a Business license for Mobile Vending for Lot: 1, Plan: VIP5190, Clayoquot District (1708 Peninsula Road).	Issue DP18-04 and Business License.	John Towgood	In Progress
Regular Council - 10 Jul 2018	13.2.	BYLAW - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018	THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018 be given Third reading.	Update Bylaw No. 1233, prepare for adoption.	Marlene Lagoa	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 10 Jul 2018	13.3.	REPORT - Application for Strata Conversion of the Six Unit Resort Condominium Building Located at 203 Boardwalk Boulevard John Towgood, Planner 1	THAT Council approve recommendations 1, 2, and 3 of legislation item, "Application for Strata Conversion of the Six Unit Resort Condominium Building Located at 203 Boardwalk Boulevard" which states: 1. THAT Ucluelet Housing Agreement Bylaw No. 1235, 2018, be given first, second and third readings; 2. THAT Council approve the strata conversion of the Resort Condominium building located at 203 Boardwalk Boulevard subject to: a. the registration of a 5m public trail right of way across the water side frontage; and b. pending adoption of Ucluelet Housing Agreement Bylaw No. 1235, 2018, the registration of a housing agreement for one staff housing unit on the neighboring lands: Lot: 1 Block: Plan: VIP66548 Section: 21 Clayoquot District: except Plan VIP70592 (1082 Peninsula Road); and 3. THAT the Mayor and Corporate Officer be authorized to execute all documentation relating to this matter.	Notify applicant of Council's resolution and advise of next steps.	Bruce Greig	Complete
Regular Council - 10 Jul 2018	13.4.	BYLAW - Ucluelet Housing Agreement Bylaw No. 1235, 2018	THAT Ucluelet Housing Agreement Bylaw No. 1235, 2018 be given Third reading.	Update Bylaw No. 1235, prepare for adoption.	Marlene Lagoa	Complete
Regular Council - 10 Jul 2018	14.2.	Highway 4 Kennedy Hill Wi-Fi	THAT Council direct the CAO to write letter to the District's provincial contact for the Highway asking about the possibility of making Wi-fi available for commuters near the stop signs at Kennedy Hill.	Send email to Highway contact.	Mark Boysen	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 10 Jul 2018	14.4.	Mary Kimoto	THAT the Mayor send a letter in support of Mary Kimoto's nomination for the BC Medal of Good Citizenship Award.	Write the letter of support.	Darcey Bouvier	Complete



## STAFF REPORT TO COUNCIL

Council Meeting: August 7, 2018

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FOLIO NO:** 196.066 **FILE NO:** 3060.20 – DP18-06

**SUBJECT:** APPLICATION FOR A DEVELOPMENT PERMIT WITH VARIANCE  
FOR 1055 HELEN ROAD

**REPORT NO:** 18-84

**ATTACHMENT(S):** APPENDIX A – APPLICATION  
APPENDIX B – DP18-06  
APPENDIX C – DVP18-03

### RECOMMENDATION(S):

1. **THAT** Council approve Development Permit DP18-06 and Development Variance Permit DVP18-03 for Lot 6, District Lot 543, Native Island, Clayoquot District, Plan VIP76238 (1055 Helen Road), subject to the owners providing detailed landscape plans and erecting tree protection fencing prior to obtaining a building permit or commencing any site clearing works for the phased construction of a single-family residence and up to 4 guest cottages on the property.

### PURPOSE:

To provide Council with information on a proposed Guest Cottage development and variance request at 1055 Helen Road (the **“Subject Property”**).

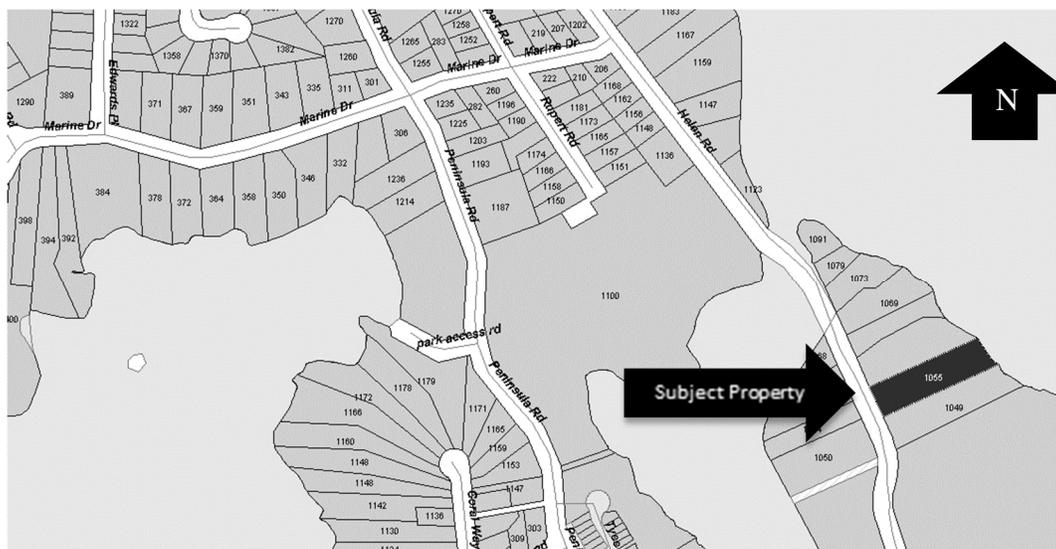


Figure 1 - Site Location

**BACKGROUND:**

A development permit (**DP**) application was received to build four cabins, an accessory building and a single-family dwelling on the subject property. As part of the discussions with Planning Staff it was noted that a variance would be required. This was initiated as a Board of Variance application (as seen in the letters of support from neighbours in Appendix A), however, given that the property lies within a development permit area, the application is best handled as a concurrent DP and Development Variance Permit (**DVP**).

**DISCUSSION:**

The subject property is within the Official Community Plan's (the "**OCP**") "*Development Permit Area No.4 - Hyphocus Island*" (**DPA No. 4**). Development Permits are not required for the construction of a single-family dwelling (**SFD**) within a single family residential area, but this proposal involves the phased site work and construction of guest cabins, which triggers the DP requirement. The Applicant is asking to locate the cabins in front of the SFD which is contrary to section GH6.2 (1) of Zoning Bylaw 1160, 2013 (the "**Zoning Bylaw**") and will require a development variance permit to proceed.

**ZONING:**

The subject site falls within the GH Zone – Guest House which allows for the following uses:

## Section GH.1.1

1. *Principal:*

- a. *Single Family Dwelling*
- b. *Guest House*

2. *Secondary:*

- a. *Guest Cottage*

Section GH.3.1 (3) of the zoning bylaw states that to be able to construct 4 guest cottages the lot must exceed 4,000 sm (1 acre). The area of the subject lot is 4008 sm and meets the minimum lot size to support four cabins. From the information supplied the proposal meets the zoning requirements except for section GH6.2 (1) which states that "*guest cottages and all other accessory buildings and structures must be located to the rear of the front face of the principal building*". The applicant is proposing that the four cabins are to be located to the front of the front face. The property directly to the south has been developed with the cabin in front of the front face of the SFD and is a good reference (see **Figure 2**).



Figure 2 – Site Aerial

It should be noted that the neighbouring development to the south removed a substantial amount of trees and vegetation, whereas the applicant has stated that they will retain as much of the natural vegetation and trees as possible. The site plan shows trees to be retained between the proposed guest cabins, and the landscaped edges of the property to be enhanced with new planting.

OCP:

The subject property falls within DPA No. 4 which is established for the purposes of:

- Protection of the natural environment, its ecosystems and biological diversity;
- Protection of development from hazardous conditions; and,
- Establishment of objectives for the form and character of development in the resort region.

*“DPA No. 4 is unique to Ucluelet in that it is the District’s only inhabited island. Aside from an existing series of treatment lagoons, the island is zoned for single-family residential development (ranging from 0.65 to 10 hectares). The natural beauty and rich ecological qualities of Hyphocus Island add significant potential value to Ucluelet, its residents, and future generations in terms of character creation. It is these qualities – beautiful, natural, and wild – which residents and people from afar come to experience; therefore, an effort must be made to preserve and enhance this experience. The primary character-giving qualities of this area are:*

- *The immediacy of the ocean and the marine environment;*
- *The presence of significant stands of forest, including some old-growth areas.”*

The applicant is proposing to retain as much of the natural fauna as reasonably possible. The proposed building form and exterior building materials are consistent with the DPA No. 4 guidelines. The driveway and parking areas are of a reasonable size and location for the size and scope of the development. The garbage bin will be located in an accessory building located near the front yard setback of the property.

REQUESTED VARIANCE:

Subject to public comment, staff consider the request to locate the guest cabins toward Helen Road to be reasonable, given the proposal to retain existing trees and enhance planting to maintain a naturalized landscape screen between the cabins and the road. The screening would also be

maintained between the guest cabins and the neighbouring properties. Should the variance be granted, conditions have been added to the draft DP and DVP to require a detailed landscape plan and erection of tree protection fencing prior to obtaining a building permit or commencing any site clearing works.

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

A minor amount of Staff time will be required to complete this application if approved.

**FINANCIAL IMPACTS:**

There are no other direct financial impacts from this application.

**POLICY OR LEGISLATIVE IMPACTS:**

Notification has been completed for the Development Variance Permit. Council should provide an opportunity to be heard during the August 7<sup>th</sup>, 2018, meeting to invite public input on the requested variance, before a decision is made on issuing the requested permits.

**SUMMARY:**

This application meets the guidelines of DPA No. 4 and the DVP request is consistent with other similarly developed properties in the neighbourhood. To mitigate the impact of locating the guest cabins in front of the principal building, staff support the proposal to retain and enhance the trees and understory vegetation in front of and between the proposed cabin structures.

**OPTIONS REVIEW:**

1. **THAT** Council approve Development Permit DP18-06 and Development Variance Permit DVP18-03 for Lot 6, District Lot 543, Native Island, Clayoquot District, Plan VIP76238 (1055 Helen Road), subject to the owners providing detailed landscape plans and erecting tree protection fencing prior to obtaining a building permit or commencing any site clearing works. **(Recommended)**
2. That Council defer consideration of the requested permits pending receipt of further information to be identified.
3. That Council refuse the current application and note what aspects of the DP guidelines have not been satisfied.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Planning  
Abigail Fortune, Acting Chief Administrative Officer



**GENERAL INFORMATION:**

SERVICE ADDRESS: 1055 HELEN STREET, UCLUELET, BC  
 LEGAL DESCRIPTION: LOT: 6 PLAN:VIP76238 DISTRICT: 09 3 NATIVE ISLAND  
 ZONING: GH  
 LOT AREA: 43079.5 SQ.FT.

**GUEST CABIN STATISTICS:**

	MIN/MAX	PROPOSED	CONFORMS
HEIGHT:	18'	18'	YES
FRONT YARD:	25'	25'	YES
REAR YARD:	13'	172'	YES
INTERIOR SIDE:	15'	15'/25'	YES
EXTERIOR SIDE:	N/A	N/A	N/A
LOT COVERAGE:			
ACCESSORY BLDGS:	5%	.07%	YES

**PROPOSED FLOOR AREA:**

CABIN 1:	400 SQ.FT.	365 SQ.FT.	YES
CABIN 2:	400 SQ.FT.	365 SQ.FT.	YES
CABIN 3:	400 SQ.FT.	365 SQ.FT.	YES
CABIN 4:	400 SQ.FT.	365 SQ.FT.	YES
ACCESSORY:	5%	295 SQ.FT. (.07%)	YES
SECOND FLOOR:	NOT APPLICABLE		
SUB TOTAL:	1917 SQ.FT.		
FLOOR AREA RATIO (.35):	.04		YES

**GENERAL NOTES:**

- BUILDER/CONTRACTOR TO ENSURE ALL WORKMANSHIP AND MATERIALS CONFIRMS WITH CURRENT BCBC
- ANY DISCREPENCIES BETWEEN THESE DRAWINGS AND CURRENT BCBC. THE BCBC SHALL TAKE PRECEDENT.
- ALL STRUCTURAL ASPECTS OF THIS PROJECT THAT DO NOT FALL UNDER PART 9 OF THE CURRENT BCBC ARE TO BE THE RESPONSIBILITY OF THE BUILDER.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND MATERIALS SHOWN ON DRAWINGS BEFORE PROCEEDING.
- CONTRACTOR SHALL CHECK ALL EXISTING GRADES AND LOCATIONS OF CITY SERVICES PRIOR TO CONSTRUCTION.
- EXTERIOR DIMENSIONS ARE TO EXTERIOR OF FRAMING.
- DIMENSIONS TAKE PRECEDENCE OVER SCALE.
- FLOOR JOISTS SHALL HAVE BRIDGING ROWS @ 7'-0" MAX. O.C.-/
- LINTELS IN BEARING WALLS SHALL BE 2 2X10 U.N.O.
- FLOOR AREAS FINISHED WITH SHEET VINYL OR CERAMIC TILES TO HAVE MIN. 1/4" PARTICLE BOARD OVER SUBFLOOR.
- BUILDING LOCATION TO BE FIELD VERIFIED TO MEET ALL SETBACK REQUIREMENTS

**LANDSCAPE AND SITE SERVICING:**

ALL SITE WORK AND IMPROVEMENTS TO CONFORM TO LOCAL BY-LAWS. ANY DEVIATIONS TO THE PLAN MUST BE APPROVED BY THE OWNER.

**GENERAL FRAMING NOTES:**

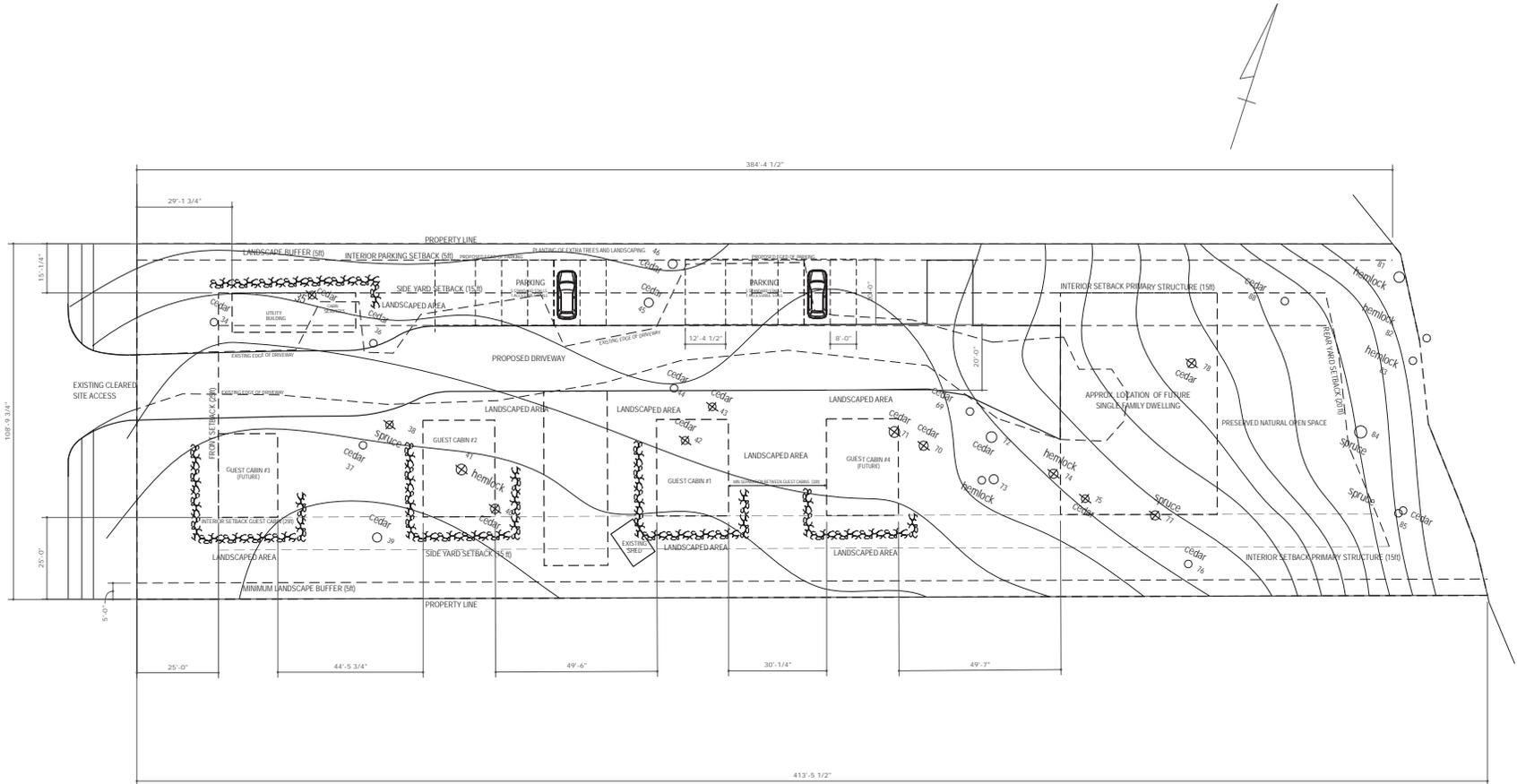
- ALL STRUCTURAL FRAMING TO BE SPF NO. 2 K.D., U.N.O.
- ALL HEADERS 2 - 2X10 U.N.O.
- PROVIDE SOLID BLOCKING BEHIND FIXTURES ALONG PLUMBING WALLS.
- ALL 2X10 FLOOR JOISTS SPANS TO HAVE 2X2 CROSS BRIDGING AT 7'-0" O.C. MAX SPACING.
- PLACE DOUBLE JOISTS UNDER ALL PARALLEL PARTITIONS.
- INSTALL ALL FLOOR JOISTS CROWN UP.

**SUPPLY AND INSTALL WOOD FRAMING TO MIN. GRADE AS FOLLOWS:**

STUDS, AND POSTS: 2X6 SPF NO. 2 OR BETTER  
 RAFTERS 2X10 SPF NO.2 OR BETTER  
 FLOOR JOISTS: TJI  
 GENERAL FURRING AND BLOCKING:  
 STD OR GROUP B SPECIES  
 B.U. BEAMS AND HEADERS:  
 HEM. FIR NO. 2 OR BETTER

- FLOOR SHEATHING SHALL BE 5/8" D. FIR T&G PLYWOOD, U.N.O.
- WALL SHEATHING SHALL BE 1/2" EXT. GRADE SPRUCE PLYWOOD
- WOOD FRAME CONSTRUCTION CLOSER THAN 8" TO THE GROUND MUST BE PRESSURE TREATED OR SEPARATED FROM THE CONCRETE WITH POLY TYPE S ROLL TYPE ROOFING. ENDS AND SIDES OF BEAMS FRAMING INTO CONCRETE MUST BE PRESSURE TREATED OR 1/2" AIR SPACE PROVIDED IF THE MEMBER IS BELOW GROUND LEVEL
- ROOF SNOW BASED ON SS1.0, SR 0.4





LEGEND  
 [Symbol] TREES TO BE REMOVED AND REPLACED  
 [Symbol] PROPOSED BUILDING LOCATIONS

SCALE: 1/6" = 1'-0" (1:192)



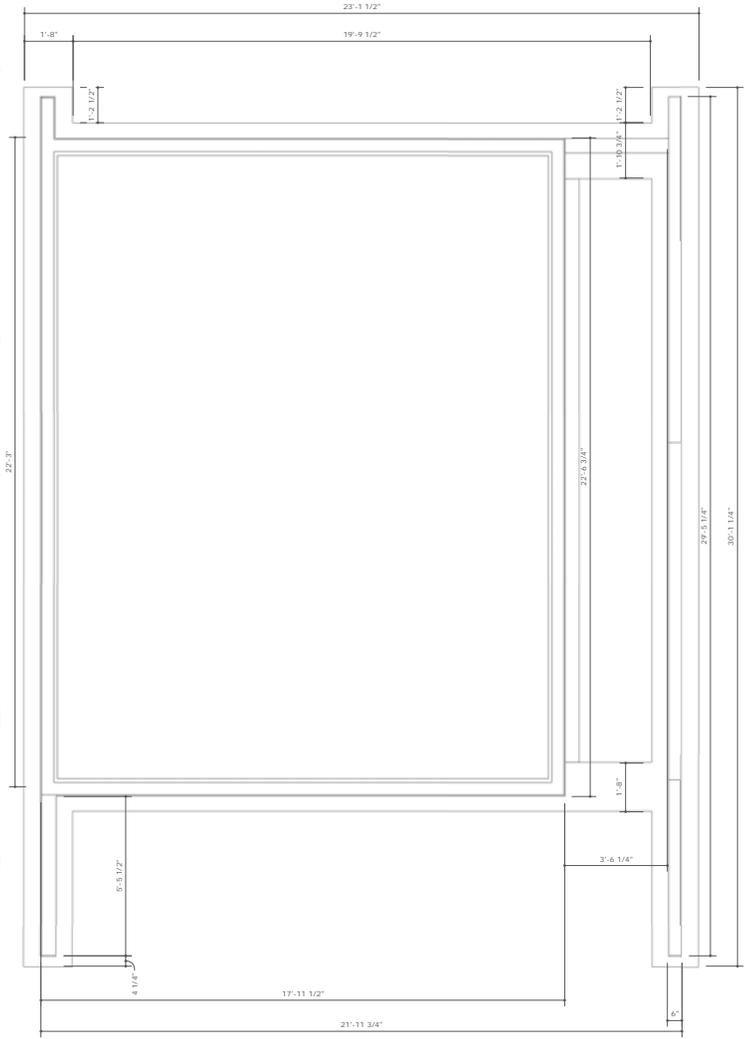


### Proposed Site Plan

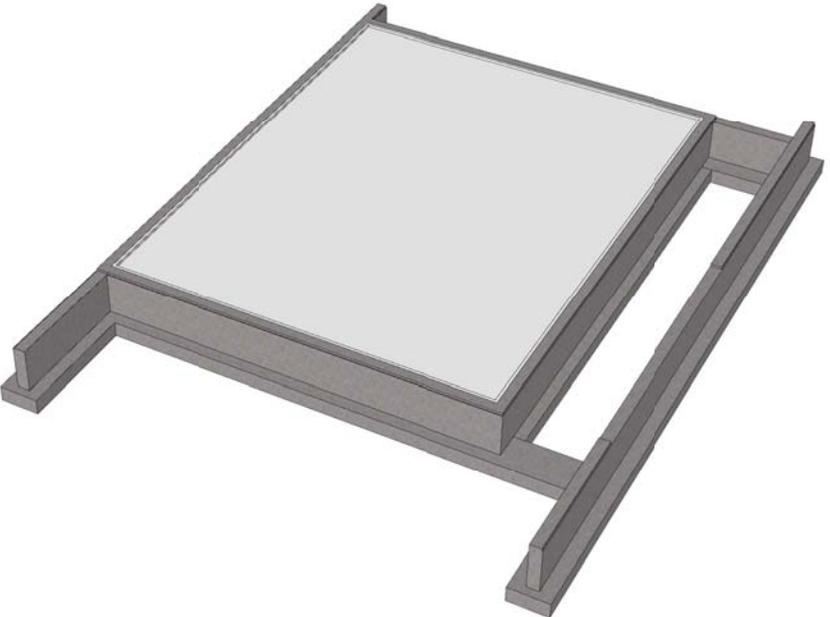
#### LEGEND

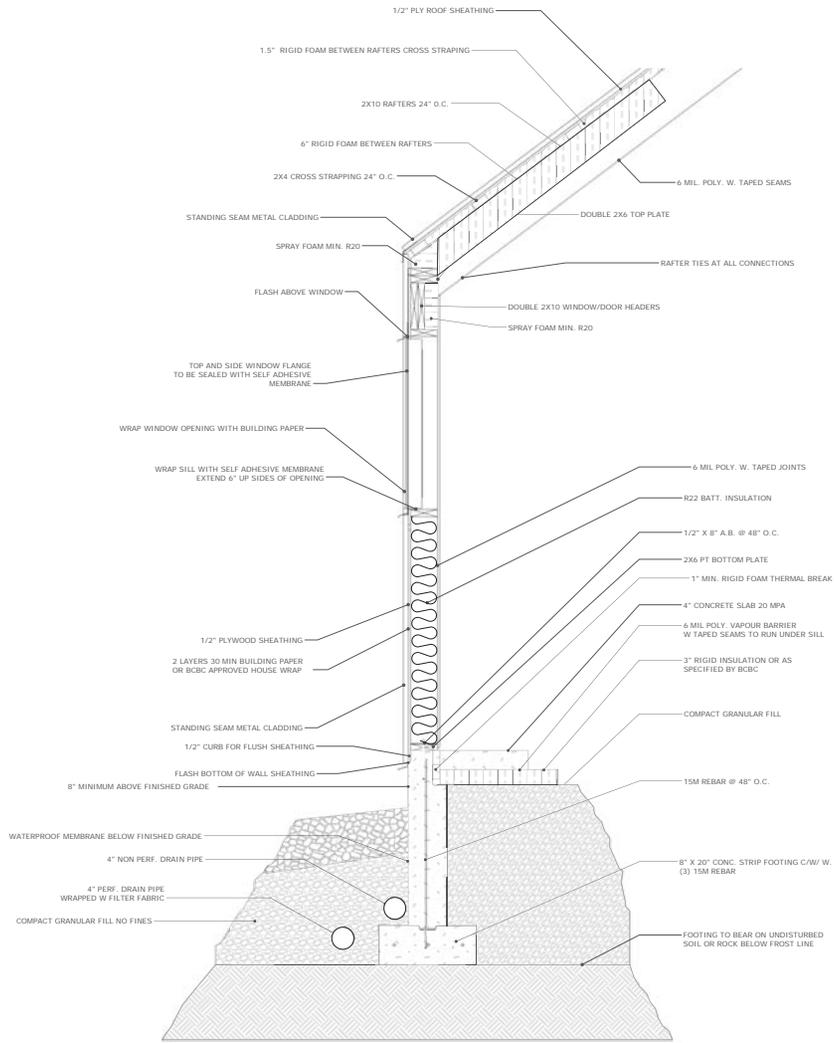
- SIGNIFICANT TREES TO BE PRESERVED
- SIGNIFICANT TREES TO BE REPLACED



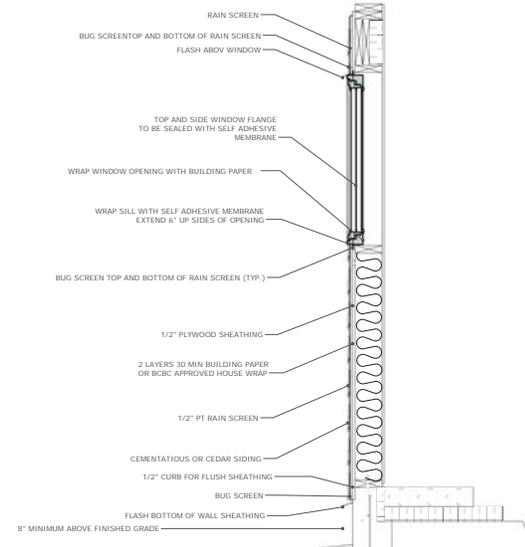


FOUNDATION PLAN - SCALE: 1/2" = 1'-0"

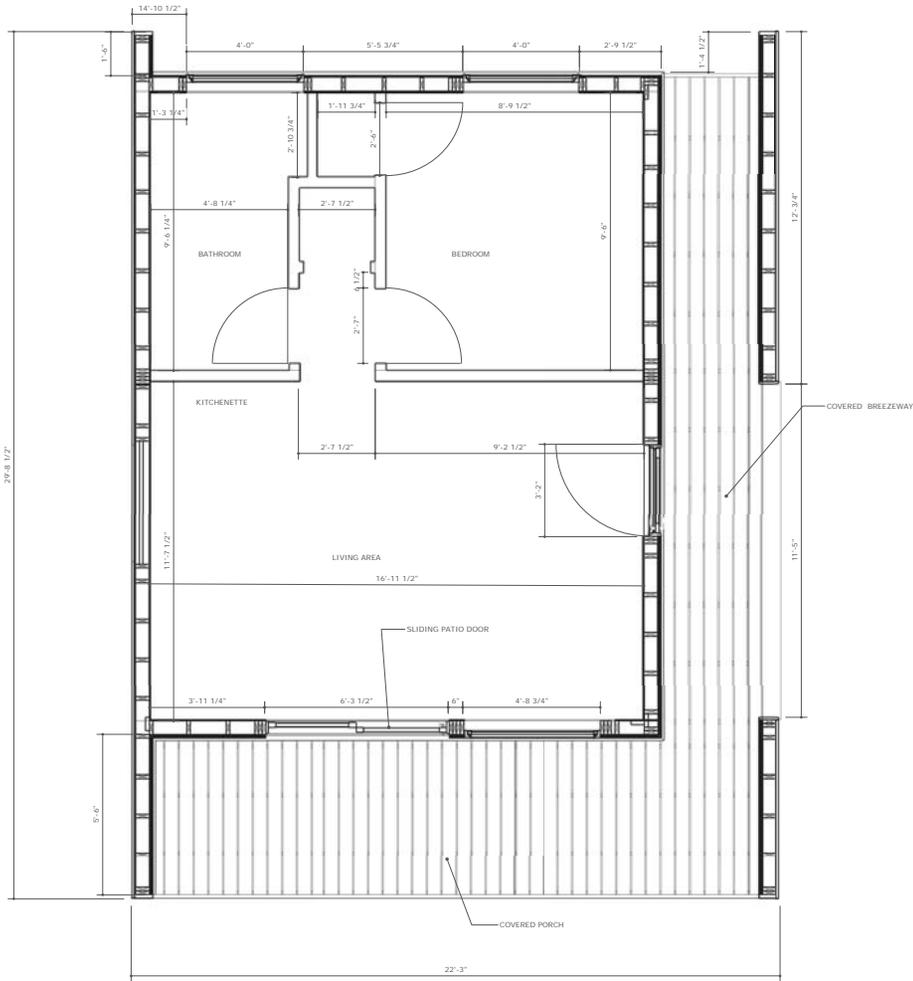




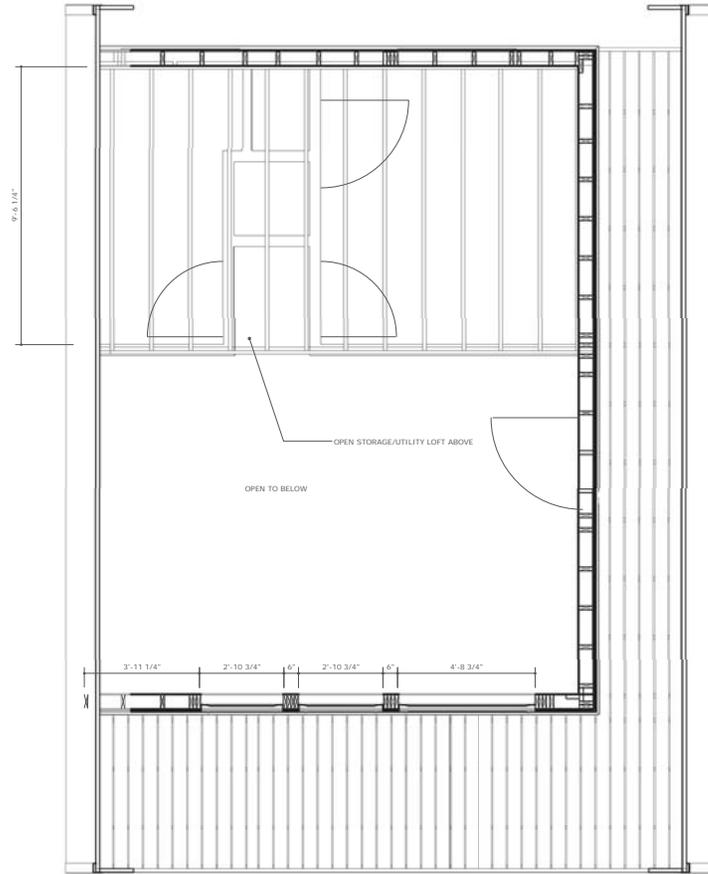
FOOTING/WALL DETAIL (METAL CLADDING) - SCALE: 1" = 1'-0"



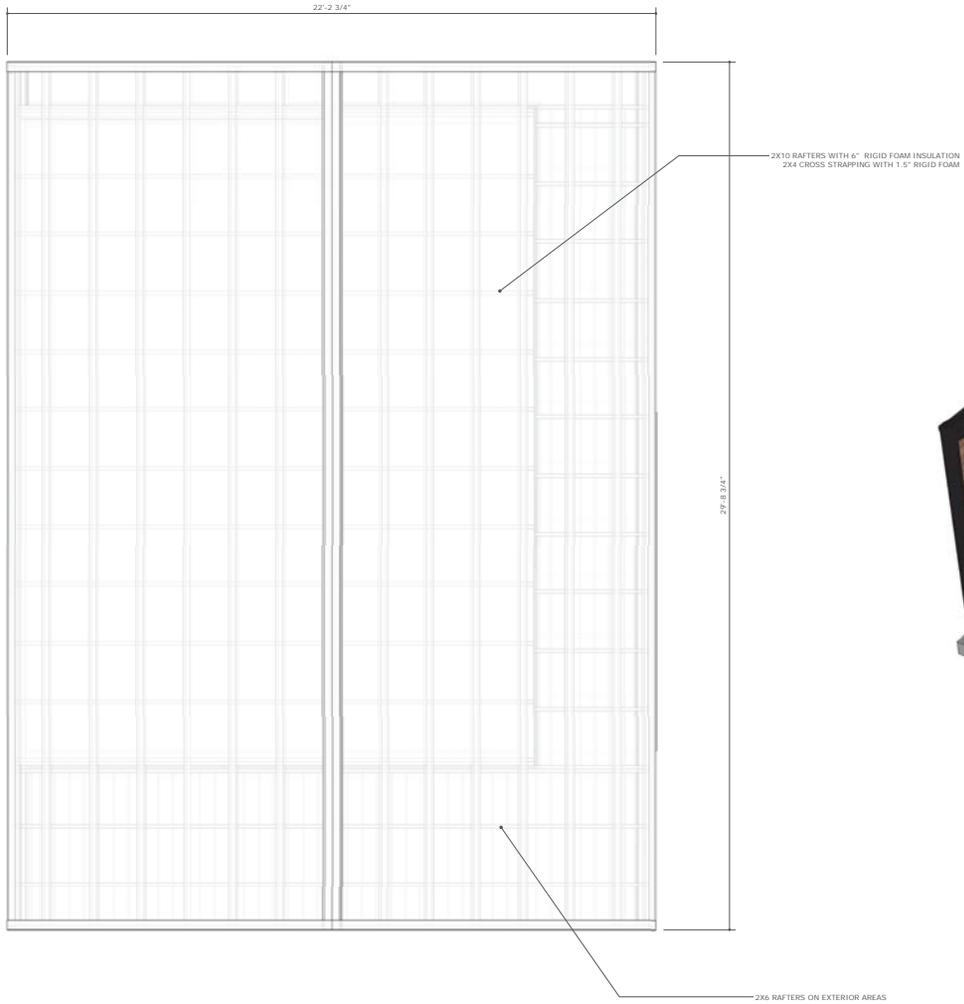
WALL DETAIL (WOOD SIDING) - SCALE: 1" = 1'-0"



MAIN FLOOR PLAN - SCALE: 1/2" = 1'-0"



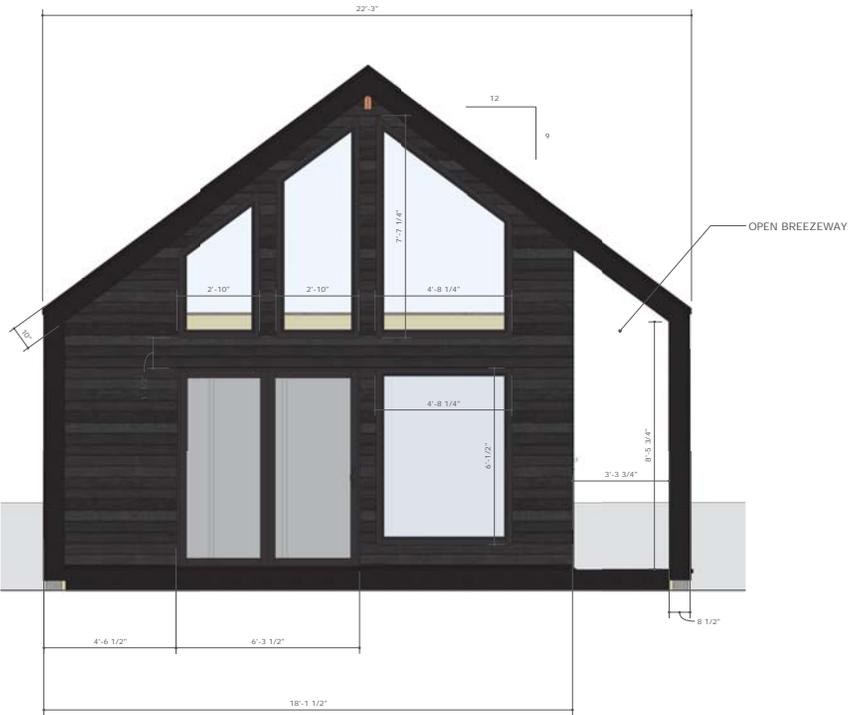
STORAGE LOFT PLAN - SCALE: 1/2" = 1'-0"



ROOF PLAN - SCALE: 1/2" = 1'-0"



ROOF PERSPECTIVE - NOT TO SCALE



FRONT ELEVATION - SCALE: 1/2" = 1'-0"

STANDING SEAM METAL CLADDING  
ROOF AND EXTERIOR WALLS



SIDE 1 ELEVATION - SCALE: 1/2" = 1'-0"

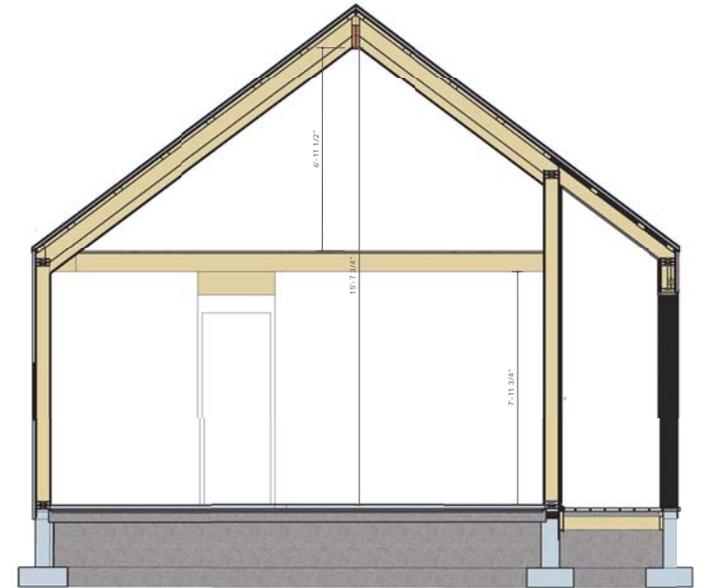


REAR ELEVATION - SCALE: 1/2" = 1'-0"

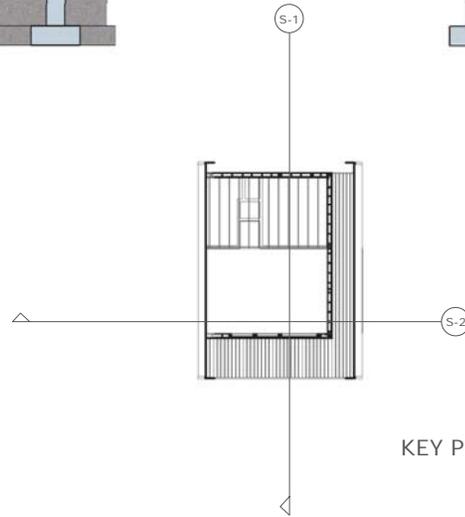
SIDE 2 ELEVATION - SCALE: 1/2" = 1'-0"



SECTION 1 (SIDE) - SCALE: 1/2" = 1'-0"



SECTION 2 (FRONT) - SCALE: 1/2" = 1'-0"



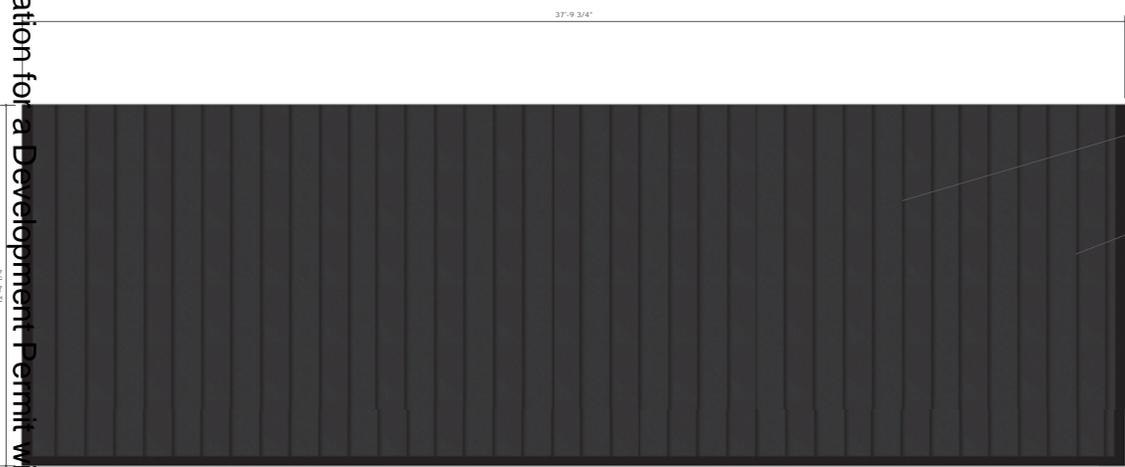
KEY PLAN - NTS



The Design Centre



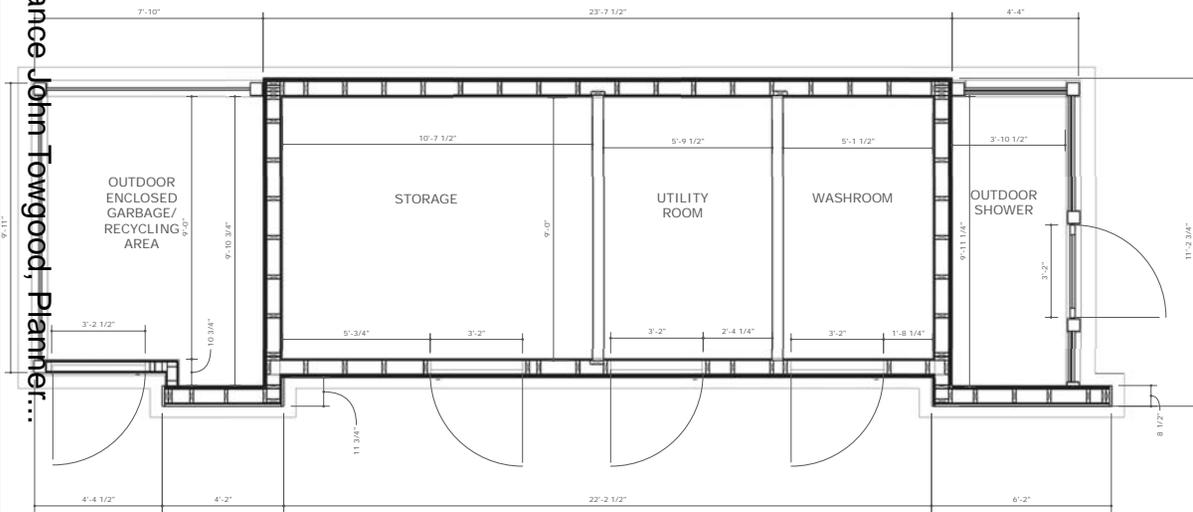




2x6 RAFTERS WITH 5.5\" RIGID FOAM INSULATION  
2x4 CROSS STRAPPING WITH 1.5\" RIGID FOAM

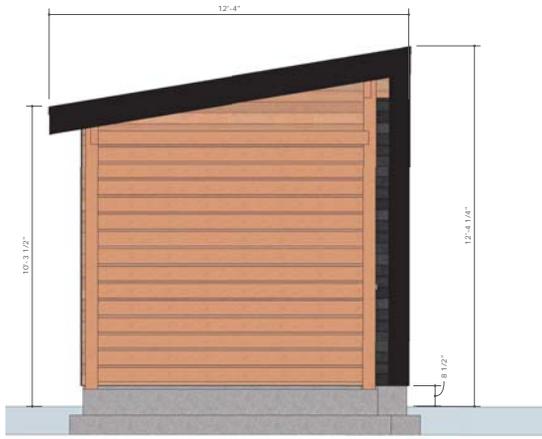
2x6 RAFTERS ON EXTERIOR AREAS

ROOF PLAN - SCALE: 1/2" = 1'-0"

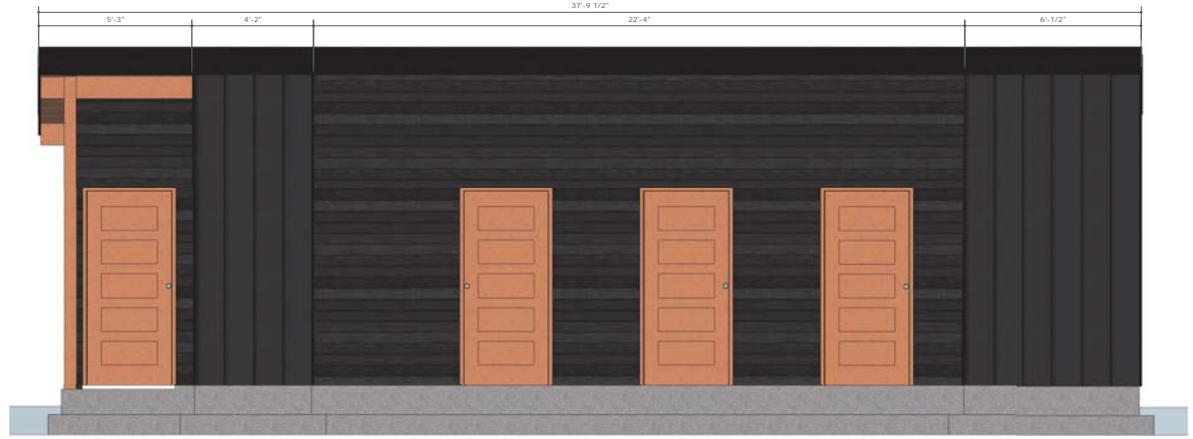


FLOOR PLAN - SCALE: 1/2" = 1'-0"

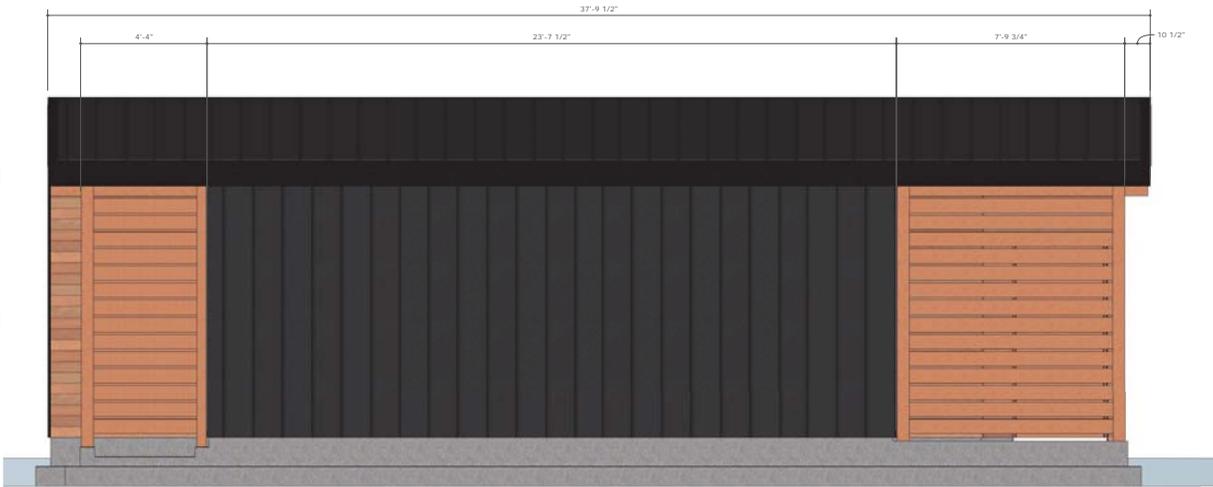




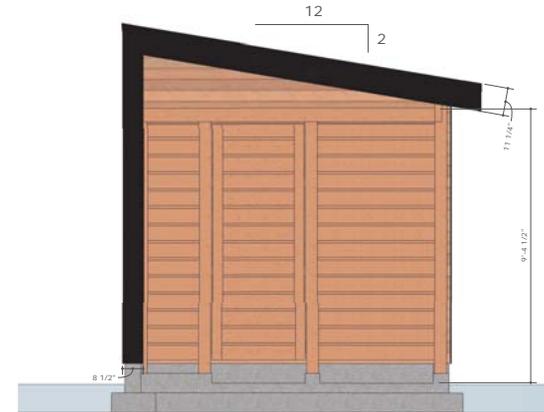
SIDE 1 ELEVATION - SCALE: 1/2" = 1'-0"



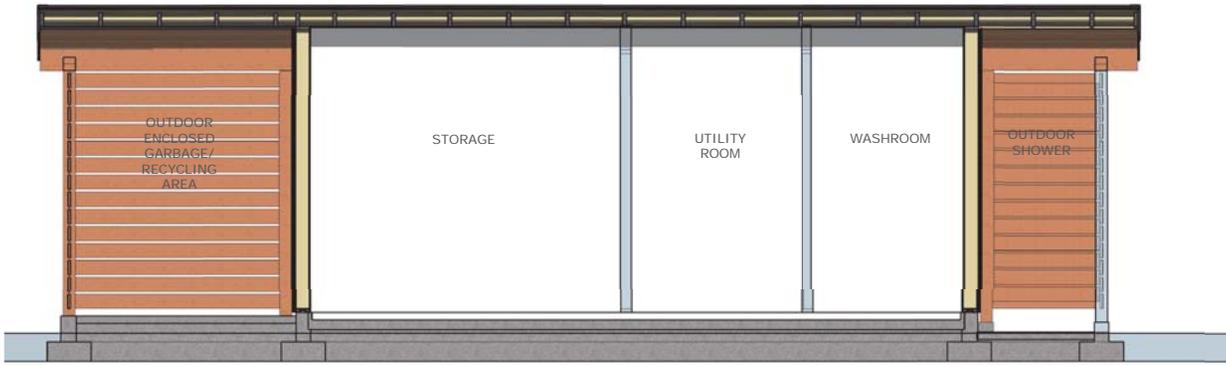
FRONT ELEVATION - SCALE: 1/2" = 1'-0"



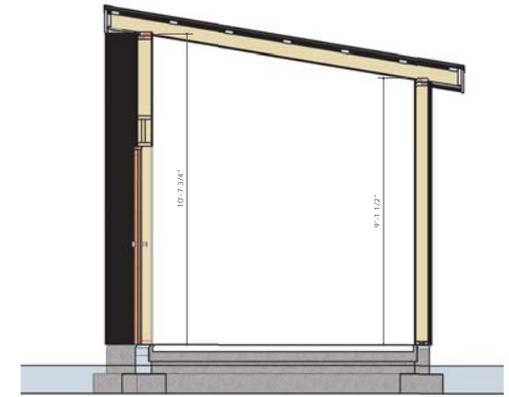
REAR ELEVATION - SCALE: 1/2" = 1'-0"



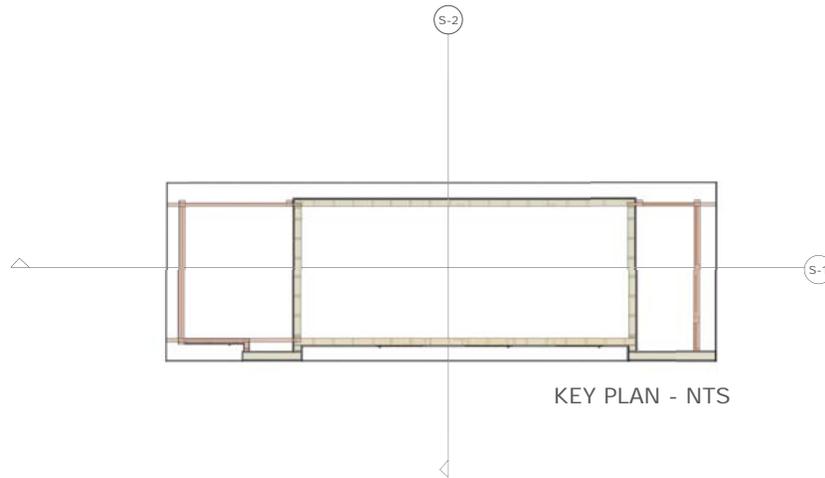
SIDE 2 ELEVATION - SCALE: 1/2" = 1'-0"



SECTION 1 (FRONT) - SCALE: 1/2" = 1'-0"

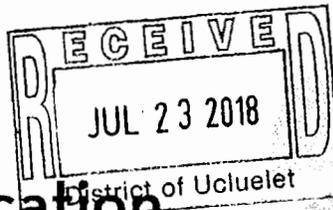


SECTION 2 (SIDE) - SCALE: 1/2" = 1'-0"



KEY PLAN - NTS

CABIN SERVICES/UTILITY SECTIONS



# Development Application

District of Ucluelet

Planning Department  
200 Main Street, Ucluelet, BC  
V0R 3A0, P.O. Box 999  
tel 250-726-4770 fax 250 726 7335

## Type of Application

An application is submitted for one or more of the following:

- Official Community Plan Amendment
- Zoning Bylaw Amendment
- Development Permit (no variances)
- Development Permit (with variances)
- Development Permit Amendment
- Development Variance Permit
- Temporary Use Permit
- Board of Variance
- Strata Conversion
- Subdivision

## Description of Property

Civic Address (es): 1055 HELEN STREET  
Legal Description: Lot 6 Plan VIP 76238 Block \_\_\_\_\_ Section \_\_\_\_\_ DL09

## Applicant Information

Notice of Disclosure to Applicant(s): The following contact information will be available to the public and may be posted on the Districts' website to allow interested parties to contact you about this application.

Applicant name: ROGER PELOSI Company name: \_\_\_\_\_  
Mailing address: 14691 36A AVE SURREY BC Postal Code: V4P 0E3  
Tel: 604 538 5975 Cell: 778 237 9441  
Email: PELOSI.ROGER@GMAIL.COM Fax: \_\_\_\_\_

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicant Signature: [Signature] Date: JULY 23 2018

## Registered Owner(s)

List all registered owners. For strata properties, provide accompanying authorization from all strata owners (not just strata corp.). If the owner is an incorporated company/society, attach a current corporate/society search or "notice of directors".

Registered Owner (s) name: ROGER PELOSI, LYNDA PELOSI, LEANNE PELOSI  
Mailing address: 14691 36A AVE SURREY B Postal Code: V4P 0E3  
Tel: 604 538 5975 Cell: 778 237 9441  
Email: PELOSI.ROGER@GMAIL.COM Fax: \_\_\_\_\_

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information is collected, used and disclosed under the authority of the Local Government Act, and section 26 (c) of the FOIPPA. The information will be used for the purpose of processing this application.

Owner Signature: [Signature] Date: July 23 2018

## Office Use Only:

Folio No.: <u>196-066</u>	File No.: <u>DP 18-06</u> <u>DP 18-03</u>	Date: <u>JUL 23/18</u>	Receipt No.: <u>01-61739</u>	Fee: <u>\$ 1,000.00</u>
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DP < 1hr.

District of Ucluelet Planning Department  
200 Main Street,  
POBox 999,  
Ucluelet, BC,  
V0R3A0

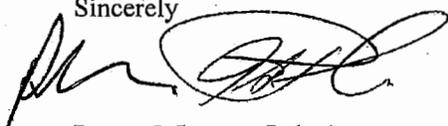
Attn: Bruce Creig

This letter of intent is to inform the District of Ucluelet our intention to phase construction of the development at 1055 Helen Street, (Lot 6 Plan VIP 76238 DL 09 3 Native Island.). The first phase of the plan is to build two cabins and a utility/cabin services building. In order to comply with the GH zoning designation we intend to utilize one cabin as the Principle dwelling until such time phase 2 of the development occurs. Upon completion of Phase 2 we intend to transfer the principle dwelling designation to the "Main" house located on the waterfront.

We understand that until Phase 2 is completed and the main house is designated as "Principle Dwelling" the cabin temporarily designated as "Principle Dwelling" may not be used as a guest cabin and must be occupied by a full time resident in order to utilize the second cabin as a nightly rental unit.

This will allow us to reside on site during construction of the main house without requiring a temporary and unsightly trailer.

Sincerely



Roger & Leanne Pelosi

24 JULY 2018  
Date:

Board of Variance Committee  
c/o District of Ucluelet-Planning Department  
200 Main Street, POBox 999, Ucluelet, BC, V0R3A0

Dear Board of Variance Committee

This letter is a request for the Board to review and grant variance for the property at 1055 Helen Street in Ucluelet zoned as Guest House. Specifically section GH.6.2

GH.6.2 In addition, *guest cottages* and all other *accessory buildings* and *structures* must be located:

1. to the rear of the *front face* of the principal building, and
2. at least 3m (10 ft) from the principal building

The variance requested is to allow the Principle Dwelling Unit to be located at the rear of the property fronting the water rather than fronting Helen Street with the guest cottages and all other accessory buildings and structures located between the Principal Dwelling Unit and Helen Street. Please see Site Plan map attached.

The hardship we are encountering is the neighbouring property was permitted to build cabins fronting Helen Road. Our Principle dwelling unit would be situated next the existing guest cabins and parking thus interfering with the peace and enjoyment of our home due to noise as well as impacted views. We feel it would be mutually beneficial to ourselves and the neighbouring property owner to have our principle dwelling units as well as the guest cabins adjacent to one another.

The variance will allow the character of the surrounding area to remain intact with more preserved vegetation along Helen Street as well as match the neighbouring property which has already been developed in a similar fashion.

The primary dwelling unit location will not negatively impact views from Helen Street or the waterfront as special attention has been given to preserving significant mature tree stands and topography. The site plan has been carefully executed in a manner to maintain the feel and character of the surrounding neighbourhood and waterfront as well as reduce visual impacts on the neighbourhood with substantial vegetated buffer areas between the principal dwelling unit, structures and parking.

Immediate neighbours have signed letters of support for the submitted site plan. Please see attached letters.

Sincerely



Roger & Leanne Pelosi

11<sup>th</sup> June 2018  
Date:

Board of Variance Committee  
c/o District of Ucluelet-Planning Department  
200 Main Street, POBox 999, Ucluelet, BC, V0R3A0

Dear Board of Variance Committee

We are neighbours to Roger and Leanne Pelosi of 1055 Helen Street. They have consulted with us regarding the proposed site plan for the development of their property. We are aware of the Bylaw:

GH.6.2 In addition, *guest cottages* and all other *accessory buildings* and *structures* must be located:

1. to the rear of the *front face* of the principal building, and
2. at least 3m (10 ft) from the principal building

We are aware of the request by Roger & Heather Pelosi for an amendment to allow the Principle Dwelling unit to be located at the rear of the property with the "front face" oriented to the waterfront with guest cottages to the rear of the "front face" between the Principle Dwelling unit and Helen Street.

We support their request to have a variance to the current bylaws as we believe there will be no undue hardship caused by proposed site plan to us nor do we see it impacting our property values.

Sincerely

NICK K. YANCAVUK of 1049 HOLON ROAD  
 Name (please print): Address:

[Signature] JUNO 11, 2018  
 Signature: Date:

Board of Variance Committee  
 c/o District of Ucluelet-Planning Department  
 200 Main Street, POBox 999, Ucluelet, BC, V0R3A0

Dear Board of Variance Committee

We are neighbours to Roger and Leanne Pelosi of 1055 Helen Street. They have consulted with us regarding the proposed site plan for the development of their property. We are aware of the Bylaw:

GH.6.2 In addition, *guest cottages* and all other *accessory buildings* and *structures* must be located:

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We are aware of the request by Roger & Heather Pelosi for an amendment to allow the Principle Dwelling unit to be located at the rear of the property with the "front face" oriented to the waterfront with guest cottages to the rear of the "front face" between the Principle Dwelling unit and Helen Street.

We support their request to have a variance to the current bylaws as we believe there will be no undue hardship caused by proposed site plan to us nor do we see it impacting our property values.

Sincerely

TED EEF Tink of 1091 Helen RD.  
 Name (please print): Address:

Teel Tink June 11, 2018  
 Signature: Date:

Board of Variance Committee  
c/o District of Ucluelet-Planning Department  
200 Main Street, POBox 999, Ucluelet, BC, V0R3A0

Dear Board of Variance Committee

We are neighbours to Roger and Leanne Pelosi of 1055 Helen Street. They have consulted with us regarding the proposed site plan for the development of their property. We are aware of the Bylaw:

GH.6.2 In addition, *guest cottages* and all other *accessory buildings* and *structures* must be located:

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We support their request to have a variance to the current bylaws as we believe there will be no undue hardship caused by proposed site plan to us nor do we see it impacting our property values.

Sincerely

Roy Wilkin of 1086 Helen St  
 Name (please print): Address:

Kilwin 11 June, 2018  
 Signature: Date:

Board of Variance Committee  
 c/o District of Ucluelet-Planning Department  
 200 Main Street, POBox 999, Ucluelet, BC, V0R3A0

Dear Board of Variance Committee

We are neighbours to Roger and Leanne Pelosi of 1055 Helen Street. They have consulted with us regarding the proposed site plan for the development of their property. We are aware of the Bylaw:

GH.6.2 In addition, *guest cottages* and all other *accessory buildings* and *structures* must be located:

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We support their request to have a variance to the current bylaws as we believe there will be no undue hardship caused by proposed site plan to us nor do we see it impacting our property values.

Sincerely

Kevin Epp of 1062 Helen Rd.  
 Name (please print): Address:

 June 12, 2018  
 Signature: Date:

Board of Variance Committee  
c/o District of Ucluelet-Planning Department  
200 Main Street, POBox 999, Ucluelet, BC, V0R3A0

Dear Board of Variance Committee

We are neighbours to Roger and Leanne Pelosi of 1055 Helen Street. They have consulted with us regarding the proposed site plan for the development of their property. We are aware of the Bylaw:

GH.6.2 In addition, *guest cottages* and all other *accessory buildings* and *structures* must be located:

1. to the rear of the *front face* of the principal building, and
2. at least 3m (10 ft) from the principal building

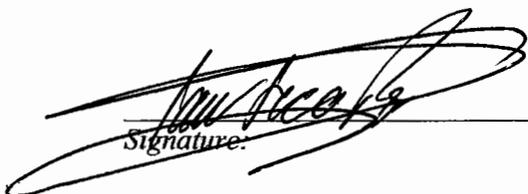
We are aware of the request by Roger & Heather Pelosi for an amendment to allow the Principle Dwelling unit to be located at the rear of the property with the "front face" oriented to the waterfront with guest cottages to the rear of the "front face" between the Principle Dwelling unit and Helen Street.

We support their request to have a variance to the current bylaws as we believe there will be no undue hardship caused by proposed site plan to us nor do we see it impacting our property values.

Sincerely

Jan Jacobs  
Name (please print):

of 1050 Helen Rd  
Address:

  
Signature:

June 10, 2018  
Date:

Board of Variance Committee  
 c/o District of Ucluelet-Planning Department  
 200 Main Street, POBox 999, Ucluelet, BC, V0R3A0

Dear Board of Variance Committee

We are neighbours to Roger and Leanne Pelosi of 1055 Helen Street. They have consulted with us regarding the proposed site plan for the development of their property. We are aware of the Bylaw:

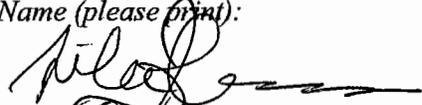
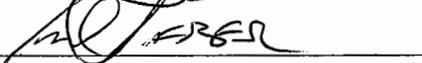
GH.6.2 In addition, *guest cottages* and all other *accessory buildings* and *structures* must be located:

1. to the rear of the *front face* of the principal building, and
2. at least 3m (10 ft) from the principal building

We are aware of the request by Roger & Heather Pelosi for an amendment to allow the Principle Dwelling unit to be located at the rear of the property with the "front face" oriented to the waterfront with guest cottages to the rear of the "front face" between the Principle Dwelling unit and Helen Street.

We support their request to have a variance to the current bylaws as we believe there will be no undue hardship caused by proposed site plan to us nor do we see it impacting our property values.

Sincerely

SILVA JOHANSSON	1058 HELEN RD
CARL STESER	of 1058 HELEN
_____ Name (please print):	_____ Address:
	15 JUNE / 2018
	JUNE 15, 2018
_____ Signature:	_____ Date:



## DEVELOPMENT PERMIT DP18-06

Pursuant to Part 14, Division 7 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Permit is issued to:

ROGER, LYNDA AND LEANNE PELOSI  
14691 36A AVE, SURREY, BC, CA, V4P 0E3

2. This Development Permit applies to and only to those lands within the District of Ucluelet described below and all buildings, structures, and other development thereon:

Lot: 6, Plan: VIP76238 District: 09 Native Island (1055 Helen Road).

3. This Development Permit is issued subject to compliance with all of the bylaws of the District of Ucluelet.
4. This Permit authorizes the construction of the following improvements on the Lands:
  - a. One Single Family Dwelling, 4 Guest Cabins and a Utility building.
  - b. Driveway and parking area.
  - c. Landscaping and planting enhancements of retained vegetation areas.

These improvements apply only in the locations indicated, and otherwise in accordance with, the drawings attached to this Permit as **Schedule A**.

5. This permit is issued subject to the following conditions:
  - a. Temporary protective fencing is to be erected for all areas of preserved and enhanced trees and native landscaping shown on the development plans prior to issuance of a building permit or the commencement of any site clearing or grading activities; and,
  - b. No material storage or staging is to occur in any tree protection area
6. The work authorized by this Permit may only be carried out:
  - a. in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except as expressly varied by Development Variance Permit DVP18-03.
  - b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.
7. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
8. This Permit is NOT a Building Permit.



9. **Schedules "A"** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the      day of      , 2018.

**IN WITNESS WHEREOF** this Development Permit is hereby executed and issued by the Municipality the      day of      , 2018.

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

\_\_\_\_\_  
Dianne St. Jacques – Mayor

\_\_\_\_\_  
Mark Boysen – Corporate Officer

**OWNER**

by its authorized signatory

\_\_\_\_\_  
Owner, by its authorized signatory

**ISSUED** the      day of      , 2018.

\_\_\_\_\_  
Bruce Greig - Manager of Planning



# Schedule A



## DEVELOPMENT VARIANCE PERMIT DVP18-03

Pursuant to section 498 of the Local Government Act, 2015:

1. This Development Variance Permit is issued to:

ROGER, LYNDA AND LEANNE PELOSI  
14691 36A AVE, SURREY, BC, CA, V4P 0E3

2. This Development Variance Permit applies to, and only to, those lands within the District of Ucluelet described below, and all buildings, structures, and other development thereon:

Lot: 6, Plan: VIP76238 District: 09 Native Island (1055 Helen Road).

3. This Development Variance Permit is issued subject to compliance with all the bylaws of the District of Ucluelet, except as specifically varied or supplemented by this Permit.
4. This Permit authorizes the following variance(s) to the District of Ucluelet Zoning Bylaw No. 1160, 2013 on the Lands:
  - a. Section GH6.2(1) is varied to permit the location of guest cottages and an accessory building to the front of the front face of the principle building as shown on Schedule A.
5. As a condition of the issuance of this permit, prior to obtaining a building permit the Owner shall submit a final detailed landscape plan showing the number, type and location of new plant material to complete the screening and enhanced landscape buffers in the general locations shown on the plans attached in Schedule A, for review and approval by the Manager of Community Planning. The additional planting shall be installed and maintained prior to occupancy of any of the cabins or single-family residence shown on the site plan. The detailed landscape plan is also to show the location of temporary protective fencing for all trees shown to be retained during construction.
6. The work authorized by this Permit may only be carried out:
  - a. in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development variance permit.
  - b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.



- 7. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
- 8. This Permit is NOT a Building Permit.

AUTHORIZING RESOLUTION passed by the Municipal Council on the      day of      , 2018.

IN WITNESS WHEREOF this Development Variance Permit is hereby executed and issued by the Municipality the      day of      , 2018.

THE DISTRICT OF UCLUELET  
by its authorized signatories:

\_\_\_\_\_  
Dianne St. Jacques – Mayor

\_\_\_\_\_  
Mark Boysen – Corporate Officer

OWNER  
by its authorized signatory:

\_\_\_\_\_  
Name:

ISSUED the      day of      , 2018.

\_\_\_\_\_  
Bruce Greig  
Manager of Community Planning



## SCHEDULE A – Development Drawings

# Public Notice

Pursuant to Section 499 of the Local Government Act, public notice is hereby given that the District of Ucluelet will consider Development Variance Permit No. 18-03 at a Regular Council meeting to be held on **Tuesday, August 7<sup>th</sup>, 2018 at 7:30 pm** in the George Fraser Room at the Ucluelet Community Centre, 500 Matterson Drive, Ucluelet.

## DEVELOPMENT VARIANCE PERMIT No. 18-03

**Applicant:** Roger, Lynda & Leanne Pelosi  
**Location:** 1055 Helen Road, Ucluelet, BC  
**Legal Description:** Lot 6, District Lot 543, Native Island, Clayoquot District Plan VIP76238, PID 025-815-083



Figure 1 - Site Plan

**Purpose:** The applicant has submitted a request for a Development Variance Permit (DVP 18-03) to vary the following:

- Section GH6.2(1) of the District of Ucluelet Zoning Bylaw No. 1160, 2013, requires that guest cottages and all other accessory buildings must be located to the rear of the front face of the principal building.

Note the proposed guest cottages would be located behind landscape screening, as shown on the plan attached to this notice.

A copy of the applicant's submission for DVP 18-03 and a corresponding Development Permit (Hyphocus Island - DP Area No. 4) is available for viewing at the Ucluelet Municipal Hall from Monday to Friday 9:00 a.m. to 4:00 p.m. until the date of the Council meeting. All persons will be given an opportunity to present written submissions on this matter. Written submissions must include your name and street address and will be considered part of the public record on this matter pursuant to the *Freedom of Information and Protection of Privacy Act*. Written submissions may be delivered:

- In person at: 200 Main Street, Ucluelet
- By email to: [jtowgood@ucluelet.ca](mailto:jtowgood@ucluelet.ca)
- By mail to: The District of Ucluelet, 200 Main Street, Ucluelet, BC, V0R 3A0, PO. Box 999, c/o Planning Department

All persons will also be given an opportunity to be heard by Mayor and Council at the Regular Council Meeting indicated above.

Application for a Development Permit with Variance John Towgood, Planner...



### Proposed Site Plan

#### LEGEND

-  SIGNIFICANT TREES TO BE PRESERVED
-  SIGNIFICANT TREES TO BE REPLACED



← CABIN #1  
INITIALLY SEVES  
AS SINGLE FAMILY  
DWELLING (PRINCIPAL  
USE).





## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 7, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 3900-25

**SUBJECT:** ADOPTION OF BYLAWS NO. 1233, 1234 & 1235

**REPORT NO:** 18-84

**ATTACHMENT(S):** DISTRICT OF UCLUELET ZONING BYLAW AMENDMENT BYLAW NO. 1233, 2018  
DISTRICT OF UCLUELET ZONING BYLAW AMENDMENT BYLAW NO. 1234, 2018  
UCLUELET HOUSING AGREEMENT BYLAW NO. 1235, 2018

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

1. **THAT** Council adopt District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018;
2. **THAT** Council give third reading to District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018; and
3. **THAT** Council adopt Ucluelet Housing Agreement Bylaw No. 1235, 2018.

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

The purpose of this report is to request Council give third reading to Bylaw No. 1234 and adopt Bylaws No. 1233 and 1235.

### **BACKGROUND:**

#### **Bylaw No. 1233 - Zoning Bylaw Amendment (1068 Helen Road)**

At the June 12, 2018 regular council meeting, Council gave first and second reading to Zoning Bylaw Amendment Bylaw No. 1233, 2018 which amends the District of Ucluelet Zoning Bylaw No. 1160, 2013 by increasing the Floor Area Ratio from .35 to .43 and allowing a Secondary Suite to operate concurrently with a Bed and Breakfast use in a single-family dwelling at 1068 Helen Road.

A public hearing was held for Bylaw No. 1233 on July 10, 2018. Following the public hearing, Council gave third reading to Bylaw No. 1233 at its regular council meeting. There were no outstanding conditions so Council is now in a position to adopt the bylaw.

#### **Bylaw No. 1234 – Zoning Bylaw Amendment (Temporary Use Permits)**

At the June 26, 2018 regular council meeting, Council gave first and second reading to Zoning Bylaw Amendment Bylaw No. 1234, 2018 which amends the District of Ucluelet Zoning Bylaw No. 1160, 2013 by adding a new subsection 204 Temporary Use Permits to Division 200 – Creation of Zoning Districts.

A public hearing is to be held immediately before the August 7, 2018, regular council meeting.

**Bylaw No. 1235 – Housing Agreement (Cabins at Terrace Beach staff housing)**

At the July 10, 2018 regular council meeting, Council gave first, second, and third reading to the Ucluelet Housing Agreement Bylaw No. 1235, 2018 which provides for one staff housing unit for the Cabins at Terrace Beach. This is a housekeeping matter to enable registration of a housing agreement on title. Council is now in a position to adopt the bylaw.

**OPTIONS REVIEW:**

1. THAT Council adopt District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018. **(Recommended)**
2. THAT Council give third reading to District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018. **(Recommended)**
3. THAT Council adopt Ucluelet Housing Agreement Bylaw No. 1235, 2018. **(Recommended)**
4. THAT Council provide alternative direction to staff.

**Respectfully submitted:** Marlene Lagoa, Deputy Municipal Clerk  
Bruce Greig, Manager of Community Planning  
Abigail Fortune, Acting Chief Administrative Officer

**DISTRICT OF UCLUELET****Bylaw No. 1233, 2018**

A bylaw to amend the District of Ucluelet Zoning Bylaw (1068 Helen Road).

---

**WHEREAS** the District of Ucluelet Council by Bylaw No. 1160 adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

1. Text Amendment:

Schedule B of District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by adding a new subsection R-1.7 to the R-1 Single Family Residential zone as follows:

**“R-1.7 Other Regulations:**

R-1.7.1 Notwithstanding other regulations in this bylaw, on the lands legally described as Lot 1, District Lot 543 Native Island, Clayoquot District, Plan VIP86443, P.I.D. 027-856-194 (1068 Helen Road), the following regulations apply:

(1) Maximum Floor Area Ratio: 0.43

(2) A *secondary suite* is a permitted use in a *single family dwelling* which also contains a Bed and Breakfast use.”

2. Citation:

This bylaw may be cited for all purposes as the “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018”.

**READ A FIRST TIME** this 12<sup>th</sup> day of **June, 2018**.

**READ A SECOND TIME** this 12<sup>th</sup> day of **June, 2018**.

**PUBLIC HEARING** held this 10<sup>th</sup> day of **July, 2018**.

**READ A THIRD TIME** this 10<sup>th</sup> day of **July, 2018**.

**ADOPTED** this        day of        , 2018.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 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

## DISTRICT OF UCLUELET

### Bylaw No. 1234, 2018

A bylaw to amend the District of Ucluelet Zoning Bylaw (Temporary Use Permits).

---

**WHEREAS** the District of Ucluelet Council by Bylaw No. 1160 adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

#### 1. Text Amendment:

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

- a) by adding a new subsection 204 Temporary Use Permits to Division 200 – Creation of Zoning Districts in appropriate numerical order:

#### **“204 Temporary Use Permits**

204.1 In accordance with Section 492 of the *Local Government Act*, all properties within the District of Ucluelet are designated as an area where Temporary Use Permits may be issued to allow for short-term land uses and development opportunities.

#### 204.2 Objectives

- (1) Provide flexibility to achieve short-term economic and social goals.
- (2) Ensure long-term public policy for the area is not changed.
- (3) Balance public and private interests.
- (4) Maintain a reasonable level of compatibility with surrounding development.

#### 204.3 Permit Guidelines

- (1) Permits can be issued for any period up to three years and could be considered for renewal once for any further period up to three years.
- (2) No public health and safety problems or environmental degradation shall be created.
- (3) Where warranted, environmental protection, post-development site restoration and nuisance abatement measures, including noise abatement, duration of operation hours and season, duration of permitted use, traffic management, parking, performance security, and establishing buffers and screens, may be required.”; and,

b) by adding the words “unless authorized by a Temporary Use Permit approved by the District Council” to the end of section 303.1(3).

**2. Citation:**

This bylaw may be cited for all purposes as the “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018”.

**READ A FIRST TIME** this 26<sup>th</sup> day of **June, 2018**.

**READ A SECOND TIME** this 26<sup>th</sup> day of **June, 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. 1234, 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

**DISTRICT OF UCLUELET**

**Bylaw No. 1235, 2018**

A Bylaw to Authorize the District of Ucluelet to Enter into a Housing Agreement.  
(the Cabins at Terrace Beach staff housing)

**WHEREAS** the Municipality may, by Bylaw, under Section 483 of the *Local Government Act* enter into a Housing Agreement which may include terms and conditions agreed to by the Municipality and the Owner regarding the occupancy of the housing units identified in the Agreement;

**AND WHEREAS** the Municipality has issued a Development Permit to enable the Owner to construct and maintain resort condominium units at a bonus density on the neighbouring property at 203 Boardwalk Avenue;

**AND WHEREAS** the Owner has offered to register a Housing Agreement to ensure a staff housing unit is maintained on the Lands described in this Bylaw, and the Municipality has deemed it expedient to require the Owner to enter into a Housing Agreement with the Municipality pursuant to Section 483 of the *Local Government Act*;

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

1. The Municipality is authorized to enter into a Housing Agreement pursuant to Section 483 of the *Local Government Act*, in substantially the form attached to this Bylaw as Schedule "A", with respect to the land located in the District of Ucluelet having a civic address of 1082 Peninsula Road and being more particularly known and described as:

Lot 1, Section 21, Clayoquot District, Plan VIP66548 Except That Part in Plan VIP70592

as shown shaded on the map attached to this bylaw as Appendix "A".

2. The Mayor and the Chief Administrative Officer of the Municipality are authorized to execute the Housing Agreement on behalf of the Municipality.

**CITATION**

3. This bylaw may be known and cited for all purposes as the "**Ucluelet Housing Agreement Bylaw No. 1235, 2018**".

**READ A FIRST TIME** this **10<sup>th</sup>** day of **July**, 2018.

**READ A SECOND TIME** this **10<sup>th</sup>** day of **July**, 2018.

**READ A THIRD TIME** this **10<sup>th</sup>** day of **July**, 2018.

**ADOPTED** this    day of            , 2018.

**CERTIFIED CORRECT:** "Ucluelet Housing Agreement Bylaw No. 1235, 2018"

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Dianne St. Jacques  
Mayor

---

Mark Boysen  
Corporate Officer

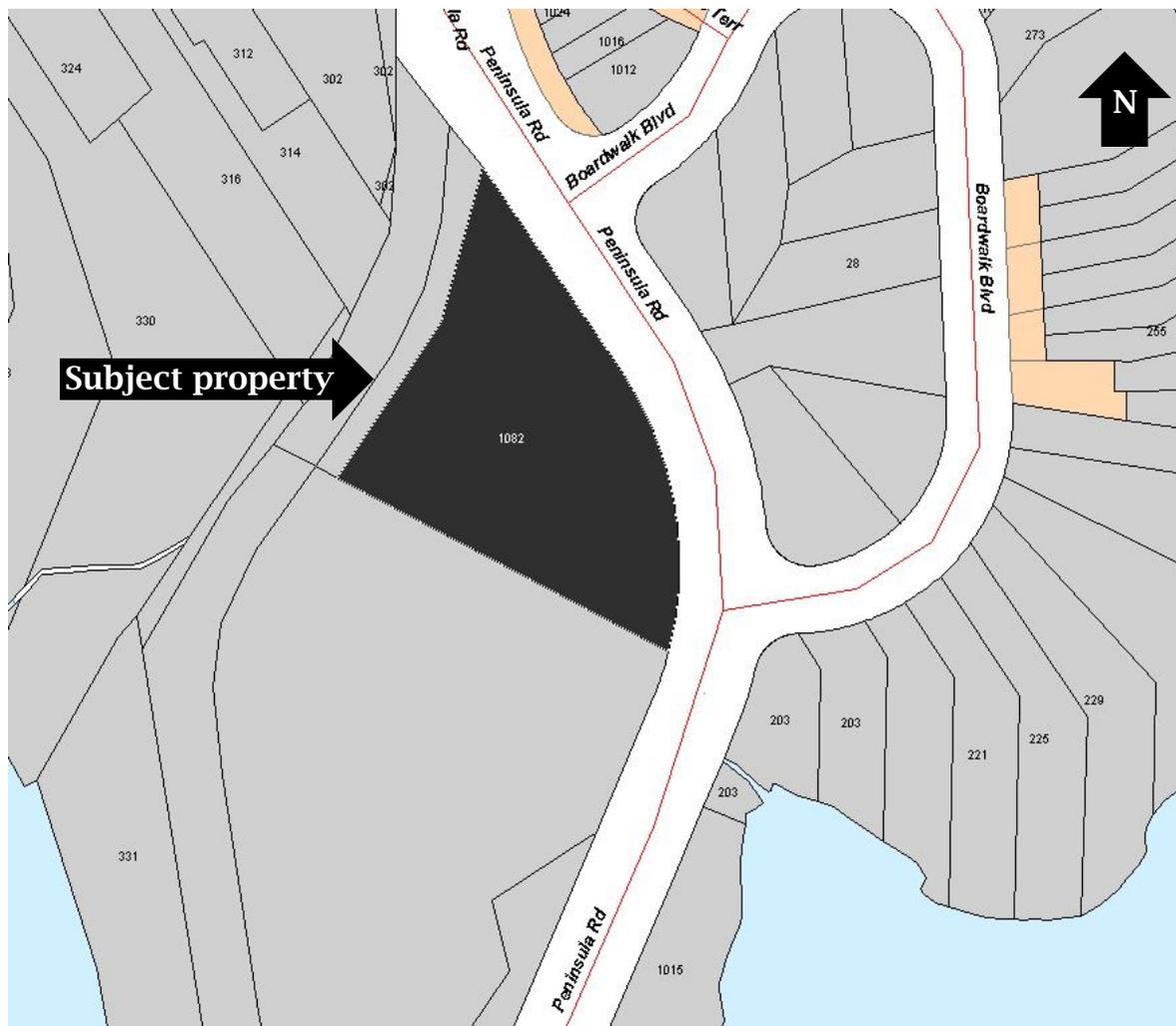
**THE CORPORATE SEAL** of the  
District Of Ucluelet was hereto  
affixed in the presence of:

---

Mark Boysen  
Corporate Officer

Appendix "A" to Ucluelet Housing Agreement Bylaw No. 1235, 2018

Subject property: Lot 1, Section 21, Clayoquot District, Plan VIP66548 Except That Part in Plan VIP70592 (1082 Peninsula Road)



**Schedule "A" to Bylaw No. 1235**

**HOUSING AGREEMENT**

**(Section 483, *Local Government Act*)**

This Agreement, dated for reference the \_\_\_ day of \_\_\_\_\_, 2018 is

BETWEEN:

The District of Ucluelet  
200 Main Street (PO Box 999)  
Ucluelet, BC  
V0R 3A0

(the "District")

and:

Lougheed Enterprises Inc., 0998092  
102 – 2455 Dollarton Highway  
North Vancouver, BC  
V7H 0A2

(the "Owner")

**WHEREAS:**

- A. The Owner is the registered owner of land located at 1082 Peninsula Road in the District of Ucluelet, which land is within the CD-5 Zone under the District's Zoning Bylaw 1160, and is more particularly described as:

PID: 024-008-648

Lot 1 Section 21 Clayoquot District Plan VIP66548 Except That Part in Plan VIP70592

(the "Land");

- B. The Owner has offered to enter into this agreement restricting the occupancy of the proposed staff housing unit to employees of "the Cabins at Terrace Beach" business operating on the Land, or other employees of hotels, motels or restaurants operating within the boundaries of the District of Ucluelet;
- C. The District may, pursuant to Section 483 of the *Local Government Act*, enter into a housing agreement with an owner of land that includes terms and conditions regarding the occupancy, tenure and availability to specified classes of persons of the housing that is

subject to the agreement; and,

- D. The Council of the District has, by Housing Agreement Bylaw No. 1235, 2018, authorized the District to enter into this Agreement with the Owner,

**THIS AGREEMENT** is evidence that in consideration of \$2.00 paid by the District to the Owner, the receipt and sufficiency of which are acknowledged by the Owner, and in consideration of the promises exchanged below, the parties agree, as a housing agreement between the Owner and the District under s. 483 of the *Local Government Act*, as follows:

#### **STAFF HOUSING UNITS**

1. **Occupancy Restriction.** The Owner agrees that the employee housing unit located on the upper floor of the Check-in Centre building located on the Land, as indicated in Schedule B to this Agreement, will be occupied only by the employees of the Owner or employees of restaurants, hotels or motels located within the boundaries of the District of Ucluelet, and the children and spouses of those employees, provided that children and spouses are only allowed to occupy a unit while the unit is occupied by the employee.
2. **Annual Verification.** No later than January 15 of each year beginning in 2019 the Owner will provide to the District, substantially in the form attached as Schedule A to this Agreement unless the District agrees to accept another form, a written statement of the Owner confirming the occupancy in respect of each unit on the Land complies with section 1, above.

#### **DEFAULT AND REMEDIES**

3. The Owner agrees that any breach or default in the performance of this Agreement on its part must be corrected, to the satisfaction of the District, within the time stated in any notice of default provided to the Owner by the District.
4. The Owner acknowledges that an award of damages may be an inadequate remedy for a breach of this Agreement and that the District is entitled in the public interest to an order for specific performance of this Agreement, a prohibitory or mandatory injunction to cure any breach of this Agreement, and a declaration that a residential tenancy agreement or any portion of such an agreement or a strata corporation bylaw constitutes a breach of this Agreement and is unenforceable.

#### **GENERAL PROVISIONS**

5. **Housing Agreement.** The Owner acknowledges that this Agreement constitutes a housing agreement under s.483 of the *Local Government Act* and that the District will register a notice of this housing agreement against title to the Land.
6. **Indemnity.** The Owner shall indemnify and save harmless the District and each of its elected

officials, officers, directors, employees and agents from and against all claims, demands, actions, loss, damage, costs and liabilities for which any of them may be liable by reason of any act or omission of the Owner or its officers, directors, employees, agents or contractors or any other person for whom the Owner is at law responsible, that constitutes a breach of this Agreement.

7. **Release.** The Owner releases and forever discharges the District and each of its elected officials, officers, directors, employees and agents and each of their heirs, executors, administrators, personal representatives, successors and assigns from all claims, demands, damages, actions or causes of action arising out of the performance by the Owner of its obligations under this Agreement.
8. **Survival.** The obligations of the Owner set out in sections 10 and 11 shall survive any termination of this Agreement.
9. **Municipal Powers Unaffected.** This Agreement does not limit the discretion, rights, duties or powers of the District under any enactment or the common law, impose on the District any duty or obligation, affect or limit any enactment relating to the use or subdivision of the Land, or relieve the Owner from complying with any enactment.
10. **No Public Law Duty.** Where the District is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the District is under no public law duty of fairness or natural justice in that regard and the Owner agrees that the District may do any of those things in the same manner as if it were a private party and not a public body.
11. **Notice.** Notice required or permitted to be served under this Agreement is sufficiently served if delivered in person or mailed to the postal address of the Owner or the District, as the case may be, at the address set out above, and in the case of mailed notice shall be deemed to have been received on the third day following mailing.
12. **Enuring Effect.** This Agreement is binding upon, and enures to the benefit of the parties and their respective successors and permitted assigns.
13. **Severability.** If any provision of this Agreement is found to be invalid or unenforceable, it shall be severed from this Agreement and the remainder shall remain in full force and effect.
14. **Remedies and Waiver.** All remedies of the District under this Agreement are cumulative, and may be exercised in any order or concurrently, any number of times. Waiver of or delay by the District in exercising any remedy shall not prevent the later exercise of any remedy for the same or any similar breach.
15. **Sole Agreement.** This Agreement represents the entire agreement between the parties respecting the tenure, use and occupancy of the housing units to be located on the Land, and there are no representations, conditions or collateral agreements on the part of the District

other than those set out in this Agreement.

16. **Further Assurance.** The Owner must forthwith do all acts and execute such instruments as may be reasonably necessary in the opinion of the District to give effect to this Agreement.

17. **Runs with the Land.** This Agreement runs with the Land, including any part into which the land may be subdivided, and is binding on the Owner and all persons who acquire an interest in the Land.

18. **No Joint Venture.** Nothing in this Agreement will constitute the District as the joint venturer, agent or partner of the Owner or give the Owner any authority to bind the District in any way.

**Lougheed Enterprises Inc.,** by its authorized signatories:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date:

**The Corporation of the District of Ucluelet,**  
by its authorized signatories:

\_\_\_\_\_  
Mayor:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Corporate Officer:

\_\_\_\_\_  
Date:

Schedule A to Housing Agreement

**STATUTORY DECLARATION**

<b>CANADA</b>	)	<b>IN THE MATTER OF A HOUSING</b>
	)	<b>AGREEMENT WITH THE DISTRICT OF</b>
	)	<b>UCLUELET</b>
	)	
<b>PROVINCE OF BRITISH COLUMBIA</b>	)	<b>("Housing Agreement")</b>
	)	

TO WIT:

I, \_\_\_\_\_ of \_\_\_\_\_, British Columbia, do solemnly declare that:

1. I am the owner or authorized signatory of the owner of land located at 1082 Peninsula Road in the District of Ucluelet, (the "Lands"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Lands.
3. For the period from \_\_\_\_\_ to \_\_\_\_\_ the Lands were occupied only by employees of the Cabins at Terrace Beach or another hotel, motel or restaurant business operating within the District of Ucluelet, or the children or spouses of those employees. Attached to this declaration is a list of the tenants of each of the units located on the Lands, and their place of employment.
4. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the District of \_\_\_\_\_ )  
 Ucluelet, in the Province of British Columbia, )  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 A Commissioner for Taking Affidavits in the )  
 Province of British Columbia )

\_\_\_\_\_  
 DECLARANT



**Schedule “B” to Housing Agreement**

**EMPLOYEE HOUSING UNIT**

**(1082 Peninsula Road – the Cabins at Terrace Beach)**

