



**REGULAR MEETING OF COUNCIL**  
**Tuesday, July 9, 2019 @ 2:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

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1.	CALL TO ORDER	
2.	ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
	Council would like to acknowledge the Yuulu?i?ath First Nations on whose traditional territories the District of Ucluelet operates.	
3.	ADDITIONS TO AGENDA	
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*Martina Kapac de Frias, Ministry of Forests, Land and Natural Resource  
Operations and Rural Development*

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10. INFORMATION ITEMS

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11. COUNCIL COMMITTEE REPORTS

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| 11.2 | Councillor Marilyn McEwen<br><i>Deputy Mayor November 2018 - March 2019</i> |
| 11.3 | Councillor Lara Kemps<br><i>Deputy Mayor April - June 2019</i>              |
| 11.4 | Councillor Jennifer Hoar<br><i>Deputy Mayor July - September 2019</i>       |
| 11.5 | Mayor Mayco Noël  |

12. REPORTS

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13. LEGISLATION

13.1. Bylaw to Repeal Commissions  
*Joseph Rotenberg, Corporate Clerk*

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[L-1 Bylaw to Repeal Commissions](#)

14. OTHER BUSINESS

- Additional matters and new items for information purposes

15. QUESTION PERIOD

16. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, June 25, 2019 at 3:30 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Marlene Lagoa, Manager of Corporate Services  
                          Joseph Rotenberg, Corporate Clerk  
                          Donna Monteith, Director of Finance

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 3:30 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. ADDITIONS TO AGENDA**

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

**4. APPROVAL OF AGENDA**

**4.1 June 25, 2019 Special Agenda**

2017-001           **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
                          *THAT Council approve the June 25, 2019 Special Agenda as presented.*  
CARRIED.

**5. CLOSED SESSION**

**5.1 Procedural Motion to Move In-Camera**

2017-002           **It was moved by Mayor Noël and seconded by Councillor McEwen**  
                          *THAT the June 25, 2019 Special Meeting of Council be closed to the public in*  
                          *order to address items under section 90(1)(a), (g) and (j) of the Community*  
                          *Charter.*  
CARRIED.

**5.2 Mayor Noël suspended the special meeting at 3:31 PM and moved in-camera.**

**5.3 Mayor Noël adjourned the in-camera meeting at 4:33 PM and**

resumed the open meeting.

**6. ADJOURNMENT**

**6.1 Mayor Noël adjourned the meeting at 4:33 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Tuesday, June 25, 2019 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, June 25, 2019 at 4:30 PM**

Present:      **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Kemps, and McEwen  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Marlene Lagoa, Manager of Corporate Services  
                          Joseph Rotenberg, Corporate Clerk  
                          Abigail Fortune, Manager of Parks and Recreation  
                          Bruce Greig, Manager of Community Planning  
                          John Towgood, Planner 1  
                          Brent Ashton, Bylaw Officer  
                          Donna Monteith, Director of Finance

Regrets:       Councillor Hoar

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 4:36 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. ADDITIONS TO AGENDA**

**3.1 Addition to the Agenda Item No. 12.1 School Zone Safety Review**  
**a) 2019-06-21 Cheryl Ennis Correspondence**  
**b) 2019-06-21 Jadessa Olson Correspondence**

**3.2 Addition to Agenda Item No. 12.3 Temporary Use Permit for Employee Housing – UHS**  
**a) 2019-06-21 Craig Côté Correspondence**  
**b) 2019-06-23 Stephen Kemp Correspondence**  
**c) 2019-06-24 Andreas Hobyan Correspondence**  
**d) 2019-06-25 Adrienne Shannon Correspondence**

**4. APPROVAL OF AGENDA**

**4.1 June 25, 2019 Regular Agenda**

2017-001           **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
                          ***THAT Council approve the June 25, 2019 Regular Agenda as amended.***

## 5. ADOPTION OF MINUTES

### 5.1 May 28, 2019 Regular Minutes

2017-002            **It was moved by Councillor McEwen and seconded by Councillor Kemp**  
                          *THAT Council approve the May 28, 2019 Regular Minutes as presented.*  
CARRIED.

### 5.2 June 11, 2019 Regular Minutes

2017-003            **It was moved by Councillor McEwen and seconded by Councillor Kemp**  
                          *THAT Council approve the June 11, 2019 Regular Minutes as presented.*  
CARRIED.

## 6. UNFINISHED BUSINESS

6.1     **There was no unfinished business.**

## 7. MAYOR'S ANNOUNCEMENTS

7.1     **There were no announcements.**

## 8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1     Public Input

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

8.2     Delegations

**Introduction to the Regional District and Budget Items  
 Relevant to Ucluelet  
*Douglas Holmes and Rob Williams, Alberni-Clayoquot  
 Regional District***

Douglas Holmes, Chief Administrative Officer, Rob Williams, General Manager of Environmental Services, and Mike Irg, Manager of Planning & Development, provided an overview of the Alberni-Clayoquot Regional District (the "ACRD") governance model and projects of interest to Ucluelet. Highlights included:

- Identified services provided by the ACRD to Ucluelet and explained that the ACRD collects taxes by requisition from member municipalities exclusively for those services.
- Listed the ACRD member jurisdictions which include six Electoral Areas, three Municipalities, and four First Nations.
- Described regional services and sub-regional services

provided by the ACRD.

- Noted the apron/taxi way upgrades at the Long Beach Airport.
- Described proposed improvements and services. They include:
  - New revenue streams for the Long Beach Airport.
  - Developing lands around the Long Beach Airport.
  - West Coast Transit System with a diversion to Ittatsoo.
  - Organic diversion programs for the region.
- Explained electoral approval is required to implement new services like the West Coast Transit system and the ACRD will use an alternative approval process to engage with the electorate.
- Explained that planning and development consists of three separate services:
  - Management of Development in Electoral Areas; only Members from the Electoral Area may vote on these issues unless the Member contributes to that Electoral Areas Planning and Development Budget.
  - Regional planning; all Members may vote on regional planning issues.
  - Building inspection in the Electoral Areas.
- Noted that if Ucluelet is interested in participating in development decisions in Electoral Area C, it must contribute to the planning budget associated with those decisions.
- Council comments and questions:
  - Asked why Ucluelet has not been invited to vote on development in Electoral Area C despite having to pay taxes to the ACRD? Mr. Holmes explained that:
    - Taxes are only paid on services that the ACRD provides to Ucluelet.
    - An agreement could be made in which the District of Ucluelet contributes to the Electoral Area Planning budget in exchange for the ability to vote on Electoral Area C planning issues.
  - Noted that the Rural Dividend fund has opened and the ʔapsčiiik ʔašii Trail connector could be a perfect fit.
  - Asked how the ACRD determines the amount member municipalities pay to vote on planning issues in neighbouring Electoral Areas? Mr. Holmes explained that Tofino contributes \$7,000

but the parties would have to negotiate what Ucluelet contributes.

- Noted that the Long Beach Airport area and the Salmon Beach are priority areas for Council.
- Noted the need for a regional strategic plan and asked if one is in the works? Mr. Holmes explained that:
  - The ACRD Board does not have a strategic plan.
  - A strategic plan could further prioritize matters.
  - Noted diverse interests of the Board Members could be a challenge.
  - Noted that strategic sessions should be held in November so they can inform the Budget process, completed in January.

## 9. CORRESPONDENCE

### 9.1 Tofino Bus Designated Bus Zone

#### *Travis Wilson, Tofino Bus and Vancouver Island Connector*

- Council comments and questions:
  - Suggested that the CO-OP lands around the Chamber of Commerce Office could be a suitable interim location but noted congestion at the CO-OP is already an issue.
  - Suggested that the Ucluelet Community Centre parking lot may be an interim solution but noted that a downtown location is more desirable.
  - Requested an update on the parking lot which is under construction in the downtown area. Mr. Boysen responded that a portion of the lot will be operational this summer.

2017-004

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

*THAT Staff investigate options for the Tofino Bus designate bus zone and report back to Council.*

CARRIED.

## 10. INFORMATION ITEMS

### 10.1 Hwy 4 Kennedy Hill Safety Improvements Traffic Interruptions Update

*Emil Anderson Construction (EAC) Inc.*

### 10.2 Clayoquot Biosphere Trust 2018 Annual Report

*Clayoquot Biosphere Trust, Rebecca Hurwitz*

### 10.3 District of Ucluelet Open Burning Ban

***District of Ucluelet, Fire Chief Rick Geddes***

- Council comments and questions:
  - Asked when campfires will be banned? Ms. Lagoa responded that the Fire Chief is monitoring weather conditions and will prolong the campfire season as long as possible.

**10.4 ʔapsčiiik ʔašii Multi-Use Pathway  
Government of Canada, Pacific Rim National Reserve**

**11. COUNCIL COMMITTEE REPORTS**

**11.1 Councillor Rachelle Cole**

*Deputy Mayor October - December 2019*

- June 17 attended the West Coast Nest presentation of their 2018 Annual Report.
- June 18 attended the fourth annual Climate Adaptation Workshop.
- June 18 attended the Physicians Group which is working on an alcohol harm reduction plan.
- June 19 attended Forest Glen Senior's Luncheon.
- June 19 attended Ucluelet Emergency Network meeting. Focused on high-risk/low frequency events.
- June 21 attended the grand opening of the Secret Beach Marina.
- June 25 attended Tofino General Hospital cultural safety meeting.

**11.2 Councillor Marilyn McEwen**

*Deputy Mayor November 2018 - March 2019*

- June 12 attended Alder Park opening and bench dedication.
- June 18 attended the fourth annual Climate Adaptation Workshop.
- June 20 attended Affordable Housing 101 online workshop. Waiting for weblinks. Will report back more as she learns more.

**11.3 Councillor Lara Kemp**

*Deputy Mayor April - June 2019*

- June 11 hosted Van Isle 360. 350 people attended and they reported Ucluelet is their favourite spot.
- June 13 attended the Ucluelet & Area Child Care Society AGM.
- June 15 attended Ucluelet Secondary School grad celebration.
- June 15 attended first annual Father's Day Chili Cook Off, profits were donated to the Ucluelet Fire Department.
- June 17 attended the West Coast Nest presentation of their 2018

Annual Report.

- June 18 attended the fourth annual Climate Adaptation Workshop.
- June 20 attended the Affordable Housing 101 online workshop.
- June 21 attended the grand opening of the Secret Beach Marina.

#### 11.4 Mayor Mayco Noël

- June 12 attended Alder Park opening and bench dedication. Noted that the bench had been dedicated to Geoff Lyons for his contribution to Ucluelet.
- June 21 attended the grand opening of the Secret Beach Marina.
- June 15 attended Ucluelet Secondary School grad celebration.
- June 21 attended a meeting with staff from the Department of Transportation and Infrastructure. Discussed ongoing issues with the highway, concerns regarding road workers adhering to the work schedule at Kennedy Hill Road Improvement Project and the lack of internet at Kennedy Hill.

## 12. REPORTS

### 12.1 School Zone Safety Review

*Joseph Rotenberg, Corporate Clerk*

- Late items received by Council:
  - a) 2019-06-21 Cheryl Ennis Correspondence
  - b) 2019-06-21 Jadessa Olson Correspondence
- Mark Boysen, Chief Administrative Officer, presented this report. Highlights included:
  - Noted that no motion is needed to proceed with the speed humps.
  - Reported that community engagement shows that the majority of respondents support installing the humps.
  - Noted that the speed humps on Lynn Road in Tofino are similar to the humps that will be installed.
- Council comments:
  - Recommended that the speed humps be assessed six months after they are installed.
  - Recommended additional temporary signage and a campaign intended to advise residents of the new speed humps.
- Councillor Cole noted that speed humps will not impact how BC Ambulance currently operates in the area.

## 12.2 1743 Cedar Road – UHS Noise Bylaw Compliance

**Bruce Greig, Manager of Community Planning**

- Bruce Greig, Manager of Community Planning, presented this report. Highlights included:
  - Reported that operational and equipment changes correspond to different noise complaints.
  - Noted that Council has considered this issue in the past.
  - Recommended that Ucluelet Harbour Seafoods provide a plan to abate the noise and a timeline.
  - Explained that this item is intended provide a forum for residents and UHS to address Council.

### UHS Management

- **D. Dawson**, General Manager of S&S Seafoods Canad Canada, comments:
  - Enumerated the steps UHS has taken to abate the noise. They include but are not limited to:
    - Purchasing new forklifts, tires and paving potholes.
    - Silencing forklift backup beepers as much as possible.
    - Attempting to install a wall around the condenser but it only increased decibel levels.
    - React as quickly as possible to noise complaints derived from staff behaviour.
  - Listed the steps UHS is considering taking. They include:
    - Installing noise dampening blankets intended to address the whining noise made by the condensers
    - Will provide a time-frame to District Staff within a week of this meeting.
    - Requested that staff determine if the condensers could be shut-off between 10 PM and 7 AM without effecting the product.
  - **B. Beens**, General Manager at Pacific Seafoods, enumerated the steps UHS has taken to abate the noise. They include but are not limited to:
    - Installed an insulating layer on one of the condensers.
    - Installed a frequency drive on one compressor.
    - Improving the off-loading system.
    - Moving pumps from north side of the building to the east side of the building.

## Public Responses

- **R. Zerowski**, resident of Cypress Road, noted that his complaint has three facets. They are as follows:
  - Noise emanating from compressors and fans that were turned on April 19, 2017 and penetrates the complainant's homes.
  - Noise emanating from staff dropping totes, operating forklifts and hitting potholes with forklifts.
  - Newly installed condenser which increased the noise and introduced vibration which he can feel in his house.
  
- **L. O'Brien**, resident of Cypress Road, comments:
  - Thanked UHS management for their efforts.
  - Noted that there is new equipment which was introduced in April that is even worse than the sound produced by the condenser.
  - Reported spending \$5,000 to address the noise. She replaced her windows and purchased a noise cancelling machine and noise cancelling headphones.
  - Noted the noise has been preventing her from getting enough sleep.
  - Reported a metal grinder was used on the night of June 24th.
  
- **C. Woodbury**, resident of Cypress Road, comments:
  - Corroborated statement of previous speakers.
  - Noted that noise levels differ depending on the day.
  - Believes that the only way to address the noise issue is to sell her home.
  - Required that UHS behave in a neighbourly manner.
  
- **L. Jacobsen**, resident of Cypress Road, comments:
  - Noted that during his tenure as Director of Titan Seafoods in Ucluelet he never received a noise complaint because all operations were conducted indoors.
  - Noted that UHS's operates outdoors which results in excessive noise.
  - Reported that the main issue is the fan noise.
  - Reported that other issues like the use of a gas pressure washer could be addressed by operating an electric pressure washer or placing the gas engine indoors.
  - Noted that Pacific Seafoods has failed to live up to their community commitment stated on their website.
  
- **D. Dawson**, comments in response:

- He was unaware of the noise issue with the new condenser and will investigate.
- Noted that UHS must operate 24 hours a day to be viable.

### 12.3 Temporary Use Permit for Employee Housing - UHS *Bruce Greig, Manager of Community Planning*

- Late items received by Council:
  - a) 2019-06-21 Craig Coté Correspondence
  - b) 2019-06-23 Stephen Kemp Correspondence
  - c) 2019-06-24 Andreas Hobyman Correspondence
  - d) 2019-06-25 Adrienne Shannon Correspondence
- Bruce Greig, Manager of Community Planning, presented this report. Highlights included:
  - Noted that the subject property is leased by Pacific Seafoods and the Applicant proposes to use the property for temporary staff housing.
  - Reported that Council reviewed the application in May of 2019 and requested that the applicant provide a more detailed site plan.
  - Referred Council to the draft permit conditions, required statutory declaration and deposit.

#### UHS Management

- **D. Dawson**, General Manager of S&S Seafoods Canad Canada, noted that the public notice posted by the District speaks to the application.

#### Public Responses

- **B. Carver**, Director of the Shoreside Management Corp., comments:
  - He owns a unit at Water's Edge Resort and represents the society which is made up of rental pool members and the management team.
  - Recognized the contribution that the fishing industry makes to the economy and the challenge of finding staff housing (which Water's Edge Resort also faces).
  - Noted that Water's Edge employs 30 people and contributes significantly to the local economy.
  - Recommended that staff housing be low-impact and not negatively impact businesses in the area.
  - Believes sewage, water consumption and noise will be issues with the proposed camp. Mr. Beens responded that

UHS has had no noise issues with current employee housing.

- Asked how many people will live in the Camp? Mr. Greig responded that fifty people total with two people per unit.
  - Noted that residents will be coming and going all night long. Mr. Dawson responded that residents would not be coming and going all night because they will work twelve-hour shift starting at either 8 AM or 8 PM.
  - Asked how employees will be transported to and from the site? Mr. Dawson responded that a small bus may be used, and local employees currently commute via bike.
  - Asked where these workers would be coming from? Mr. Dawson responded Eastern Canada, Central Canada, Nanaimo area, and Victoria area, and that some current employees commute from Port Alberni by bus.
  - Asked if the housing would be used year-round? Mr. Dawson responded only 180 days a year.
  - Noted that policing camps like this is extremely difficult.
  - Noted that as a hospitality business they cannot afford the complaints associated with this camp.
  - Questioned whether this is the best location for the camp?
  - Noted that it is difficult to evict residents that refuse to leave voluntarily. Mr. Beens responded that housing is tied to employment and they have experience terminating and evicting staff members.
  - Asked if the accommodations will be free? Mr. Dawson answered that employees will make a small contribution.
- **B. Hohlweg**, Director of Marketing at Water's Edge Suites, comments:
    - Resort contributes 7.8 million dollars to the local economy annually.
    - Noted that his job is to sell a quaint fishing village and the planned camp would undermine that image. Mr. Dawson responded that UHS intends to plant trees and put up a fence to address issues with sight-lines.
    - Noted that complaints must be responded to immediately because negative online reviews can have a drastic effect on revenues.
    - Noted that there are better suited areas for staff housing, recommended RVs be dispersed throughout the community and homeowners rent pads to UHS employees.
    - Concerned that one resident/employee will be unable to police his or her coworkers/co-residents.
    - Believes enforcing the permit conditions will be impossible

and the Bylaw Officer will not be able to effectively address noise complaints.

- Noted that the camp is not like a family-oriented campground and it puts a million-dollar business at risk. Mr. Dawson responded that residents are not campers and will be working 12-hours a days, 7 days a week and the campground will be less loud than a family oriented campground.
  - Asked about sewage? Mr. Dawson responded that the sewage system will be approved by the Vancouver Island Health Authority.
  - Asked what other sites have been explored? Mr. Dawson responded that UHS has investigated sites in Ucluelet and across the bay.
- **D. St. Jacques**, manager of Water's Edge Shoreside Suites, comments:
    - Noted that her biggest concern is the District response time to complaints because there could be an immediate impact on Water's Edge and the response time from the District could be slow.
    - Asked if there is a timely way of revoking the Temporary Use Permit? Council responded that the RCMP will respond to noise complaints after 10 PM.
  - **S. Kemp**, comments:
    - Reported that he is not part of the rental pool but agrees with what Mr. Hohlweg concerns.
    - Noted that he is concerned about whether the District has the capacity to shutdown the camp.
    - Noted that he is concerned about how the camp will be policed. Mr. Dawson responded that someone will live on site.
  - Council comments and questions:
    - Noted that it would be legal for the owner of the land to open a noisy industrial plant on the property which can operate 24/7.
    - Noted it will be difficult for the UHS management team to address noise coming from the camp.
    - Noted that it will be difficult for the District to quickly respond to noise complaints. Mr. Grieg noted condition (f) of the Terms of Temporary Use Permit conditions relates to noise.
    - Asked what measures can the District take other than issuing a \$200 ticket?

- Asked what it will take to clean-up the site. Mr. Dawson responded that much of the equipment on-site is owned by the landowner and cannot be removed by the tenant (UHS).
- Asked if a temporary use permit may be revoked? Mr. Grieg responded that:
  - The permit may be revoked if its conditions are not met.
  - The applicant would have the opportunity to appeal to Council if it was revoked.
  - A security deposit will be held by the District.
- Asked what the response would be to only 8 to 10 units? Mr. Dawson noted that units will be brought in as new employees are hired.
- Asked if the effect of noise has been tested? Mr. Grieg responded that:
  - The noise has not been tested.
  - One condition is that the onsite manager will be required to provide the District with his or her contact information which could be shared with Water's Edge staff.
- Mr. Boysen explained the process associated to responding to noise complaints. Highlights include:
  - The site manager required by the permit conditions will be responsible for regulating the camp.
  - If noise persists, the District will get involved.
  - After a certain number of incidents staff can consider revoking the Permit.
  - Mr. Boysen noted that staff do not have the expertise to test noise and suggested that Council do a site visit.
- Councillor Cole noted that BC Ambulance Services would not be concerned with accessing these RVs given the proposed set-up.
- Council questions are:
  - 25 units necessary? Mr. Dawson responded 25 units is the maximum number allowed on the site and 8 units is not financially viable due to the cost of installing sewer and water.
  - Is the project still viable if no decision was made at this time? Mr. Beens responded that the project would still be viable.

2017-005

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

*THAT recommendations 1, 2, 3, and 4 of the report item, "Temporary Use Permit for Employee Housing – UHS" be brought back at the next Regular Meeting of Council*

*scheduled for July 9, 2019 as unfinished business.*

CARRIED.

2017-006

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

*That Council take a recess until called to order by the Mayor.*

CARRIED.

**Council recessed at 6:44 PM. The Mayor called the meeting to order at 6:50 PM.**

**12.4 Canada Day Road Closure & Community Invite**  
**Abigail Fortune, Manager of Parks & Recreation**

2017-007

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

*THAT Council approve recommendations 1 and 2 of report item, "Canada Day Road Closure & Community Invite" which state:*

1. *THAT Council authorizes the closure of Fraser Lane from 8:00 a.m. to 4:00 p.m. in front of the Village Green on Monday, July 1, 2019.*
2. *THAT Council attend the Canada Day Festivities, endeavor to wear red and white and invite the community to join them.*

CARRIED.

**12.5 Ukee Days: Noise Bylaw and Road Closure**  
**Abigail Fortune, Manager of Parks & Recreation**

- Council comments and questions:
  - Asked if the thirty-minute closure along Peninsula is enough? Ms. Fortune responded that staff strive to keep road closures to the schedule.
  - Concerned about the message Council sends by serving alcohol at Ukee Days.
  - Noted that Council is no longer asked to serve alcohol.
- Abigail Fortune, Manager of Parks & Recreation recommended that Council volunteer at the Friday Night BBQ.

2017-008

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

*THAT Council approve recommendations 1, 2, 3, and 4 of report item, "Ukee Days: Noise Bylaw and Road Closure" which state:*

1. *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 26, 2019;*
2. *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 27, 2019;*
3. *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 27, 2019; and*

4. *THAT Council attends the Ukee Days festivities July 26 – 28, 2019 and invites the community to join them.*

CARRIED.

**12.6 Ukee Days 2019 Admission Fee Review**  
***Abigail Fortune, Manager of Parks & Recreation***

- Abigail Fortune, Manager of Parks & Recreation presented this report. Highlights included:
  - Staff concluded that the best way to make Ukee Days more financially accessible for children is to offer \$5 wristbands to youth under the age of 18 for unlimited midway rides and games for the weekend.
  - Noted that the wristbands will streamline operations.
  - Cautioned that if the wristbands are offered one-year, parents and children will expect them in future years.
  - Recommended that if the wristbands are used, they should be built into the five-year plan.
- Council comments:
  - Likes the wristband concept because admission makes up only a small portion of what parents spend at Ukee Days and some children cannot afford to participate in the rides and games.
  - Voiced opposition to using Barkely Community Forest funds for this purpose.
  - Noted that the wristband may be an option for 2020.
  - Asked if the District makes a profit off of the event? Ms. Fortune responded that it does.
  - Requested that the budget for this event be presented to Council through a report.
  - Noted that the proposed change was introduced too close to Ukee Days.

2017-009

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

*THAT Council extend the Regular General Meeting past 7:00 PM.*

CARRIED.

2017-010

**It was moved by Mayor Noël and seconded by Councillor McEwen**

*THAT Council approve recommendation 1 of report item, "Ukee Days 2019 Admission Fee Review" which states:*

1. *THAT Council subsidizes children's midway games and rides for Ukee Days 2019 to the amount of \$15,000 from the Barkley Community Forest funds.*

DEFEATED.

**12.7 Minister Meeting Requests for UBCM 2019 Annual Meeting**  
**Mark Boysen, Chief Administrative Officer**

- Council comments and questions:
  - Registration for UBCM opens July 2.
  - Discussed having a joint meeting with Tofino and the Health Minister.

2017-011

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

*THAT Council approve recommendation 1 of report item, "Minister Meeting Requests for UBCM 2019 Annual Meeting" which states:*

1. *THAT Council direct staff to request meetings with priority provincial ministries for the 2019 UBCM Convention.*

CARRIED.

**12.8 Resolution Tracking - June 2019**  
**Joseph Rotenberg, Corporate Clerk**

- Council comments and questions:
  - Asked when Council Meeting webcasting will begin? Ms. Lagoa responded that webcasting will be implemented by the next Regular Council Meeting but Mr. Boysen noted that it is a Staff priority.
  - Asked when the Cedar Road Parking Lot will be complete? Mr. Boysen answered that he is pushing for part of the lot to be operational within the next couple of weeks.
  - Asked why item the lease with the Ucluelet & Area Historical Society is taking so long? Ms. Fortune noted time restraints.
  - Noted a typo in Item 13.1
  - Requested an update on the Host Compliance. Mr. Boysen noted that an update was provided in early spring and the updates are provided every six to nine months. He also noted that he would send Councillors Kemps the most recent report.
  - Asked what measures had been taken to enforce the Short-Term Rentals related bylaws. Mr. Ashton, Bylaw Officer, answered that there has been an influx of compliance and more business license applications are received each week.

**13. OTHER BUSINESS**

**13.1 There was no other business.**

**14. QUESTION PERIOD**

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

**15. ADJOURNMENT**

**15.1 Mayor Noël adjourned the meeting at 7:22 PM.**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, June 25, 2019 at 4:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO



## STAFF REPORT TO COUNCIL

Council Meeting: JULY 9, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, CORPORATE CLERK

**FILE NO:** 3070 TUP19-02 UHS

**SUBJECT: UNFINISHED BUSINESS ON TEMPORARY USE PERMIT  
FOR EMPLOYEE HOUSING – UHS**

**REPORT NO:** 19-86

**ATTACHMENT(S):** APPENDIX A – STAFF REPORT NO. 19-80 FROM JUNE 25, 2019  
APPENDIX B – LATE CORRESPONDENCE RECEIVED ON JUNE 25, 2019  
APPENDIX C – CORRESPONDENCE RECEIVED AFTER JUNE 25, 2019

### **PURPOSE:**

The purpose of this report is for Council to consider Staff Report No. 19-80 (Appendix A) as unfinished business.

### **BACKGROUND:**

A staff report regarding the proposed Temporary Use Permit - TUP19-04 (the “TUP”) was presented at the June 25, 2019 Regular Council Meeting. At that Meeting late correspondence about the proposed TUP (Appendix B) was received, the applicant and members of the public were heard, and the following resolution was passed:

*THAT recommendations 1, 2, 3, and 4 of the report item, “Temporary Use Permit for Employee Housing – UHS” be brought back at the next Regular Meeting of Council scheduled for July 9, 2019 as unfinished business.*

The District received correspondence about the proposed TUP following the June 25, 2019 Regular Council Meeting. The two new correspondence items are attached to this report as Appendix C.

**Respectfully submitted:** Joseph Rotenberg, Corporate Clerk  
Marlen Lagoa, Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer



## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 25, 2019

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

**FILE NO:** TUP19-02 UHS

**SUBJECT:** TEMPORARY USE PERMIT FOR EMPLOYEE HOUSING - UHS

**REPORT NO:** 19-80

**ATTACHMENT(S):** APPENDIX A – DRAFT PERMIT TUP19-02  
APPENDIX B – STAFF REPORT DATED MAY 14, 2019  
APPENDIX C – CORRESPONDENCE

### RECOMMENDATION:

1. **THAT** Council, at this point, gather public input on the proposal to allow seasonal employee housing for up to three years in a maximum of 25 Recreational Vehicles on the property at 1970 Harbour Crescent, but defer a decision on approving the requested Temporary Use Permit 19-02 until the applicant has installed approved services and otherwise readied the site according to the plans submitted and the conditions listed in the draft permit.

### BACKGROUND:

At its May 14, 2019, meeting Council considered a staff report on the Temporary Use Permit (TUP) application 19-02 and passed the following motion:

*“THAT Council direct staff to give notice of Council’s intent to consider issuing a Temporary Use Permit for seasonal employee housing in up to 25 RV’s on the property at 1970 Harbour Crescent, subject to receipt of more detailed plans showing:*

- a. *Detailed, dimensioned site layout clearly showing fire access lane and areas for vehicle parking, bicycle parking, garbage and recycling, screening along the south side, and amenity spaces (e.g., picnic table, recreation area, etc.);*
- b. *Engineer or Registered Onsite Wastewater Practitioner report for proposal to collect and pump wastewater, to Island Health standards;*
- c. *Engineer’s plans confirming adequate services (water, power); and,*
- d. *Confirming dates of seasonal operation.”*

### DISCUSSION:

The applicant submitted a detailed site plan on May 30, 2019. The plan is attached to the draft TUP19-02 (see Appendix ‘A’).

The applicant has stated that occupancy of the RV’s is *“expected to be May to October for the majority of the units. We may leave a few vacant if there is a need for winter occupancy November to April but each unit will not be occupied for more than 6 months.”*

Note the permit is subject to the owner's undertaking, security deposit and conditions as listed in Schedule 3 to the TUP. Staff recommend a security deposit in the amount of \$3,000 per seasonal camping space, i.e., a total security deposit of \$75,000.

The conditions of the permit also require that the applicant provide confirmation of approved water, sewer and electrical services prior to occupancy – this would enable the applicant to move forward with the site servicing, which the applicant has indicated is underway, while meeting the intent of conditions “b” and “c” from the Council motion of May 14, 2019, above.

A condition of the permit is that camping in RV's or any other structure or vehicle is permitted only as defined and in the area designated in the site plan attached as Schedule 4 to the TUP. The District is aware that a number of RV's have already been located on the property and are occupied; at the District's insistence, UHS has agreed to provide portable toilet facilities as an interim measure for these campers. These units would be the first to move to the new serviced spaces. Council could defer issuance of the requested TUP until the applicant has installed approved water and sewage services, delineation of fire lanes, screening, etc., to the District' satisfaction. Alternatively, Council could issue the permit with the conditions as drafted, including the requirement for installing screening and full servicing before occupancy, or could add conditions as it deems necessary.

The required statutory notification for the TUP has been completed. Council should now provide an opportunity to receive public comment on this application, and thereafter consider whether to issue the requested permit.

**OPTIONS:**

1. **THAT** Council, at this point, gather public input on the proposal to allow seasonal employee housing for up to three years in a maximum of 25 Recreational Vehicles on the property at 1970 Harbour Crescent, but defer a decision on approving the requested Temporary Use Permit 19-02 until the applicant has installed approved services and otherwise readied the site according to the plans submitted and the conditions listed in the draft permit.  
**(Recommended)**
2. **THAT** subject to public comment, Council consider authorizing issuance of Temporary Use Permit 19-02 for a period of up to three years, to allow seasonal employee housing in a maximum of 25 Recreational Vehicles on the property at 1970 Harbour Crescent;
3. **THAT** Council add, remove or change the permit conditions and then issue the permit as amended; or,
4. **THAT** Council reject the TUP application.

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



## Appendix A

## TEMPORARY USE PERMIT TUP19-02

### General Terms

1. This Temporary Use Permit is issued to:

Leader Fishing Ltd. Inc. No. BC0992586  
 320-522 7<sup>th</sup> Street  
 New Westminster, BC V3M 5T5

and

S&S Seafood Co. (Canada)  
 12 Orwell Street, Suite 200  
 North Vancouver, BC V7J 2G1

(the "**Permittee**")

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

Lot 5, District Lots 806 and 1991 Clayoquot District, Plan 20323  
 PID 003-527-867 (1970 Harbour Crescent)

(the "**Lands**").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
5. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
7. If the Permittee or its successor(s) in title does not substantially commence any construction with respect to which this permit was issued within six months after the date it was issued, the Permit shall lapse.
8. 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.



9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_ day of **June, 2019**.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_ day of \_\_\_\_, 2019.

**THIS PERMIT SHALL EXPIRE** on the \_\_\_\_ day of **June, 2022**.

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

\_\_\_\_\_  
Mayco Noël – Mayor

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

**OWNER**

by its authorized signatory

\_\_\_\_\_  
LEADER FISHING LTD. INC. NO. BC0992586

**TENANT MANAGING THE USE OF THE LANDS**

by its authorized signatory

\_\_\_\_\_  
DAVE DAWSON, GENERAL MANAGER  
S&S SEAFOOD CO. (CANADA)

**ISSUED** the \_\_\_\_ day of \_\_\_\_, 2019.

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



**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I, Dave Dawson, representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Remove any RV's, Trailers, or other vehicles or structures used or capable of being used for camping purposes from *the Lands* immediately upon expiry or revocation of the Temporary Use Permit.
- c) Abide by all conditions of the Temporary Use Permit.

I understand that should I not fulfill the undertakings described herein, the District of Ucluelet or its agents may enter upon *the Lands* and perform such work as is necessary to eliminate the temporary use and bring the use and occupancy of the property into compliance with the District of Ucluelet bylaws, and that any securities submitted to the District pursuant to the Temporary Use Permit shall be forfeited and applied to the cost of restoration of *the Lands* as herein set out.

I further understand that in the event of a default of the conditions contained within the Temporary Use Permit, I shall forfeit the securities submitted to the District of Ucluelet.

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

DATE: \_\_\_\_\_

PERMITTEE: \_\_\_\_\_

WITNESS: \_\_\_\_\_



## Schedule 2 Security

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

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$75,000. The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal, storage, and /or disposal of recreational vehicle units and associated structures or services.



### Schedule 3 Terms of Temporary Use Permit Conditions

- a) The permitted temporary use shall be limited to the following:

***A maximum of twenty-five (25) long-term seasonal recreational vehicle (RV) / trailer camping units for employees, in the spaces shown.***

- b) The RV spaces are to be located only as indicated on the site plan (**Schedule 4**).
- c) The Permittee must oversee the use of the Lands and keep a manager / caretaker resident on site during any period when the seasonal employee units are occupied. The on-site manager's telephone and email contact shall be provided to the District and updated as required.
- d) The proposed seasonal RV space is for staff accommodation, to be inhabited by employees working for the Permittee. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed RV space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- e) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Services Officer in writing that the unit has been vacated.
- f) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- g) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- h) No RV spaces are to be occupied unless they are serviced by approved potable water and sewage disposal systems. Any failure to properly collect and dispose of septic waste will result in suspension of this permit and forfeit of the security deposit.
- i) No RV spaces are to be occupied until the access drive aisles, parking spaces, trailer pads and fire lanes are delineated to the satisfaction of the District. Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access.
- j) No RV spaces are to be occupied until the Permittee has provided the site amenities and landscaping as shown on Schedule 4. The Permittee is to provide a detailed plan for fencing, landscaping and site amenities prior to construction, for approval by District staff.
- k) An on-site parking space shall be provided for each seasonal RV pad, in addition to the required parking for all other uses on site.
- l) No other temporary uses other than the above-mentioned uses shall be permitted. To be clear, no other camping or storing of RV's is allowed on the property, except as authorized by this permit and only in the locations shown on Schedule 4 of this permit.
- m) The municipal Bylaw Services Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.





## STAFF REPORT TO COUNCIL

Council Meeting: MAY 14, 2019

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

**FILE NO:** TUP19-02 UHS

**SUBJECT:** TEMPORARY USE PERMIT FOR EMPLOYEE HOUSING - UHS

**REPORT NO:** 19-56

**ATTACHMENT(S):** Appendix A – TUP Application 1970 Harbour Crescent

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

1. **THAT** Council direct staff to give notice of Council's intent to consider issuing a Temporary Use Permit for seasonal employee housing in up to 25 RV's on the property at 1970 Harbour Crescent, subject to receipt of more detailed plans showing:
  - a. Detailed, dimensioned site layout clearly showing fire access lane and areas for vehicle parking, bicycle parking, garbage and recycling, screening along the south side, and amenity spaces (e.g., picnic table, recreation area, etc.);
  - b. Engineer or Registered Onsite Wastewater Practitioner report for proposal to collect and pump wastewater, to Island Health standards;
  - c. Engineer's plans confirming adequate services (water, power); and,
  - d. Confirming dates of seasonal operation.

### **PURPOSE:**

The purpose of this report is for Council to consider an application for a Temporary Use Permit (TUP) submitted by Ucluelet Harbour Seafoods (UHS) for the seasonal accommodation of employees on the property at 1970 Harbour Crescent (former Trans-Pacific Fish plant).

UHS is working on options for creating more long-term employee housing but indicates that the requested TUP is necessary for providing employee housing as an interim solution (see application letter). The request is for a seasonal worker camp of up to 25 Recreational Vehicles to be parked and serviced on a leased area of the property at 1970 Harbour Crescent (see Figure 1).

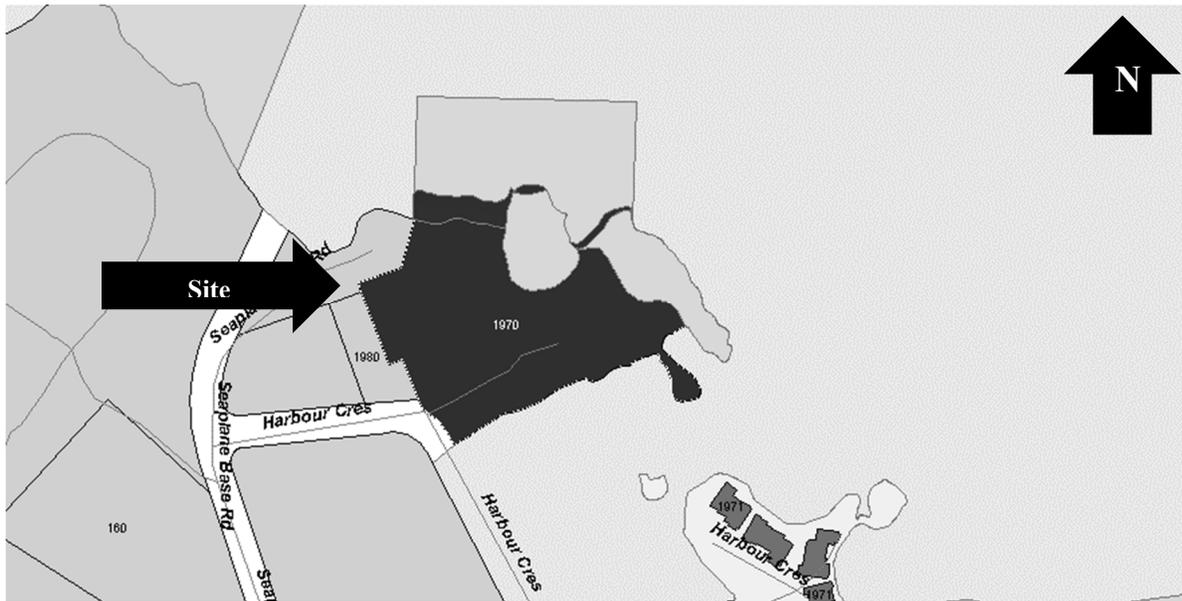


FIGURE 1: Site Context Map

**SUMMARY:**

The applicant has provided a sketch plan of the location and layout (see Appendix A). Significant aspects of the proposal include:

- the TUP is requested for a period of up to 3 years;
- no more than 2 staff would be housed in each RV;
- the site is not served by municipal sewer infrastructure - sewage is proposed to be collected in above-ground tanks and pumped by a septic service provider;
- the site will need installation of potable water and electrical service;
- collection of garbage and recycling will be done by private contractor;
- bike racks will be provided near the camp entrance;
- an on-site manager will be housed in one of the units, to provide monitoring and a point of contact for the camp; and,
- UHS has indicated willingness to screen the site to improve views from the nearby Water's Edge condominiums.

The plans submitted are somewhat conceptual, lacking detail on the specific layout of services and site amenities. At this point, in order to move the application forward in a timely manner, staff suggest that Council consider whether there is support for the concept of creating a seasonal worker camp in this location. If there is sufficient support, the applicant will need to provide more details on the proposal before public comment is received and/or a TUP is issued for the requested employee housing use.

**SITE:**

The location of the proposed camp on the former Trans-Pacific Fish plant site at 1970 Harbour Crescent is currently being used for storing unused industrial equipment and materials (see site plan and aerial photo).

There are no immediate residential neighbours to the site, however the Water's Edge Resort is located immediately south across a small bay.

The site is not served by the municipal sewer system, therefore the proposal for liquid waste management is to collect, pump and haul. Water and power are available nearby. Plumbing and electrical permits would be required to extend these services to the seasonal camp location.

**CONTEXT:**

Affordable employee housing has been identified as a key concern for the Ucluelet community. This is supported by:

- public input on the draft Official Community Plan;
- a survey conducted to request feedback from the community on the use of Community Forest funds; and
- feedback from the Ucluelet Business Retention and Expansion (UBERE) program, led by the Ucluelet Chamber of Commerce.

Ucluelet Harbour Seafoods has indicated that the proposed seasonal employee housing is necessary for the recruitment of new workers to expand their current workforce in Ucluelet.

**Discussion:**

As noted in previous reports, recreational vehicles are not appropriate for long-term or year-round housing. For seasonal use however (e.g., six months less a day), on a time limited basis the proposed use of RV's to house workers may be an entirely appropriate strategy.

The proposed location is level, paved and has already been leased by UHS for staging and storage purposes.

The site has few neighbours and few potential conflicts for the proposed temporary use, however it is also somewhat isolated. Staff recommend that some basic site amenities be included to improve the quality of life for workers if they are to be housed in this location (e.g., provision for outdoor seating, some active and/or passive recreation facilities). The inclusion of a bike rack is supported, and staff suggest that UHS consider providing a few shared bikes to enable workers to easily access the services in town.

To screen the proposed worker camp from the view of Water's Edge (and to permanently improve the visual appearance of the site), staff urge the applicant to plant a row of trees along the south side of the proposed camp compound, extending back to the site access from Harbour Crescent.

A TUP can be issued for a period of up to three years. The permit can stipulate a defined season or period of time when the worker housing could be occupied. The permit can include conditions to mitigate any impacts from the proposed use. The permit can also include an undertaking and security deposit to ensure any structures or services are removed and the site restored to its previous state once the use is discontinued.

Subject to public comment, and subject to the applicant providing more detailed plans of their proposal, staff can support the request for a TUP for temporary worker housing in this location. The requested TUP is a mechanism where the District can show support for a major employer in the community by allowing a degree of flexibility while a more permanent housing solution is

found. While the site is not an ideal location and setting for housing, it could be modified to offer appropriate facilities on a temporary basis and mitigate any impact on nearby properties.

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

If the application is supported at this stage by Council, additional time will be required of staff to issue the required notice to seek public comment on the TUP and to prepare the draft permit document.

**FINANCIAL IMPACTS:**

There are no anticipated direct financial impacts of the proposal on the District.

**POLICY OR LEGISLATIVE IMPACTS:**

If supported by Council, notice of the TUP application will be prepared and - once the requested additional materials are received from UHS - advertised to enable public comment.

**OPTIONS REVIEW:**

Alternatively, Council has the following options:

2. **THAT** Council defer further consideration of the TUP application until UHS has provided more information on the proposal including a detailed site plan and confirmation of services; or,
3. **THAT** Council reject the TUP application submitted by UHS for proposed seasonal worker housing in the proposed location at 1970 Harbour Crescent.

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

**Subject:** RE: Amendment of letter Sent to District of Ucluelet by Waters Edge Manager Dianne St. Jacques

**From:** William Carver [REDACTED]

**Sent:** June-19-19 1:44 PM

**To:** John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>

**Subject:** Amendment of letter Sent to District of Ucluelet by Waters Edge Manager Dianne St. Jacques

Good afternoon,

Please find attached an amendment to the letter sent to the District of Ucluelet by Waters Edge Resort Manager Dianne St. Jacques.

I draw your attention to point 9 referencing specific Legislative Requirements for British Columbia Foreign Workers Housing Guidelines.

Thank you in advance for your assistance in this matter.

Sincerely,

Bill Carver  
Director  
Shoreside Management Corp.  
Waters Edge Resort

## **Concerns about Temporary Use Permit, TUP19-02, to allow seasonal worker accommodation in 25 RV spaces at 1970 Harbour Crescent**

June 19, 2019

Mayor and Council of Ucluelet,

We are owners and part-time residents at Water's Edge. We have made a significant investment in Ucluelet, buying a condo, paying property taxes, and supporting local businesses. As owners and taxpayers, we are concerned about reduced enjoyment of our property, reduced property values, and damage to the environment as a consequence of an encampment adjacent to Water's Edge.

Although temporary workers are vital to the economy in Ucluelet and are in need of housing options, we do not believe this proposal is a good solution. This temporary use application seems to go against the guiding principles of the Draft 2018 OCP for Ucluelet. Having 25 RVs, possibly 25 cars, and dozens of temporary workers in a small space by the water almost adjacent to an established resort of residents and guests seems fraught.

### **Noise and Disturbances**

Residents and paying guests at Water's Edge (and Ucluelet in general) have chosen it for its peaceful and safe character and ambiance. We are concerned about the noise from dozens of people – including loud music, dogs barking, generators, and partying – travelling over the water to Water's Edge. The proposed 6-ft fence on the perimeter seems an ineffective barrier to towering RVs.

We are also concerned that between 25 RVs and 25 cars, the number of people living on this property could swell out of control. How will this be policed to ensure that tents and other structures aren't also allowed? Once a camp is established, it can quickly grow and become permanent, as we have seen in other areas on the Island.

Ucluelet is a small town with limited resources. Can the municipal infrastructure related to extra policing, fire and emergency services, and bylaw enforcement officers accommodate calls to an encampment of possibly 50-100 people to resolve disputes and disturbances?

### **Sanitation**

The 2018 OCP requires all water lot uses to properly treat and dispose of sanitary sewer waste and to connect into the District's sewer collection system and access District potable water. This does not appear to be the case for this temporary use. We are concerned about illegal dumping of gray or black water into the inlet, issues with removal of wastewater and solid waste, not to mention odours across the water to Water's Edge from possible sanitation issues.

Improper garbage containment and removal can result in insects, rodents, odours, and of course be an attractant for bears, resulting in human/wildlife conflict. Furthermore, removal of pet waste needs to be addressed should dogs be allowed at the encampment.

### **Environment**

Protecting the environment is critical in Ucluelet. The environmental impact of a high-density encampment adjacent to such a delicate marine ecosystem needs assessment prior to any approval of such a permit. This area off Harbour Crescent is home to nesting eagles, migratory birds, mink, deer, sealions, sea stars, etc. In such a small area, the effects of 50-100 people (and their loose pets) on local wildlife, birds, and marine animals will be

significant. An added environmental concern is the impact of increased traffic on Harbour Crescent and Seaplane Base Rd.

Oil run-off from 25 RVs and 25 cars would be detrimental to marine wildlife and vegetation. If showers, toilets, dish washing, and laundry areas are not provided to these workers, inevitably, these activities will take place in the inlet and lagoon, polluting the waters and contributing to riparian erosion and destruction.

Affecting both the environment and residents and guests at Water's Edge is the issue of light pollution. What is the outdoor lighting plan for this property to restrict the spillover of light to the night sky and to adjacent properties?

As a consequence of these many issues, we do not recommend that this application be approved.

Sincerely,

Claire Foley and Glenn Zederayko

Unit 509, Water's Edge, 1971 Harbour Cres., Ucluelet, BC V0R 3A0

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████████████████████

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**From:** Carol & Joe [REDACTED]  
**Sent:** June-19-19 12:59 PM  
**To:** John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>  
**Cc:** [REDACTED]  
**Subject:** Input on TUG19-02 application

John please include this in the June 25 th council meeting.  
This is to go to Mayor and Council.  
Thank you  
Joe and Carol Atkinson

To the Ucluelet Mayor and Council:

Regarding TUP19-02 Temporary Housing for Fish plant workers.

We have many concerns about the negative impacts of TUP 19-02 on the residents, owners and guests at Strata Vis3439 (Waters Edge), the environment and the use of industrial land for this purpose.

For the past year, at least 6 holiday trailers have been serving as residences on the UHS property. This is a violation of the zoning bylaw and has never been addressed by the district to the best of our knowledge. We are surprised that the district is even considering this request, as the information put forward by Ucluelet Harbour Foods would not meet the requirements of the I-1 zoning bylaw under any conditions.

We are concerned about noise and safety hazards. There have been multiple occasions that fireworks have been heard coming from this property. On one occasion gun shots were heard and reported to the RCMP detachment. Personal vehicles often speed out of the property creating a safety hazard at the intersection by the entrance to the fish plant property. Sometimes music can be heard coming from the fish plant, affecting the peaceful enjoyment of the waterfront. With additional residents, noise and increased traffic will become a major issue.

What hazards to the inlet is an above ground sewer system going to pose? How is garbage going to be managed? There are so many concerns regarding attractants to bears, insects and rodents. Sea lions live very close by during part of the year. How are the people in the camp going to tolerate that interaction?

The information presented by UHS is very limited and is not planned out. The drawing provided has no dimensions and would not likely fit in the location as shown. Presently the area proposed is a junk yard for the fish plant. Is there contamination there?

Due to environmental, safety and noise concerns we strongly feel that this temporary camp is inappropriate for this proposed site. We are opposed to application TUP19-02 and request that council deny this application.

From: Janine Beaudoin [REDACTED]  
Sent: June-19-19 9:40 AM  
To: John Towgood <JTowgood@ucluelet.ca>  
Subject: Temporary Permit for 1970 Harbour Crescent

Dear Mayor, Council and District of Ucluelet Planning Dept,

I am writing this email to voice my disapproval over the above request for temporary housing permit.

I am not in favour of this permit being granted for several reasons. First and foremost, this land is not zoned for temporary housing. It also does not have the necessary requirements in place to ensure the area is kept free from environmental damage that may be caused by the temporary residents, such as garbage pollution or ocean contamination.

As an owner at Water's Edge, I am also concerned about the negative impact to our complex and its guests. We have several thousand tourists enjoy staying at our resort on an annual basis and they bring in a great amount of economic benefit to the District of Ucluelet. I believe the visual and noise pollution of temporary housing near our resort would be extremely detrimental and could cause long lasting negative economic effects not only to our resort, but also to the District of Ucluelet.

I therefore respectfully request that this permit be denied.

Sincerely,

Janine Beaudoin

Sent from my iPhone

**To:** John Towgood  
**Subject:** RE: TUP19-02

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

From: Evie Eklund [REDACTED]  
Sent: June-20-19 8:51 AM  
To: John Towgood <JTowgood@ucluelet.ca>  
Subject: TUP19-02

My husband and I live at Water's Edge. We are very much opposed to this idea. Some of the reasons are: increased noise level; lack of sanitation, above ground sewer tank is unthinkable; the grounds are very derelict-looking now, will it get worse; the road leading to the area is narrow with no sidewalk, very dangerous with the increased traffic; and finally, is this really a good use of this area.

Ed and Evie Eklund

Sent from my iPad

From: Emckeown [REDACTED]  
Sent: June-19-19 1:02 PM  
To: John Towgood <JTowgood@ucluelet.ca>  
Cc: [REDACTED]  
Subject: Temporary Use Permit Application - 1970 Harbour crescent

As owners of a unit at Waters Edge, we want to go on record as objecting to the above-noted application. It is our understanding that the applicant has had and continues to have another option for accommodating company workers thereby negating the need to alter existing zoning, even temporarily.

We also have concerns about pedestrian safety due to increased traffic into the site. The short road leading from Seaplane Base Road into the proposed permit site does not have sidewalks and the hill adds to the lack of clear driver vision coming over the rise.

M. Coll and E. McKeown  
[REDACTED]

Sent from my iPhone

**Subject:** Bruce Greig  
RE: YUP19-02

**From:** Judy JG. Gray [REDACTED]  
**Sent:** June-17-19 11:05 AM  
**To:** John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>  
**Cc:** Carl Scott [REDACTED]  
**Subject:** YUP19-02

Mayor and Council,

As an owner of unit [REDACTED] at Water's Edge I find this application completely out of line with the community. I am not a supporter of temporary use permits at all and feel it is a very dangerous place for Ucluelet to go. Once allowed getting rid of the use will be very difficult in any situation in any part of our community.

The OCP nor the zoning by-law support this use in this location. There is a by-law in place in Ucluelet requiring all properties to be connected to Municipal sewer & water. This property is not connected to Municipal sewer and you are proposing to allow a 25 unit trailer park with a sewage holding tank. Who will benefit from the pumping and hauling of sewage and where will it be taken to?

Water's Edge Shoreside Suites already takes a lot of heat from it's visitors about this fish plant location and the terrible disarray and deplorable dumping/storing of industrial waste at this site. Allowing the same company to operate yet more trailers on this site will not improve the situation but further worsen it. The applicant has obviously not taken care or concern to look after business in this location to date, thinking that they will change their ways is naive.

Does the applicant have a long term solution? Once permitted how do you end the use?

Allowing a 25 unit trailer park for fish plant workers in this location will disturb and cause financial harm to the operation of Water's Edge Shoreside Suites. I request you turn down this application.

Judy

Judy Gray – [REDACTED]

**To:** John Towgood  
**Subject:** RE: Strongly oppose TUP19-02

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**From:** [REDACTED]  
**Sent:** June-19-19 6:49 PM  
**To:** John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>  
**Cc:** [REDACTED]  
**Subject:** Strongly oppose TUP19-02

Ladies and Gentlemen

I own [REDACTED] at Waters Edge strata.

Please record that I strongly oppose TUP19-02 for the following reasons:

The lack of parking control almost assures that there will be an overflow of unauthorized vehicles seeking a free place to stay for the season, camp and party, both in the subject area, and also the neighboring Waters Edge where the parking situation already is strained (by the residents who pay for the right to park there)

Additionally the proposal fails to provide availability of the following resources deemed essential to clean and healthy living

- Water
- Electricity
- Waste disposal (human)
- Waste disposal (other)
- By-law enforcement

This absence of normal living necessities means that the subject area will not be orderly, clean or neat, maybe unhealthy, and can descend down a never-ending spiral of pollution and waste accumulation.

Kindly revise this proposal to account for the foregoing matters, or else withdraw it.

Respectfully submitted

Harry Lee

**To:** John Towgood  
**Subject:** RE: housing project at 1970 Harbour drive.

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**From:** Lorne Priestley [REDACTED]  
**Sent:** June-19-19 9:39 AM  
**To:** John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>  
**Cc:** [REDACTED]  
**Subject:** housing project at 1970 Harbour drive.

John: as an owner at 1971 Harbour Drive , I have no problem, with temporary staff housing at the fishplant. cheers

*Lorne D. Priestley*  
[REDACTED]

**Joseph Rotenberg**

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**To:** John Towgood  
**Subject:** RE: TUP19-02

**From:** Travis Rouleau [REDACTED]  
**Sent:** June-18-19 6:20 PM  
**To:** John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>  
**Subject:** TUP19-02

Travis Rouleau  
[REDACTED] and [REDACTED]

I feel that this is a great idea, It will help out a lot of people and less people living on logging roads as there is no place for people to live. My Concern is the sewer, I have been told that even though there is a sewer pipe down harbour drive it cannot be used. I would like to know where all this waste is going. I am in total support of this going forward

**To:** John Towgood  
**Subject:** RE: Temporary Use Permit 1970 Harbour Crescent

**From:** Dianne St. Jacques [REDACTED]  
**Sent:** June-18-19 5:52 PM  
**To:** Bruce Greig <[bgreig@ucluelet.ca](mailto:bgreig@ucluelet.ca)>; John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>  
**Cc:** Mayco Noël <[mnoel@ucluelet.ca](mailto:mnoel@ucluelet.ca)>; Marilyn McEwen <[mmcewen@ucluelet.ca](mailto:mmcewen@ucluelet.ca)>; Lara Kemps <[lkemps@ucluelet.ca](mailto:lkemps@ucluelet.ca)>;  
Rachelle Cole <[rcole@ucluelet.ca](mailto:rcole@ucluelet.ca)>; Jennifer Hoar <[jhoar@ucluelet.ca](mailto:jhoar@ucluelet.ca)>; [REDACTED]  
**Subject:** Temporary Use Permit 1970 Harbour Crescent

Please find attached our concerns and questions regarding the application for Temporary Use Permit 1970 Harbour Crescent.

We look forward to your timely response.

Thank you!

Re: Temporary Use Permit for 1970 Harbour Crescent

Please accept the following from the Water's Edge Rental Society, representing 50 suites.

Water's Edge Shoreside Suites is the #2 top hotel in Ucluelet and are a significant participant in the Ucluelet tourism economy. We are an employer of 30 year round workers. We host more than 13,000 guests per year who all arrive by vehicle and we contribute approximately \$7.8 million to our economy (based upon the 2014 Tourism Ucluelet Visitor Economic Survey of \$592 per day, per group; including \$230 average on accommodation).

We are very understanding and supportive of both staff accommodation and affordable housing. However we have serious concerns regarding the 3 year temporary use permit being considered by Council. Please see our questions and comments listed below:

1. Lack of sewer and water at the site
2. Monitoring of activity at the temporary worker site (eg noise, cleanliness)
3. Consequences of any contraventions of the requirements put in place by the District on the Temporary Use Permit.

It is our concern that if the requirements of the District are not adhered to, the process of follow up will be long and slow, causing damage to our business. When our guests have a complaint we need a quick responses or they will be on Trip Advisor, and other sites, causing our ratings to fall quickly, and ***immediately impacting our business.***

4. Once the Temporary Use Permit is issued, who will be making sure that the requirements of the Permit are followed? Does the District have the available staff to monitor the situation?
5. Who will be making sure that the numbers of the travel trailers on site are within the Permit?
6. Will the Temporary Use Permit limit the total number of staff allowed on the leased property? Who will monitor the number of people in each travel trailer?
7. Will the number of trailers on the Temporary Use Permit include the already existing trailers that are currently illegally on the property?
8. Once the Temporary Use Permit is issued, is the applicant limited to travel trailers?
9. Legislative Requirements British Columbia Foreign Workers Housing Guidelines

We recognize the need to keep our economy diversified and we support the fishing economy. Water's Edge is surrounded by fishing activity and we enjoy and respect it.

We market of our property as being a part of a "quaint fishing village", our guests know and expect industrial fishing activity but what is being proposed is an activity that the site in question is not zoned for.

We are concerned that this permit could have a negative impact on Water's Edge's contribution to the Ucluelet economy.

**To:** John Towgood  
**Subject:** RE: - Notice of Temporary Use Permit Application

**From:** Bob Trinder [REDACTED]  
**Sent:** June-19-19 7:34 PM  
**To:** John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>  
**Subject:** - Notice of Temporary Use Permit Application

Hello

I have just received the enclosed notice of Temporary use permit for the property adjacent to my unit in Waters Edge.

While I understand the plant owners need to accommodate workers locally I think this is going a little over the top.

I could go along with say 10 or 11 spots being allowed away from the waterfront – ie those shown to the North on your plan.

I believe to allow the full contingent of 25 lots will negatively impact our property with both the visual outlook and significant noise pollution.

We all know once a permit is approved, even when temporary, how hard and seldom it is actually rescinded later.

I would therefore ask that you refuse this application or at the very least reduce it by around 50%

Thank you  
Bob Trinder  
Waters Edge Resort

**To:** John Towgood  
**Subject:** RE: temporary permit at 1970 Harbour Crescent

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**From:** Rosemary Basson [REDACTED]  
**Sent:** June-20-19 9:18 PM  
**To:** John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>  
**Subject:** temporary permit at 1970 Harbour Crescent

Dear John  
Please find attached letter to Mayor and council  
Best wishes  
Rosemary Basson

Dear Mayor and Council

June 20 2019

Thank you for the opportunity to send our concerns regarding the Temporary Use Permit for 1970 Harbour Crescent.

**The temporary label:**

A three year permit is potentially renewable. I would guess the need for seasonal housing is expected to be indefinite. Thus any 'temporary' solution needs to be just that- i.e., for one season while permanent housing is constructed. Given the need for the infrastructure of sewage, water supply, landscaping etc., this does not seem to be practical. Agreeing to comply with these infrastructure requirements strongly suggests long term intent despite the label of 'temporary.'

**Tourism to Ucluelet from Water's Edge accommodation**

Water's Edge rental accommodation brings tourism and its associated employment to Ucluelet. However, Waters Edge and Ucluelet generally attract visitors who value the quiet peaceful outdoors. Partying, music, generally being loud just does not happen here in our experience of some 40 visits over the past 10 years. Guests really do follow the house rules.....and value them. The very real concern is that the tranquility of Waters Edge will be at serious risk from adjacent temporary seasonal RV housing.

**Permanent residents at Water's Edge**

Permanent residents at Water's Edge will have chosen a quiet peaceful location – some are retired. Seasonal workers may not have similar longings for peace and quiet – after work they will have their own needs for community, recreation, music.

**Water's Edge Employees**

Water's Edge, with its current high occupancy also provides jobs for 30 local employees each year – these will be at risk should visitors not choose a less than quiet location.

**Similar RV residential occupancy on land zoned as industrial**

It would be helpful to know outcomes in similar situations.

**Conclusion**

Thank you for considering these concerns- we strongly advocate council declining the request for the Temporary Use Permit.

Sincerely

Rosemary Basson and Peter Rees

█ Waters Edge, 1971 Harbour Crescent  
Ucluelet, BC., V0R 3A0

**To:** John Towgood  
**Subject:** RE: Notice of Temporary Use Permit Application

**From:** Adrienne Shannon [REDACTED]  
**Sent:** June-25-19 5:38 AM  
**To:** John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>  
**Cc:** [REDACTED]  
**Subject:** Notice of Temporary Use Permit Application

Please include this letter in the Council meeting tonight.

To the Mayor of Ucluelet and Council,

I would like to express my concerns about the proposed TUP 19-02. I have been an owner at Water's Edge since the construction of this resort. For over 20 years, I have paid property taxes, been involved in decisions relating to the resort and contributed to the economy of Ucluelet as a part time resident and shared owner of a condo property attracting tourists to the area.

In communication with other owners, I have learned that infrastructure for this temporary housing is questionable and that the zoning does not permit such housing. There is not proper road access, the lack of proper sanitation facilities and disposal of sanitation. It could become an area where other temporary units are stored or parked for free. How will oversight be taken?

People from all over the world come to the area for the very special experience it offers. This based on the natural environment and the culture of shops, dining facilities and tourism activities. Every effort must be taken to carefully plan how land is used in order to maintain the profile of this international destination.

I understand there is a housing shortage and that many workers come to the area for summer employment. There must be an alternative to this plan. I only envision it undermining the value of Water's Edge Resort as a first rate destination and the profile of Ucluelet as a pleasant west coast village to visit.

Thank you for your serious review and caution with this proposal.

Dr. Adrienne Shannon

**To:** John Towgood  
**Subject:** RE: TUP19-02

**From:** Andreas Hobyman [REDACTED]  
**Sent:** June-24-19 9:33 PM  
**To:** John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>  
**Subject:** TUP19-02

To whom it may concern,

In regards to the temporary use permit at 1970 Harbour Dr, it would be nice to see the property owner pump out the existing sewage tank on the property to curtail the effluent running on the parking lot before they add another system to the property. Also, a stop sign coming out of the property could be a good idea with the increased traffic out of the complex.

I rent a shop at [REDACTED] Harbour Dr.

Thank you,  
Andreas Hobyman  
[REDACTED] Bay St  
Ucluelet BC

**To:** John Towgood  
**Subject:** RE: TUP19-02 Temporary Use Permit Feedback

From: S. Kemp [REDACTED]  
Sent: June-23-19 8:11 PM  
To: John Towgood <JTowgood@ucluelet.ca>  
Subject: TUP19-02 Temporary Use Permit Feedback

To The Mayor and Council of The District of Ucluelet From Stephen Kemp, [REDACTED] 1971 Harbour Crescent, P [REDACTED]  
[REDACTED] Ucluelet, BC, [REDACTED]

Dear Mayor and Council

I'm am writing you to express concern about the proposed temporary accommodation concept described in TUP19-02. As seen in TUP19-02, the area shown for the accommodations will be visible from some units at Water's Edge (VIS4943). The view from these units will now include a temporary looking trailer park on a property that in general is already run down in appearance. I feel this will negatively effect property values here at VIS4943 (Water's Edge).

I know worker accommodation is very difficult to come by in Ucluelet but, I ask the Mayor and Council to please verify that alternative locations have been researched thoroughly before approving this permit.

Sincerely  
Stephen Kemp

**To:** John Towgood  
**Subject:** RE: Mayor and council. TUP19-02

From: Craig Cote [REDACTED]  
Sent: June-21-19 12:45 PM  
To: John Towgood <JTowgood@ucluelet.ca>  
Subject: Mayor and council. TUP19-02

As a Ucluelet business owner, in the same industry as the applicant, and having just purchased staff housing, I recognize the seriousness of our staff housing crisis.

As the owner of condos in Waters Edge, I recognize the rights and expectations of the resorts residents and guests. I am very familiar with the subject property, as it was an active dumping ground for old fish plant equipment for years, with the piles mostly taller than a RV. Personally, I see very little real impact on my properties, although it is not in my field of view. Would a taller fence or instant hedging be an option? As for becoming a problem area, I'm sure between the company and our new by law guy monitoring the situation, as well as that these are serious workers, I foresee no problem. This is a housing plan during a local housing crisis, which I see as being a benefit to the community. I support the proposal. Craig Coté. Ukee Ice Ltd. [REDACTED].

Sent from my iPhone

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**To:** John Towgood  
**Subject:** RE: Temporary Use Permit- 1970 Harbour Crescent.

**From:** Blaney, Chris <[Chris.Blaney@diamondresorts.com](mailto:Chris.Blaney@diamondresorts.com)>  
**Sent:** June-26-19 4:34 PM  
**To:** John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>  
**Subject:** Temporary Use Permit- 1970 Harbour Crescent.

Diamond Resort Canada Ltd., is the manager of 11 units at the Water's Edge Resort (1971 Harbour Crescent), which are owned by the Embarc Members Association. As the owners representative, we have numerous concerns with the proposed temporary land use to provide transient trailer pads and parking for seasonal workers in the Ucluelet area.

- Who will manage the facility?
- What are the considerations for assigning space?
- What are the use of space policies?
- Who will verify the user is a seasonal worker continues to be employed for the duration of their use of the space?
- Will those using the temporary housing be covered by the tenancy act and be provided 90 days eviction, should they no longer be employed or asked to leave?
- Is there a security plan for the temporary and surrounding area?

As a hospitality operator in several locations, we are aware of the challenges of accommodating seasonal workers, but we are also familiar with the impacts of transient workers in a concentrated location.

Embarc Members Association does not support the current proposed location for the temporary housing, without assurance that protect the vacation experience of our guests.

Should you have any questions, or require clarification of our concerns, please contact Robert Reyes, VP-Resort Operations ( [Robert.Reyes@diamondresorts.com](mailto:Robert.Reyes@diamondresorts.com) ) of Chris Blaney, Director, Facilities & Development ( [Chris.Blaney@diamondresorts.com](mailto:Chris.Blaney@diamondresorts.com) ).

**Chris Blaney** | Director, Facilities & Development | Tel: 604-695-8426

**Diamond Resorts™** | Stay Vacationed.®

Please consider the environment before printing

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**To:** Info Ucluelet  
**Subject:** RE: application for temporary housing

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**From:** Phil Hood [REDACTED]  
**Sent:** June 27, 2019 12:56 PM  
**To:** Info Ucluelet <[info@ucluelet.ca](mailto:info@ucluelet.ca)>  
**Cc:** [REDACTED]  
[REDACTED] John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>  
**Subject:** application for temporary housing

To Mayor and Council District of Ucluelet

Regarding application for Temporary Use Permit Application submitted by 1970 Harbour Cres.

This is a personal submission in SUPPORT for the application, with comments. I do not represent other owners at Water's Edge.

I am a full-time resident and owner at 1971 Harbour Dr. and I attended the Council Meeting and heard the submissions given by all sides concerning this issue.

The need for temporary housing for fish plant workers is critical and important for the overall success of our community. I trust the commitment from the manager of the fish plant. He stated clearly he intends to be a respectful neighbor and that was well demonstrated during earlier submissions before council at that same meeting. I believe he made a clear case that he also does not want the kind of people living there whom the Water's Edge submission expressed fear will end up living there.

I also believe it would be in the greater interest of all concerned, particularly owners of Water's Edge, if Council were able to use this application to pressure the owners of the property to do a general cleanup. The property is in a derelict condition. I am making an assumption that the other small industries just before the entrance to the fish plant are also tenants of the same owner. It would not take much effort to see this entire area brought up to a higher visual standard.

I personally do not see noise, particularly 'party' noise, as being an issue. 'Party noise' is much more likely to come from the boat basin, the camp ground or from within Water's Edge itself. The properties are well separated and I am confident a resident manager would be responsible and quick to action. And if noise is an issues then focus should shift toward the resident Sea lions on the property!

Respectfully submitted,

Phil and Jean Hood

[REDACTED] Harbour Dr.  
Ucluelet, V0R 3A0  
[REDACTED]  
[REDACTED]





## DISTRICT OF UCLUELET

### Request to Appear as a Delegation

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

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

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

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

Requested Council Meeting Date: July 9, 2019

Organization Name: WildSafeBC Pacific Rim Program

Name of person(s) to make presentation: Bob Hansen

Topic: Overview of the WildSafeBC Program and Objectives for Ucluelet 2019 and Request for Input

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

Provide an overview of ways in which the WildSafeBC program is serving the community. Seek feedback and input from Mayor and Council to further develop the program. Are there gaps? Mayor and Council priorities?

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

Telephone Number and Email: XXXXXXXXXX pacrim@wildsafebc.com

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

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



May 30, 2019

Ron Janco -President

“The Moorage” [REDACTED]

PO [REDACTED]

Ucluelet BC V0R3A0

Mayor Noel and Council

200 Main Street

PO Box 999

Ucluelet BC V0R3A0

Dear Mayor Noel and Council

I am writing in regards to the ongoing parking and traffic concerns surrounding our complex located at 1917 Peninsula Rd and 1920 Lyche Rd.

I direct your attention to our letter of January 20, 2018 to the Superintendent of Public Works, (Enclosed) which clearly outlines the ongoing parking and traffic issues. It is important to note that these concerns were brought to the attention of the District and Bylaw on numerous occasions as early as August 2015 and continuing until the present with the only action taken was painting of a 5 ft. section of curb and some sporadic bylaw enforcement.

We request that the Mayor and Council review and take the appropriate action as outlined in our letter.

Sincerely,

Ron Janco

President

“The Moorage”

Strata [REDACTED]

"The Moorage Strata [REDACTED]  
PO Box [REDACTED]  
Ucluelet BC V0R3A0

[REDACTED]  
[REDACTED]  
January 20, 2018

Warren Cannon  
Superintendent Public works  
District of Ucluelet  
200 Main Street  
PO Box 999  
Ucluelet BC V0R3A0

Dear Warren Cannon:

I am writing to express our Strata Councils and owners concerns about the parking around our complex.

The following areas are of concern, first the driveway access to our upper parking lot off Peninsula Rd, has curbing and sidewalks that run along the length of the property, last year the district painted a 5 foot section of curbing yellow on both sides of the driveway, this is the minimum set back from the driveway as allowed under section 5. (1) (J) of the districts parking bylaws. Signs were also to be installed but they have not been installed as of this writing. Unfortunately the painted curb did not have the desired effect to improve the sight lines for traffic to safely exit our lot. The area to the south of the driveway has no sight line up the hill when a vehicle is parked there and as often is the case it is a motorhome or bus.

We request that the District add an additional 15 feet of painted curb on either side of the driveway to make the total distance 6 meters (20 ft.), this is the maximum allowable setbacks for any crosswalk or approach to stop signs allowed in the bylaws, we feel it is not unreasonable to apply those same setbacks in this instance to insure safe egress from our lot. Additionally we ask that the same 6 meter (20 ft.) be applied to North West end of the curb on Peninsula Rd adjacent to Remax and Westland as this is where the current sidewalk accessible ramp is located and that the appropriate signage be installed in both of these areas. Again the sight line looking south at this corner is of concern as well as the safety of anyone using that accessible ramp.

Secondly, parking in and around Lyche Rd, there are 21 parking stalls adjacent to our building(s) located on Lyche Rd, my understanding is that these stalls were dedicated as public lands to the District of Ucluelet concurrent with the registration of the Phase 2 strata plan at the Victoria Land title office and the completion of Phase 2 of our complex.

Our commercial businesses are very busy as most are open year round. Parking is becoming an issue as we have had numerous vehicles parking in these stalls overnight and in some instances for many days if not weeks at time. There is also the big concern with people camping overnight in these spots as well as the gravel area across the street adjacent to the harbor (picnic table). Fisherman too, have been leaving

their trucks and empty trailers across the road sometimes partially on the road. In fact it was so bad over the summer that we had a commercial transport tanker truck hauling Jet B fuel (aviation Fuel) park on the street!!! Overnight. Not even on the shoulder, this caused reduced access to our underground parking as it severely narrowed an already narrow section of road. This was both very dangerous and highly illegal as he was parked next to a residential building and next to a body of water. One can only imagine the damage to the harbor had there been a spill. In this instance the RCMP was notified but said that this was a bylaw issue and would need to be dealt with through the district.

We therefore request that the district install the appropriate signage on both the building side of Lyche road (21 stalls) and the area across the street, implementing a time and size restriction.

In this case we feel it would be appropriate to restrict the time to no parking between 11pm-6 am on both sides of the road, and to restrict vehicles over 4600kg (No RV Parking) on the building side (21 stalls) and 4 hours only for 4600 kg and over ( RV) on the opposite side in the gravel area. These time restrictions are currently in use in other areas such as Little Beach, Browns beach in an effort to control overnight camping and the size and time limit is already part of the Districts Parking Bylaws

Without the proper signage on our streets the district will be unable to efficiently and impartially enforce its parking bylaws. We understand that parking is an issue in town when we have high volumes of traffic and it is not our intent to stop people from parking and enjoying the area around our complex but to make it both more safe and equitable for everyone.

Sincerely,

Ron Janco

President

“The Moorage”

Strata [REDACTED]

Warren Cannon <WCannon@ucluelet.ca>

Wed 2018-05-30 10:12 AM

You;

Bruce Greig;

Info Ucluelet

.

Hi Ron,

Thank you for your information and concerns

We are continuing to work on the parking issues we are having within the community

Our By-Law and Harbour Master are aware of the parking issues along this roadway and will continue to monitor and take action as needed

Regards

Warren

**From:** Ron Janco [REDACTED]

**Sent:** May-24-18 11:35 PM

**To:** Warren Cannon <WCannon@ucluelet.ca>

**Cc:** Bruce Greig <bgreig@ucluelet.ca>; Info Ucluelet <info@ucluelet.ca>

**Subject:** Re: Parking

Dear Mr. Cannon

It has now been over 4 months (January 20, 2018) since I forwarded a letter to you in regards to the ongoing parking issues around The Moorage on both Peninsula Rd and Lyche Rd and it has been over a year since I first sent an email to the district about this issue.

Your response of March 12, 2018 states that you will be working with the planning Department and Bylaw on this request and to date I have heard nothing as to whether the District will be taking action on this file or not.

We have already had a minor accident on Lyche Rd due to the fact that the road is narrow and not properly marked and cars parking on the roadway, we are now starting to see tourists , fishing guides and campers parking on or adjacent to the road for overnight and for multiple day stays in violation of the Districts Parking Bylaws. I have forwarded a complaint to the Bylaw Dept. for action as there is currently a fishing guiding company parking their vehicle on the roadway as the figure they can get some free advertising .

Also ,it will only be a matter of time before there is a serious incident with vehicles leaving our upper parking lot to enter Peninsula Rd due to the restricted sight lines when vehicle are parked adjacent to the driveway. Given the speeds on that road and the fact that the RCMP have been targeting speeders in this area only reaffirms the need for action to be taken.

Can you please confirm if any decisions have been made and what actions the district is considering and any time line.

Sincerely,

Ron Janco

President

"The Moorage"

Strata 

---

**From:** Warren Cannon <[WCannon@ucluelet.ca](mailto:WCannon@ucluelet.ca)>

**Sent:** March 12, 2018 1:53 PM

**To:** Ron Janco  
**Subject:** RE: Parking

Hello Ron,

I have received your e-mail and will be working with the Planning Department and By-law on your request

Regards  
Warren

**From:** Ron Janco [REDACTED]  
**Sent:** March-12-18 11:40 AM  
**To:** Warren Cannon <[WCannon@ucluelet.ca](mailto:WCannon@ucluelet.ca)>  
**Subject:** Re: Parking

Dear Mr. Cannon,

I am following up on my previous email of January 20th, 2018 can you please confirm you received and if any action is going to be undertaken.

Regards,

Ron Janco

President

"The Moorage"

Strata [REDACTED]

Warren Cannon <[WCannon@ucluelet.ca](mailto:WCannon@ucluelet.ca)>

Sat 2018-01-20 3:21 PM

You

.

I am out of the office until [January 22, 2018](#)

If you need immediate assistance please contact Public Works at 250 726 8587

---

**From:** Ron Janco

**Sent:** January 20, 2018 3:21 PM

**To:** [wcannon@ucluelet.ca](mailto:wcannon@ucluelet.ca)

**Subject:** Parking

Mr. Cannon,

I would like to bring to your attention some ongoing parking issues around our building "The Moorage" as outlined in our letter to you. (See Attachment).

We hope the District will consider, approve and implement these proposals in time for this years busy tourist season.

Please feel free to contact me if you have any questions.

Regards

Ron Janco

President

Ron Janco  
Thu 2017-05-25 11:27 PM  
info@ucluelet.ca  
.

This unit has been parking on Lyche on a regular basis for the last couple months at least twice a week , as you can see from the first two photos the driver has basically left it on the street which is a clear violation of the districts bylaws .  
A report was made to the RCMP and they have said this is a district bylaw issue.

I therefore request that the district consider installing proper signage in the form of a two hour limit and or no overnight parking as this is also a problem people camping in this are near the picnic tables. Also that this road way be properly marked as a two way road way which will further discourage this behavior.

I'm sure this is not the view that guests to our town want to see.

Regards

Ron Janco  
President  
The Moorage  
Strata [REDACTED]

Illegal Parking on Lyche Road



Parking in and around 1917 Peninsula Road and 1920 Lyche Road Ron Janco...





Parking in and around 1917 Peninsula Road and 1920 Lyche Road Ron Janco,...



Parking in and around 1917 Peninsula Road and 1920 Lyche Road Ron Janco,...



Parking in and around 1917 Peninsula Road and 1920 Lyche Road Ron Janco,...

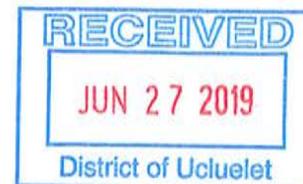


Parking in and around 1917 Peninsula Road and 1920 Lyche Road Ron Janco,...



Parking in and around 1917 Peninsula Road and 1920 Lyche Road Ron Janco,...





June 24, 2019

Registered Mail

Corporation of the Village of Ucluelet  
PO Box 999,  
Ucluelet, BC V0R 3A0

Dear Mayor and Council,

**Re: Provincial Heritage Site Designation for Terrace Beach and Hetinkis Park Archaeological Sites**

This letter is to notify the Corporation of the Village of Ucluelet that the Minister of Forests, Lands, Natural Resource Operations and Rural Development is planning to designate the sites listed in the table below as Provincial heritage sites pursuant to Section 9 of the *Heritage Conservation Act*\* (HCA). Section 10 of the HCA requires that a notice be sent to all persons having a registered interest in the land to be designated which includes fee simple land owners, the local government or local governments having jurisdiction over the land, and the First Nation/s within whose traditional territory the land lies.

Site Name	Legal Description
Terrace Beach	L 40 SEC 21 CLAYOQUOT DISTRICT PL VIP64737. Ownership class: Crown Municipal
Hetinkis Park	LOT 1, DISTRICT LOT 1507, CLAYOQUOT DISTRICT, PLAN 23756. Ownership class: Crown Municipal

The sites under consideration for designation as Provincial heritage sites are representative of areas where traditional and cultural practices of the Yuułuʔiłʔatḥ First Nation are or have been carried out and are of high significance to the Yuułuʔiłʔatḥ. They were identified through the Maa-nulth/British Columbia Cultural Site Protection Protocol signed February 19, 2015.

Section 12.1 of the HCA protects all Provincial heritage sites. Consequently, any proposed alteration to the protected area requires an application for a permit under Section 12.4 of the HCA. If the sites are designated, a notice of designation against the land will be filed in the Land Title Office.

**Ministry of Forests,  
Lands, Natural  
Resource Operations  
and Rural Development**

**Archaeology Branch**

**Phone:** (250) 953-3334  
**Fax:** (250) 953-3340

**Mailing Address:**

PO Box 9816 Stn Prov Govt  
Victoria BC V8W 9W3

**Location:**

1<sup>st</sup> floor – 1250 Quadra St.  
Victoria, BC V8W 2K7

Website: <http://www.for.gov.bc.ca/archaeology/> Email: [ArchPermitApp@gov.bc.ca](mailto:ArchPermitApp@gov.bc.ca)

If you have any questions about this notification, please contact Karen MacDowell at [Karen.MacDowell@gov.bc.ca](mailto:Karen.MacDowell@gov.bc.ca) or 250 751-3147.

Respectfully,



Martina Kapac de Frias  
A/Director, Archaeology Branch  
Ministry of Forests, land and Natural Resource Operations and Rural Development

**Attached: Site Boundary Map**

Cc: Karen MacDowell, Project Leader, Negotiations and Regional Operations Division, Ministry of Indigenous Relations and Reconciliation

\*Please note: Changes to the Heritage Conservation Act received Royal Assent on May 30, 2019, which has resulted in some section number changes. The section number changes are reflected in this letter. \*

**Ministry of Forests,  
Lands, Natural  
Resource Operations  
and Rural Development**

**Archaeology Branch**  
Phone: (250) 953-3334  
Fax: (250) 953-3340

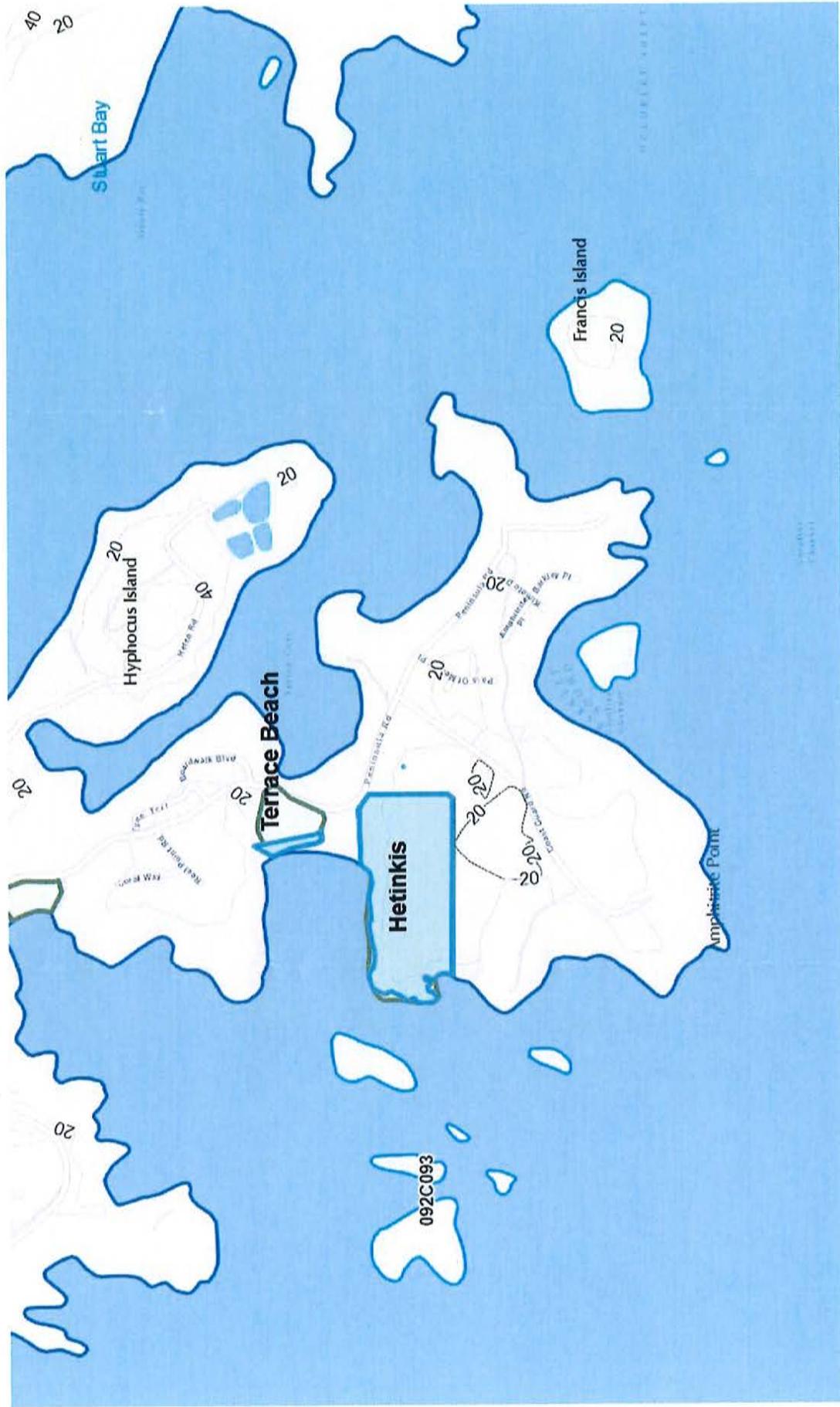
**Mailing Address:**  
PO Box 9816 Stn Prov Govt  
Victoria BC V8W 9W3

**Location:**  
1<sup>st</sup> floor – 1250 Quadra St.  
Victoria, BC V8W 2K7

Website: <http://www.for.gov.bc.ca/archaeology/> Email: [ArchPermitApp@gov.bc.ca](mailto:ArchPermitApp@gov.bc.ca)

# iMapBC Mapping - Notification Map for Corporation of the Village of Ucluelet

File No.: N/A



Scale: 1:18,056

BCGS Mapsheet(s): 092C093

Note: Land portions in blue that overlap green site areas are Crown Municipal lands







# EMIL ANDERSON CONSTRUCTION (EAC) INC.

June 27<sup>th</sup>, 2019

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

Dear Highway 4 travelers,

Attached is a copy of the June 28<sup>th</sup>, 2019 to July 31<sup>st</sup>, 2019 closure schedule. You can find a copy of the schedule on our *EAC Hwy 4 Kennedy Hill Project Updates* Facebook page at [facebook.com/eac.bc.ca.kennedy.hill/](https://facebook.com/eac.bc.ca.kennedy.hill/)

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](https://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 [gov.bc.ca/highway4kennedyhill](https://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.**

Erin Pomeroy  
EAC Project Coordinator



28-June	Friday	Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM
29- June	Saturday	No Closures
30 - June	Sunday	
1 - July	Monday	
2 - July	Tuesday**	Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM -10PM to 12AM except on Fridays Expect up to 30-minute delays at all other times, day and night.  ** Tuesday – No 1AM to 4AM and 5AM to 7AM closure
3 - July	Wednesday	
4 - July	Thursday	
5 - July	Friday	
6 - July	Saturday	
7 - July	Sunday	
8 - July	Monday	
9 - July	Tuesday	
10 - July	Wednesday	
11 - July	Thursday	
12 - July	Friday	No Closures
13 - July	Saturday	
14 - July	Sunday	
15 - July	Monday	Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM -10PM to 12AM except on Fridays Expect up to 30-minute delays at all other times, day and night.  ** Tuesday – No 1AM to 4AM and 5AM to 7AM ** Saturday – No 10PM to 12AM
16 - July	Tuesday**	
17 - July	Wednesday	
18 - July	Thursday	
19 - July	Friday	
20 - July	Saturday**	No Closures
21 - July	Sunday	
22 - July	Monday	
23 - July	Tuesday**	Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM -10PM to 12AM except on Fridays Expect up to 30-minute delays at all other times, day and night.  ** Tuesday – No 1AM to 4AM and 5AM to 7AM
24 - July	Wednesday	
25 - July	Thursday	
26 - July	Friday	
27 - July	Saturday	
28 - July	Sunday	
29 - July	Monday	
30 - July	Tuesday	
31 - July	Wednesday	

 Find us on  
Facebook

@eac.bc.ca.kennedy.hill

# Wild Pacific Trail Interpretative Walks

10 to 11am Tuesday to Sunday

UCLUELET, B.C.

UPDATES at: [WildPacificTrail.com](http://WildPacificTrail.com)

## Interpretive Walks

-  Red dot days start at **Whale Parking Lot**  
(Trailhead at 1st lot on Coast Guard Road)
-  Teal dot days meet at the **Lighthouse**
-  Blue dot days: **Big Beach Picnic Shelter**  
(Matterson & Marine Drive)
-  Brown dot days: **Brown's Beach Parking Lot**  
(Marine Drive)

Join a **FREE** Nature Walk!

# JULY 2019



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>10am Daily</b> Tuesday to Sunday!</p>	<p><b>1</b> <b>Canada Day</b> Visit district events on Village Green</p>	<p><b>2</b> <b>Rainforest walk</b> 10am Whale Lot</p> <p>CENTRAL WESTCOAST FOREST SOCIETY</p>	<p><b>3</b> Whale lot 10am</p> <p><b>Sea Wolf Walk</b> Myths, stories &amp; truths</p>	<p><b>4</b> Brown's Beach 10am</p> <p><b>Talking Trees &amp; Magic Moss</b></p>	<p><b>5</b> 10am at Big Beach</p> <p>Ucluelet AQUARIUM <b>TIDEPOLS</b></p>	<p><b>6</b> Special Guest Geologist</p> <p><b>"Rock n'Roll"</b> Earthquakes &amp; geology of Vancouver Island 10am Lighthouse Loop</p>
<p><b>7</b> <b>Beneath the BOG</b> Discover secrets of dwarf trees &amp; carnivorous plants 10am Whale parking lot</p>	<p><b>8</b> </p>	<p><b>9</b> <b>Rainforest walk</b> 10am Whale Lot</p> <p>raincoast EDUCATION SOCIETY</p>	<p><b>10</b> <b>Sea Wolf Walk</b></p> <p></p>	<p><b>11</b> <b>Talking Trees &amp; Magic Moss</b> Brown's Beach 10am</p>	<p><b>12</b> 10am at Big Beach</p> <p>Tidepool &amp; beach Exploration Trail Ambassador Guided Walk</p>	<p><b>13</b> Naturalist Silva Johansson</p> <p>Pass of Melfort <b>SHIPWRECK</b> "Life &amp; Death Stories" 10 am Lighthouse Loop</p>
<p><b>14</b> Lighthouse 10 am</p> <p><b>Seabird Special</b> Special guest expert Ian Cruickshank</p>	<p><b>15</b> No walks on Mondays</p>	<p><b>16</b> <b>Rainforest walk</b> 10am Whale Lot</p> <p>CENTRAL WESTCOAST FOREST SOCIETY</p>	<p><b>17</b> Whale lot 10am</p> <p><b>Sea Wolf Walk</b> Myths, stories &amp; truths</p> <p></p>	<p><b>18</b> <b>Talking Trees &amp; Magic Moss</b> CWFS naturalist</p>	<p><b>19</b> 10am at Big Beach</p> <p>Ucluelet AQUARIUM <b>TIDEPOLS</b></p>	<p><b>20</b> Lighthouse drop-in</p> <p><b>STRAWBERRY ISLE</b> MARINE RESEARCH SOCIETY <b>BUILD-A-WHALE</b> Assemble an Orca skeleton Kid-friendly activity 10-2pm</p>
<p><b>21</b> 9:30 am at Big Beach</p> <p>Citizen Science: <b>Sea Star Survey</b></p>	<p><b>22</b></p>	<p><b>23</b> <b>Rainforest walk</b> 10am Whale Lot</p> <p>raincoast EDUCATION SOCIETY</p>	<p><b>24</b> </p> <p><b>Sea Wolf Walk</b></p>	<p><b>25</b> <b>Talking Trees &amp; Magic Moss</b> Brown's Beach 10am</p>	<p><b>26</b> 10am at Big Beach</p> <p>Tidepool &amp; beach Exploration Trail Ambassador Guided Walk</p>	<p><b>27</b> <b>UKEE DAYS</b> Visit our table at the fair grounds!</p>
<p><b>28</b> <b>UKEE DAYS</b> Visit our table at the fair grounds!</p>	<p><b>29</b></p>	<p><b>30</b> <b>Rainforest walk</b> 10am Whale Lot</p> <p>CENTRAL WESTCOAST FOREST SOCIETY</p>	<p><b>31</b> <b>Sea Wolf Walk</b> Myths, stories &amp; truths trace the sacred role of this local predator. 10 am Whale parking lot</p>	<p></p>	<p><b>Map to Ucluelet Walks</b></p>	





## STAFF REPORT TO COUNCIL

Council Meeting: JULY 9, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, CORPORATE CLERK

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – JUNE 2019

**REPORT NO:** 19-87

**ATTACHMENT(S):** APPENDIX A: JUNE 2019 CHEQUE LISTING

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

There is no recommendation. This report is provided for information only.

### **PURPOSE:**

The purpose of this report is to provide Council with a regular update on disbursed cheques.

### **BACKGROUND:**

Finance staff have provided a detailed list of last month's cheque run attached as 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. There is no recommendation. This report is provided for information only.  
**(Recommended)**
2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:**

Joseph Rotenberg, Corporate Clerk  
Marlene Lagoa, Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer

APPENDIX A

District of Ucluelet  
AP Cheque Listing  
June 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
028726	2003-06-19	AHI01	ALLES HOLDINGS INC	26	MAY 20-31/19 CONTRACT SERVICES	1008	2016
				25	MAY 6-17/19 CONTRACT SERVICES	1008	
028727	2003-06-19	AA211	ANDERSON, ALAN	122724	ANDERSON-BCTOA ANNUAL CONFERENCE	2230.68	2230.68
028728	2003-06-19	AVI01	AVICC	201904	2019 AVICC ANNUAL DUES	266.28	266.28
028729	2003-06-19	BAR02	BARLETT, NANCY	122706	BRIDGE-SPRING/19	80	80
028730	2003-06-19	BP940	BLACK PRESS GROUP LTD.	33671289	APR/19 ADS	2404.86	2404.86
028731	2003-06-19	BLO17	BLOEDORN JUDY	122722	BLOEDORN-BCRPA WHISTLER	148	148
028732	2003-06-19	BRI02	BRIGHTEST DAYS PAINTING AND MAINTENANCE	1385	SCH PARKING LOT LINE PAINTING	2257.5	2257.5
028733	2003-06-19	BB534	BUIRS BRITTANY	122710	CREATIVE DANCE-SPRING/19	1433.6	1433.6
028734	2003-06-19	MA952	BUREAU VERITAS CANADA (2019) INC.	VA1233585	WATER TESTING B934807	445.2	1416.14
				VA1233869	SEWER TESTING B934729	334.64	
				VA1234545	WATER TESTING B937046	263.55	
				VA1236083	SEWER TESTING B936613	372.75	
028735	2003-06-19	CN411	CITY OF NANAIMO	122704	UVFB-EXAM #10	120.75	120.75
028736	2003-06-19	CN038	COLYNS NURSERY & GARDEN CENTRE	22690	HANGING BASKETS-SCH	210.01	210.01
028737	2003-06-19	CE004	CORPORATE EXPRESS CANADA INC	50541018	LYCHE ADMIN-BATTERY BACK-UP	110.87	1262.91
				50558295	OFFICE SUPPLIES	320.98	
				50534872	DRY ERASE BOARD-LYCHE	226.23	
				50509453	PW/ADMIN-OFFICE SUPPLIES	409.21	
				50476347	UCC OFFICE SUPPLIES	195.62	
028738	2003-06-19	CUPE1	CUPE LOCAL #118	05/2019	CUPE DUES-MAY/19	1403.34	1403.34
028739	2003-06-19	DES01	DESIGN CENTRE UCLUELET, THE	DOU2019-03	WHISKEY DOCK CONCEPTUAL LAND USE	1057.88	6108.38
				DOU2019-012	CEDAR ROAD WASHROOM FACILITY	2593.5	
				DOU2019-01	CEDAR ROAD WASHROOM FACILITY	2457	
028740	2003-06-19	DW554	DOGWASTE SOLUTIONS	1391	DOG WASTE BAGS	756.4	756.4
028741	2003-06-19	DJ002	DRAESEKE JAN	122719	CHI GONG-APR/19	156.57	156.57
028742	2003-06-19	DFC01	DUMAS FREIGHT COMPANY	72318	FOUR STAR WATERWORKS	43.96	345.14
				73698	CLEARTECH	126	
				72352	FOUR STAR WATERWORKS	43.96	
				73841	DUNCAN ELECTRIC	131.22	
028743	2003-06-19	DE001	DUNCAN ELECTRIC MOTOR LTD.	P3881	ANNUAL LIFTSTATION INSPECTION/REPAIRS	5184.35	5184.35
028744	2003-06-19	EP047	ENGINEERED PUMP SYSTEMS LTD.	62866	MARINE DR/52 STEPS-NEW PUMPS	4423.37	4423.37
028745	2003-06-19	EL048	ERIK LARSEN DIESEL CO. LTD.	716910	SHOP PARTS	23.52	1496.71
				716909	R1 CAFS SYSTEM PARTS	85.12	
				716911	BACKHOE REPAIRS	1388.07	
028746	2003-06-19	FW050	FAR WEST DISTRIBUTORS LTD	327027	GRBG BAGS/TOILET PAPER-UCC	246.68	246.68
028747	2003-06-19	FA898	FORTUNE ABBY	122723	FORTUNE-BCRPA WHISTLER	455.37	455.37
028748	2003-06-19	G9421	GEDDES, RICK	122715	MOVING EXPENSES	518.4	725.89
				122716	WORK CELL PHONE CASE	39.51	
				122717	UNIFORM PANTS	167.98	
028749	2003-06-19	GB059	GIBSON BROS. CONTRACTING LTD.	21075	GRAVEL-PW	560	560
028750	2003-06-19	GW178	GRAY WHALE DELICATESSEN	992681	UVFB QUAD TRAINING-CATERING	157.5	1091.51
				992682	UEP TRAINING-SNACKS	168	
				992689	HIGH GROUND HIKE SNACKS	460	
				992688	UEP/ESS SNACKS	155.25	
				992686	UVFB QUAD TRAINING-CATERING	150.76	
028751	2003-06-19	GD215	GREGG DISTRIBUTORS LTD	011-714467	PW SHOP SUPPLIES	996.77	996.77
028752	2003-06-19	HED01	HEDLER, STEFANIE	122707	ART KIDS-SPRING/19	166.4	166.4
028753	2003-06-19	HS876	HINDER SANDRA	122708	PRIMARY BALLET-SPRING/19	448	448
028754	2003-06-19	HS002	HOGAN, SARAH	122714	DANCE FIT-MAY/19	126.42	126.42

APPENDIX A

District of Ucluelet  
AP Cheque Listing  
June 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
028755	2003-06-19	HRPR7	HOLISTIC EMERGENCY PREPAREDNESS	1460	EOC TRAINING/EQUIPMENT PYMT	9498.56	9498.56
028756	2003-06-19	HFE68	HUB FIRE ENGINES & EQUIPMENT LTD.	IN00035973	UVFB WHEEL CHOCKS/DOOR AJAR SWITCHES	323.27	323.27
028757	2003-06-19	CK608	KASSLYN CONTRACTING	D670 D669	D670 D669	4089.5 3545.34	7634.84
028758	2003-06-19	KL923	KERDMAN LINDSAY	122713	MAT-MAY/19	92.54	92.54
028759	2003-06-19	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	1764-012 1762-018 1863-006	1764 WELLFIELD VFD UPGRADES 1762 BAY ST SIMPLEX P/S REPLACEMENT 1863 SANITARY MASTER PLAN	6765.72 2766.89 3740.24	13272.85
028760	2003-06-19	LS100	L'HOMME SOPHIE	122712	PYMT B CHOIR SPRING/19	2508	2508
028761	2003-06-19	MAL51	McELHANNEY ASSOCIATES LAND SURVEYING LTD	2711 110950	PROJ: PENINSULA RD TRAFFIC SAFETY	13303.5	13303.5
028762	2003-06-19	ME001	MINISTER OF FINANCE	WSI355205 WSI355207	CO24206 PCL/PERMIT 2019 CO26923 PCL/PERMIT 2019	21 21	42
028763	2003-06-19	MFL14	MINISTER OF FINANCE	EMI377876	14515 PERMIT FEE 2019	1633.3	1633.3
028764	2003-06-19	MISC	GREAT WEST NEWSPAPERS	SGDI250476	UKEE DAYS JAZZ FEST ADS	640.5	640.5
028765	2003-06-19	MITC1	MITCHELL, CALI	10	MAY 13-26/19 CONTRACT SERVICES	1815	1815
028766	2003-06-19	MW001	MUNICIPAL WORLD INC.	277877	JUL/19-JUN/20 SUBSCRIPTION	66.1	66.1
028767	2003-06-19	NI911	NORTH ISLAND 911 CORPORATION	601	MOBICAD LICENSE FEE/19	512	512
028768	2003-06-19	OTC25	OUT OF OUR TREE CUSTOM WOODWORK	122718	CEDAR RD BATHROOM ESTIMATE	126	126
028769	2003-06-19	PBX12	PBX ENGINEERING LTD	6621	14282-03 LOST SHOE SCADA	8787.45	8787.45
028770	2003-06-19	PUR01	PURDY, SHARON	122711	HEALTH CLASSES	201.6	201.6
028771	2003-06-19	RID01	RIDGELINE MECHANICAL LTD	390151934 390151934 DEF	BAY ST PUMP/MATTERSON VALVE/LAGOON DEFICIENCY HOLDBACK	73155.04 -3675	62164.54
028772	2003-06-19	RL068	RIVERA LYVIER	122705	CARDIO-MAY/19	360.81	360.81
028773	2003-06-19	SC003	SHARE CANADA	16725	NATRACLENE DEGREASER	3145.04	3145.04
028774	2003-06-19	SI604	SHU IAN	122721	SPARRING EQUIPMENT-2 SETS	200	200
028775	2003-06-19	SK010	STRICKLAND KARLA	122709	SCULPTURE	2368	2368
028776	2003-06-19	T9267	TARON BRENT	122720	TARON-SAFETY CONFERENCE-CAMPBELL RIVER	380.84	380.84
028777	2003-06-19	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71187849 71188269 71191202 71195525 C01038385 C01081041 C01084597 C01045307 C01046289 5884 20190499	GENERATOR FUEL-PW YARD #2 PREMIUM FUEL #2 PREMIUM FUEL #2 PREMIUM FUEL AFTERSCHOOL PROGRAM UCC BATTERIES/BLEACH/GOO-OFF PLAYSCHOOL-EASTER GOODIES AFTERSCHOOL PROGRAM MEETING SNACKS APR/19 CARDLOCK INTEREST CHARGE APR/19	73.29 102.69 98.1 95.06 19.79 81.87 22.52 23.62 42.47 3323.84 82.85	3966.1
028778	2003-06-19	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01099237 C01090646 C01091084-1 C01084801 C01095306 C01087656 C01097682 C01085420 C01087772	YOUTH PROGRAMS AFTERSCHOOL PROGRAM YOUTH PROGRAM AFTERSCHOOL PROGRAM COFFEE/TEA-UCC JERRY CANS/GAS-PW AFTERSCHOOL PROGRAM YOUTH PROGRAM YOUTH PROGRAM	39.13 23.7 40.97 23.5 40.52 69.35 15.54 50.27 40.02	343
028779	2003-06-19	UP459	UCLUELET PETRO-CANADA	4734 4743	TOWING-PARKS ELECTRIC VEHICLES 4-TONNE REPAIR	577.5 519.99	1097.49
028780	2003-06-19	UR849	UCLUELET RENT-IT CENTER LTD	33522 33498	PW SEWER PUMP OUT HEMLOCK LIFT STN PUMPOUT	173.6 610.4	784
028781	2003-06-19	UI923	UKEE INFO TECH	10876	IT SUPPORT APR/19	7952.33	7952.33

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028782	2005-06-19	MK418	MAKOWSKY KATELYN	122670	SUNRISE - WINTER/19	1248	1248
028848	2014-06-19	VI200	VANCOUVER ISLAND REGIONAL LIBRARY	Q3/19	Q3/19	27577	27577
028847	2014-06-19	UL500	ULINE CANADA CORPORATION	5474704	SAFETY BOLLARDS/INSTALL KITS	1129.03	1129.03
028846	2014-06-19	UI923	UKEE INFO TECH	10900	IT SUPPORT MAY/19	9222.93	9222.93
028845	2014-06-19	UR849	UCLUELET RENT-IT CENTER LTD	33279	MAY/19 PORTABLES	1545.6	1545.6
028844	2014-06-19	UP459	UCLUELET PETRO-CANADA	4921 4968	MINI PUMPER-MIRROR BOBCAT-STROBE LIGHT	63.7 69.39	133.09
028843	2014-06-19	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	07/19	JUL/19 LEASE	250	250
028842	2014-06-19	uc142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	03	TOILET PROGRAM (7 UNITS)	385	385
028841	2014-06-19	UM228	UCLUELET AQUARIUM SOCIETY	122727	50% PLUMBING COSTS (SEWER PUMP)	2445.55	2445.55
028840	2014-06-19	TRU01	TRUCK LOGGERS, THE	64059	TLA ANNUAL DUES-MAY/19-APR/20	404.25	404.25
028839	2014-06-19	TSC19	TRANSPARENT SOLUTIONS CORP	10523	CLEARMAIL JUL/19	20.95	20.95
028838	2014-06-19	TU428	TOURISM UCLUELET	03/19	MAR/19 MRDT	19839.97	19839.97
028837	2014-06-19	ST698	SYBERTECH WASTE REDUCTION LTD	115495	GARBAGE-DEEP WELL	467.27	467.27
028836	2014-06-19	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	61166	JUN/19 EAP PROGRAM	106.58	106.58
028835	2014-06-19	SNP74	STREAMSIDE NATIVE PLANTS	2857	PLANTS-WPT SPRING COVE	2441.46	2441.46
028834	2014-06-19	SBR01	SONBIRD REFUSE & RECYCLING LTD.	35829 35830 35831 35832 35833 35834 35835 35665	MAY/19 RECYCLING TRANSFER FEE LYCHE MAY/19 GARBAGE SCH MAY/19 GARBAGE SCH MAY/19 GARBAGE WHISKEY DOCK MAY/19 GARBAGE PW MAY/19 GARBAGE UCC MAY/19 GARBAGE UVFB & UAC SPRING CLEAN-UP 2019	62.69 1713.22 435.12 504.95 816.19 196.38 45.15 23475.48	27249.18
028833	2014-06-19	R9348	ROPER RUSSEL	122734	ROPER-WORK BOOTS	212.16	212.16
028832	2014-06-19	RM275	ROCKY MOUNTAIN PHOENIX	IN020094	FIRE CHIEF VEHICLE-PYMT LESS DEPOSIT	22680	22680
028831	2014-06-19	MS170	REVENUE SERVICES OF BC	06/19	JUN/19 MSP	1687.5	1687.5
028830	2014-06-19	PI110	PUROLATOR INC	441556504 441425019 441490751	GUILLEVIN/MAXXAM/YOUNG ANDERSON MAXXAM MAXXAM	296.99 81.39 144.82	523.2
028829	2014-06-19	PB703	PHOENIX BENEFITS SOLUTIONS	1042019	UVFB VFIS POLICY(VFP 9027279)	2896	2896
028828	2014-06-19	PBX12	PBX ENGINEERING LTD	6803 6805	14282-01 UCLUELET SCADA 16331-02 WW LAGOON SCADA	748.13 2900.63	3648.76
028827	2014-06-19	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF 05/19	D667-D670	685.8	685.8
028826	2014-06-19	OCT48	OFFSETTERS CLEAN TECHNOLOGY INC	238958	CARBON OFFSETS 2018	2572.5	2572.5
028825	2014-06-19	NP156	NORTH PACIFIC REPAIR	128053	BACKHOE REPAIRS	345.66	345.66
028824	2014-06-19	N9371	NOEL MAYCO	122726	NOEL-FCM-QUEBEC	1945.53	1945.53
028823	2014-06-19	MF207	MUNICIPAL FINANCE AUTHORITY of BC	2019	2019 TAX LEVY	146.63	146.63
028822	2014-06-19	M9412	MONTEITH DONNA	122725	MONTEITH-GFOABC-VICTORIA	470.36	470.36
028821	2014-06-19	MITC1	MITCHELL, CALI	11	MAY27-JUN9/19 CONTRACT SERVICES	1575	1575
028820	2014-06-19	MISC	████████████████████	REFUND1247	REFUND ACCT 1247 UB ERROR	6698.53	6698.53
028819	2014-06-19	MISC	████████████████████	BP18-50	BP18-50 DMG DEPOSIT RETURN	1000	1000
028818	2014-06-19	MISC	████████████████████	BP17-79	BP17-79 DMG DEP RETURN	1000	1000
028817	2014-06-19	CK608	KASSLYN CONTRACTING	D672 D671	D672 D671	9694.03 5080.72	14774.75
028816	2014-06-19	FC000	JOHNSON COURTNEY	122733	GLEE	5312	5312

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028815	2014-06-19	JR381	J. ROBBINS CONSTRUCTION LTD	3688	GRAVEL-ALDER PARK PARKING LOT	632.48	632.48
028814	2014-06-19	JD79	J & D WEAVER HOLDINGS LTD	975914	SMALL TOOLS-PW	205.99	205.99
028813	2014-06-19	IMS01	ISLAND MAILING LEASING	19739	RENTAL 7/1/19-6/30/19	1208.48	1208.48
028812	2014-06-19	GIC90	GUILLEVIN INTERNATIONAL CO	0428-529385	SCBA TESTING/REPAIRS-UVFB	324.3	324.3
028811	2014-06-19	GD215	GREGG DISTRIBUTORS LTD	011-718599 011-718143	SAFETY GEAR-PARKS WRENCHES/FLASHLIGHTS/KNEE PADS	384.12 360.41	744.53
028810	2014-06-19	GPC25	GREATPACIFIC CONSULTING LTD	898	PROJECT REM2019 1005-007	3268.17	3268.17
028809	2014-06-19	GLE01	GLEESON, JUDY	122730	AFTERSCHOOL APR-MAY/19	800	800
028808	2014-06-19	GB059	GIBSON BROS. CONTRACTING LTD.	21111 21112	GRAVEL-PW GRAVEL-PW	1120 560	1680
028807	2014-06-19	G9421	GEDDES, RICK	122728	V.I. READINESS SEMINAR-NANAIMO	195.48	195.48
028806	2014-06-19	FS004	FOUR STAR WATERWORKS LTD.	54784	BAY ST PARTS	92.94	92.94
028805	2014-06-19	FSC10	FOUR STAR COMMUNICATIONS INC	50760	MAY/19	138.92	138.92
028804	2014-06-19	FA898	FORTUNE ABBY	122735	FORTUNE-RMI FERNIE	1469.04	1469.04
028803	2014-06-19	FW050	FAR WEST DISTRIBUTORS LTD	327096 327312	PARKS-TOILET PAPER/GRBG BAGS TOILET PAPER/HAND SANITIZER-PARKS	269.01 663.02	932.03
028802	2014-06-19	EB295	E.B. HORSMAN & SON	12044373	LSCA ELECTRICAL PARTS	328.75	328.75
028801	2014-06-19	DE001	DUNCAN ELECTRIC MOTOR LTD.	P3885	NORAH LIFTSTATION-PUMP MOTOR	14045.25	14045.25
028800	2014-06-19	DFC01	DUMAS FREIGHT COMPANY	75710 73253 72320	CLEARTECH CLEARTECH FOUR STAR WATERWORKS	486.21 115.5 43.96	645.67
028799	2014-06-19	CKREX	CORTES KEVIN	13	WHISKY DOCK REANCHORING	1034.25	1034.25
028798	2014-06-19	CE004	CORPORATE EXPRESS CANADA INC	50633535	LYCHE-OFFICE SUPPLIES	318.47	318.47
028797	2014-06-19	CO001	COOPER, DAYE	122731	STARGAZING/FIRST AID	731.2	731.2
028796	2014-06-19	45R27	CONNECT ROCKET COMMUNICATIONS INC.	3066 3096	QUARTERLY SUBSCRIPTION Q2/19 JUN/19 MONTHLY SUBSCRIPTION	134.4 222.3	356.7
028795	2014-06-19	CT002	CLEARTECH INDUSTRIES INC	790575	SODIUM HYPOCHLORITE/CONTAINER DEP	846.89	846.89
028794	2014-06-19	CGISC	CGIS CENTRE	43647	JUL1/19-SEP30/19	2187.59	2187.59
028793	2014-06-19	CIS12	CANCADD IMAGING SOLUTIONS LTD.	63278	PLOTTER INK/PAPER ROLLS	1456.45	1456.45
028792	2014-06-19	BUS01	BUSTON, TONI	122729	MAY/19 YOUTH CONTRACT	960	960
028791	2014-06-19	MA952	BUREAU VERITAS CANADA (2019) INC.	VA1235830 VA1237932	WATER TESTING B938878 WATER TESTING B941311	263.55 197.66	461.21
028790	2014-06-19	B9394	BOYSEN MARK	122732	FCM CONFERENCE	297	297
028789	2014-06-19	BP940	BLACK PRESS GROUP LTD.	33692542	MAY/19 ADS	3087.61	3087.61
028788	2014-06-19	BC206	BC ASSESSMENT AUTHORITY	2019	2019 TAX LEVY	29826.02	29826.02
028787	2014-06-19	AFS01	ASSOCIATED FIRE & SAFETY	22062	UVFB NAMETAGS	107.31	107.31
028786	2014-06-19	RH204	ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DIST	2019	2019 HOSPITAL DISTRICT REQUISITION	160637	160637
028785	2014-06-19	AGS11	AGS BUSINESS SYSTEMS INC	52913	04/29/19-05/28/19	579.31	579.31
028784	2014-06-19	RD205	ACRD	2019 583-2018ARREAR	2019 REQUISITION PROPERTY TAX 2018 ACRD GARBAGE/RECYCLING	309023 17383.74	326406.74
028783	2014-06-19	CC508	A-MAIS TECHNOLOGIES INC.	2019136	ANNUAL DATABASE MGMT	904.96	904.96
028849	2014-06-19	WCC28	WESTCOAST CONNECT	2554	COLYNS NURSERY	84.41	84.41
028850	2014-06-19	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	86462A 86473A	INNER BASIN-CEDAR PLANKS SEWER REPAIR-ROB FERGUSON	134.4 159.27	898.4

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				86474A	SHOP SUPPLIES	25.93	
				86499A	GORILLA TAPE-PW	39.16	
				87020A	BENCH HARDWARE/PAINT	28.7	
				87087A	SKATEPARK DRAIN	56.95	
				87301A	IRRIGATION HARDWARE	168.14	
				87480A	SKATEPARK DRAINAGE	53.48	
				87560B	BREAKWATER DOCK REPAIR	175.08	
				87885A	SANDPAPER-PARKS	31.21	
				86905A	WPT BENCH MATERIAL	26.08	
028851	2014-06-19	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	88339A	ROOFING NAILS-PARKS	2.77	806.1
				87886A	PICNIC TABLE HARDWARE	67.73	
				87918A	KEY DUPLICATE	13.44	
				88320A	PLYWOOD SHEETS-CEMETARY	156.25	
				88256A	WATERLINE VALVES-SCH	195.34	
				88708A	PAINT-INNER BOAT BASIN	114.13	
				89288A	SCH-SIGNAGE	205.48	
				88759A	PW-BALL VALVE/HOSE WASHERS	19.01	
				88729A	SUPER GLUE-PW	8.01	
				89643A	LIFT STATION HARDWARE	4.26	
				88359A	PARKS MATERIALS	19.68	
028852	2014-06-19	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	89775A	SHINGLES-PARKS	8.41	8.41
028853	2014-06-19	WC345	WURTH CANADA LTD	23550427	FILE KIT/GLOVES/MEAS TAPES-PW	266.74	266.74
028854	2014-06-19	XC300	XPLORNET COMMUNICATIONS INC	INV27039474	JUN/19	61.59	61.59
028855	2014-06-19	LY001	YOUNG ANDERSON	113684	1190080	1083.61	7070.55
				113685	1190134	607.71	
				113686	1190158	4147.73	
				113687	1190165	260.78	
				113688	1190166	77.18	
				113689	1190167	893.54	
028856	2027-06-19	AVR93	ALBERNI VALLEY REFRIGERATION LTD	20196728	PROPANE RANGE ELEMENT-UCC	304.5	304.5
028857	2027-06-19	AHI01	ALLES HOLDINGS INC	27	JUN 3-14/19 CONTRACT SERVICES	1008	1008
028858	2027-06-19	AE500	ASSOCIATED ENGINEERING (B.C.) (LTD)	272033	PROJ 2017-2163.000	1905.8	1905.8
028859	2027-06-19	BR021	BARRY'S DRUG MART	001-00009508	GALBRAITH,JEFF 3X TWINRIX	191.83	191.83
028860	2027-06-19	B9413	BEELEY PHIL	122741	MAY/19 MILEAGE-JANITORIAL WORK	53.89	53.89
028861	2027-06-19	MA952	BUREAU VERITAS CANADA (2019) INC.	VA1239760	WATER TESTING B943851	263.55	828.66
				VA1241604	WATER TESTING B946184	263.55	
				VA1242428	SEWER TESTING B946178	301.56	
028862	2027-06-19	CAN01	CANADIAN ASSOCIATION OF FIRE CHIEFS	300002758	ANNUAL AFFILIATE MEMBERSHIP	147	147
028863	2027-06-19	CEV16	CANADIAN ELECTRIC VEHICLES LTD	25255	EV #21 REPAIRS	7338.47	11361.15
				25256	EV #22 REPAIRS	4022.68	
028864	2027-06-19	CL395	CARFRA & LAWTON LAWYERS	52802	WHISKEY LANDING	1332.66	1332.66
028865	2027-06-19	CN269	COFFEE NEWS	19999	UKEE DAYS AD	252	252
028866	2027-06-19	CE004	CORPORATE EXPRESS CANADA INC	50737868	OFFICE STAPLERS/SUPPLIES LYCHE	326.55	871.12
				50710785	DRY ERASE MARKERS	23.79	
				50684831	MAGNETIC WHITEBOARD	286.71	
				50707698	BOOKCASE LYCHE	234.07	
028867	2027-06-19	FW050	FAR WEST DISTRIBUTORS LTD	327170	TOILET PAPER-SCH	170.04	170.04
028868	2027-06-19	FYHOL	FYFE WELL & WATER SERVICES	2019-2102	WELL 3/4 SUPPLY AND INSTALL	39301.5	39301.5
028869	2027-06-19	GE395	GALLOWAY ELECTRIC	1148	WELL#3 PARTS	1584.55	1584.55
028870	2027-06-19	GAR05	GARAVENTA (CANADA) LTD	1698436-0	JUL/19-JUL/20 MAINTENANCE CONTRACT	1400	1400
028871	2027-06-19	G9263	GUDBRANSON, BARB	122742	GUDBRANSON-LEISURE DVLPMT COURSE	128	128
028872	2027-06-19	IC130	INFOSAT COMMUNICATIONS	389794	JUN/19 SAT PHONE	65.12	65.12
028873	2027-06-19	JSC61	J & S CONTRACTING LTD	190402	HRV1 MOTOR REPLACE	2363.59	2363.59
028874	2027-06-19	KD630	KARSCOT DISTRIBUTORS/FUN ZONE	3843D	UKEE DAYS DEPOSIT	100	100

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028875	2027-06-19	CK608	KASSLYN CONTRACTING	D673 D674	D673 D674	3081.69 8979.49	12061.18
028876	2027-06-19	KL923	KERDMAN LINDSAY	122744	GYM SPRING/19	3190.77	3190.77
028877	2027-06-19	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	0361-073 1750-004 1863-007	191 SITE SERVICING REVIEW: 731 MARINE 1750 BAY ST SANITARY SEWER 1863 SANITARY MASTER PLAN	308.7 915.08 7144.2	8367.98
028878	2027-06-19	LB454	LADYBIRD ENGRAVING & WEB CREATIONS LTD	1677	ENGRAVED PLAQUE-ALDER PARK	28	28
028879	2027-06-19	MK001	MCAVOY WANDA	122750	WATER HOSES	173.54	173.54
028880	2027-06-19	MISC		REFUND181017	REFUND 181017 PRPTY TAX OVERPYMT	5169.31	5169.31
028881	2027-06-19	MITC1	MITCHELL, CALI	12	JUN 10-23/19 CONTRACT SERVICES	1455	1455
028882	2027-06-19	M9412	MONTEITH DONNA	122749	MONTEITH-MATI LEADERSHIP BOWEN ISLAND	315.16	315.16
028883	2027-06-19	OE421	ON THE EDGE ROOFING & CONTRACTING	425	AMPHITRITE LIGHTHOUSE PAINTING	1392.83	1392.83
028884	2027-06-19	OTC25	OUT OF OUR TREE CUSTOM WOODWORK	122740	PUBLIC BATHROOM LOCKS INSTALL	420	420
028885	2027-06-19	PAC02	PACIFIC RIM ECO TOURS	101	E-BIKE PURCHASE-BYLAWS FLEET VEHICLE	2240	2240
028886	2027-06-19	DP725	PAYNE DAVID	122746	PAYNE-UEN RADIO COORDINATORS MTNG	173.12	173.12
028887	2027-06-19	PBX12	PBX ENGINEERING LTD	6804	14282-03 LOST SHOE SCADA	11070.66	11070.66
028888	2027-06-19	PM110	PERFECTMIND	UCL20190610 UCL20190613 UCL20190612 UCL20190611 UCL20190618	MILESTONE 3 SFTWRE CONFIGURATION MILESTONE 7 GO-LIVE MILESTONE 6 TRAINING MILESTONE 5 USER ACPTNCE TESTING MILESTONE 4 DATA CONVERSION	1560.16 1559.04 1560.16 1560.16 1560.16	7799.68
028889	2027-06-19	PHO01	PHOENIX LAW CORPORATION	122739	WHISKEY LANDING-LEGAL SERVICES	378	378
028890	2027-06-19	pi110	PUROLATOR INC	441619737 441682674 441745544	VIERA/MAXXAM MAXXAM 14787863977 MAXXAM	74.02 44.43 82.07	200.52
028891	2027-06-19	RBC01	RAYNER BRACHT CONSTRUCTION INC	290741118	CO-OP SIDEWALK PAVE	6251.05	6251.05
028892	2027-06-19	RS496	RELIC SURF SHOP INC	122751	SURF/SUP CLUB SPRING/19	756	756
028893	2027-06-19	r9361	RIVERA, LYVIER	122748	FACE PAINTING CO-OP PARTY	225	225
028894	2027-06-19	SD199	SCHRAMM DESIGN	2940	RMI PARK SIGN/TEMPLATE SIGNS	819	819
028895	2027-06-19	SI604	SHU IAN	122743	PURPLE DRAGON SPRING/19	2877.6	2877.6
028896	2027-06-19	SMI01	SMITH ROAD MARKING LTD	1125	ROAD MARKINGS/LINE PAINTING ROADS	21413.19	21413.19
028897	2027-06-19	SS419	SOLIDARITY SNACKS	159	TAX NOTICE SNACKS	69.3	69.3
028898	2027-06-19	SK010	STRICKLAND KARLA	122745	INSTRUCTION SPRING/19	912.6	912.6
028899	2027-06-19	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71198564 71201589 71202725 71207178 71208197 71210134 71210144 71210653 5884A 5924 20190599	#2 PREM FUEL #2 PREM FUEL PARKS-POWER STEERING FLUID #2 PREM FUEL PROPANE-UCC BBQ #1 REG FUEL #2 PREM FUEL E1 APR CARDLOCK ADJUSTMENTS MAY/19 CARDLOCK INTEREST CHARGE MAY/19	78.17 97.76 5.02 100.01 23.58 105.31 90 93.66 6.89 3136.59 81.91	3818.9
028900	2027-06-19	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01041476 C01048691 C01048530 C01090189 C01090195 C01090852 C01091428 C01045656 C01087648 C01048515	COFFEE SUPPLIES-UCC INNER BASIN WATERLINE HARDWARE YOUTH NIGHT AFTERSCHOOL-SNACKS SLIMMON-WORK BOOTS YOUTH NIGHT-SNACKS BEELEY-COVERALLS AFTERSCHOOL PROGRAM TEEN PROGRAM AFTERSCHOOL PROGRAM	20.66 12.5 43.43 17.53 89.59 43.2 6.14 14.74 40.8 26.76	355.23

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				C01049483	YOUTH PROGRAM	39.88	
028901	2027-06-19	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01097887	HYDRAULIC OIL-PW	13.43	58.18
				C01092626	NOTEBOOKS-PW	44.75	
028902	2027-06-19	ULFS1	UCLUELET LOCAL FOOD SOCIETY	122747	COMMUNITY GARDEN	420	420
028903	2027-06-19	UP459	UCLUELET PETRO-CANADA	5034	#4 TOWING FEE	105	105
028904	2027-06-19	UR849	UCLUELET RENT-IT CENTER LTD	33860	GARDEN SOIL	506.63	506.63
028905	2027-06-19	WC345	WURTH CANADA LTD	23536902	COLD PACKS/GLOVES-UCC	169.48	169.48



## STAFF REPORT TO COUNCIL

Council Meeting: JULY 9, 2019

500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0640-20

**SUBJECT:** 2018 ANNUAL REPORT

**REPORT NO:** 19-88

**ATTACHMENT(S):** 2018 ANNUAL REPORT

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

1. **THAT** Council adopt the District of Ucluelet 2018 Annual Report as attached.

### **PURPOSE:**

The purpose of this report is for Council to adopt the annual report after considering submissions and questions from the public.

### **BACKGROUND:**

Section 98 of the *Community Charter* requires local governments to prepare an annual report for public inspection by June 30<sup>th</sup>.

The annual report must include: the audited financial statements; list of property tax exemptions; report of municipal services and operations; and progress report on municipal objectives and measures.

Section 99 requires Council, at a public meeting, to consider the report and any submissions and questions from the public at least 14 days after the report is made public. The report was posted to the District website on June 19<sup>th</sup> and statutory notices were published in the *Westerly News*. To date, the District has not received any submissions from the public.

### **OPTIONS REVIEW:**

1. **THAT** Council adopt the District of Ucluelet 2018 Annual Report as attached. **(Recommended)**
2. **THAT** Council amend the District of Ucluelet 2018 Annual Report and adopt the report as amended.

**Respectfully submitted:** Marlene Lagoa, Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer



District of Ucluelet  
BRITISH COLUMBIA, CANADA  
2018 Annual Report



2018 Annual Report  
January 1 to December 31, 2018

This document was prepared by the Corporate Services Department, with  
departmental information provided by each Department Head.

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[www.photo-blog.ca](http://www.photo-blog.ca)

All photos taken by District of Ucluelet staff unless otherwise credited

# 2018 Annual Report

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# 2018 Annual Report Message From The Mayor

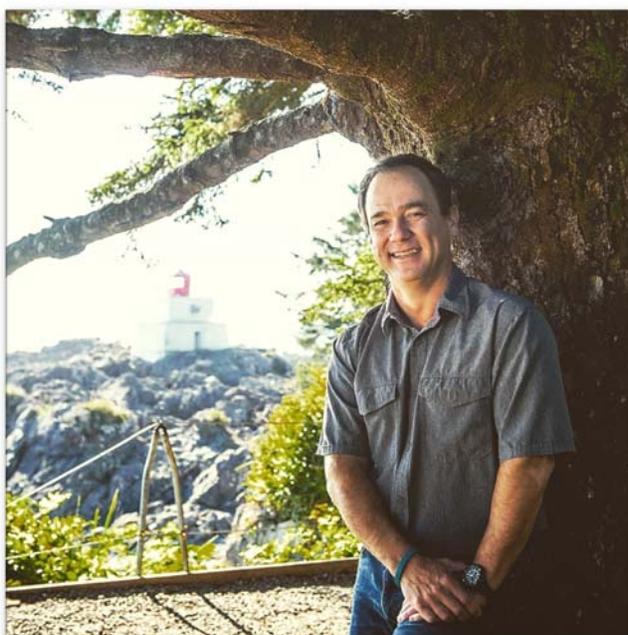
I have the great honour of leading Council for the next four years. We started by producing a Strategic Plan that will guide the District for the rest of Council's term. Our Annual Report shares our progress with the community on what we've achieved in 2018 and key initiatives planned for 2019.

Born and raised in the area, I understand our sense of community and the need to protect what we have going forward. We are at a unique moment in Ucluelet's history as we have never had so many opportunities to advance our community. Having a clear plan and a strong commitment to our word will keep our group focused on our goals.

Our Annual Report is about goals, actions, and prioritizing communication and engagement with the community. This Council is committed to listening to residents and we have set actions intended to improve municipal processes based on what we have heard.

I look forward to working with our staff to ensure our residents and businesses are put first in our decisions and policies. Our residents define the character of our community and Ucluelet is still a place where community spirit thrives.

Thank you.  
Mayor Mayco Noël



# 2018 Annual Report Mayor and Council



Councillor Marilyn McEwen, Councillor Rachelle Cole,  
Mayor Mayco Noël,  
Councillor Jennifer Hoar, Councillor Lara Kemps  
*(left to right)*

2019 to 2023

# 2018 Annual Report Overview

## OUR COMMUNITY, OUR FUTURE

---

The District of Ucluelet is a self-contained community located on the rugged west coast of Vancouver Island within the traditional lands of the Yuułu?if?ath First Nation. Ucluelet has the benefit of a range of assets and amenities relative to its size and although considered to be remote, enjoys excellent physical and digital access to the rest of the world. The community is defined by a deep appreciation for the natural environment and a culture of creativity and resilience. With a strong sense of community, residents rely on one another and take pride in their spirit of partnership and volunteerism. Despite fluctuations in the economy and local industries over time, Ucluelet has always adapted and thrived. We see a bright future for our community with quality, sustainable infrastructure and services to support a population of all ages, from young families to active retirees who choose to call Ucluelet home. As our community faces demands for growth, we will strive to preserve our quality of life and our natural assets while ensuring that future development is aligned with our community's values.

## OUR ROLE

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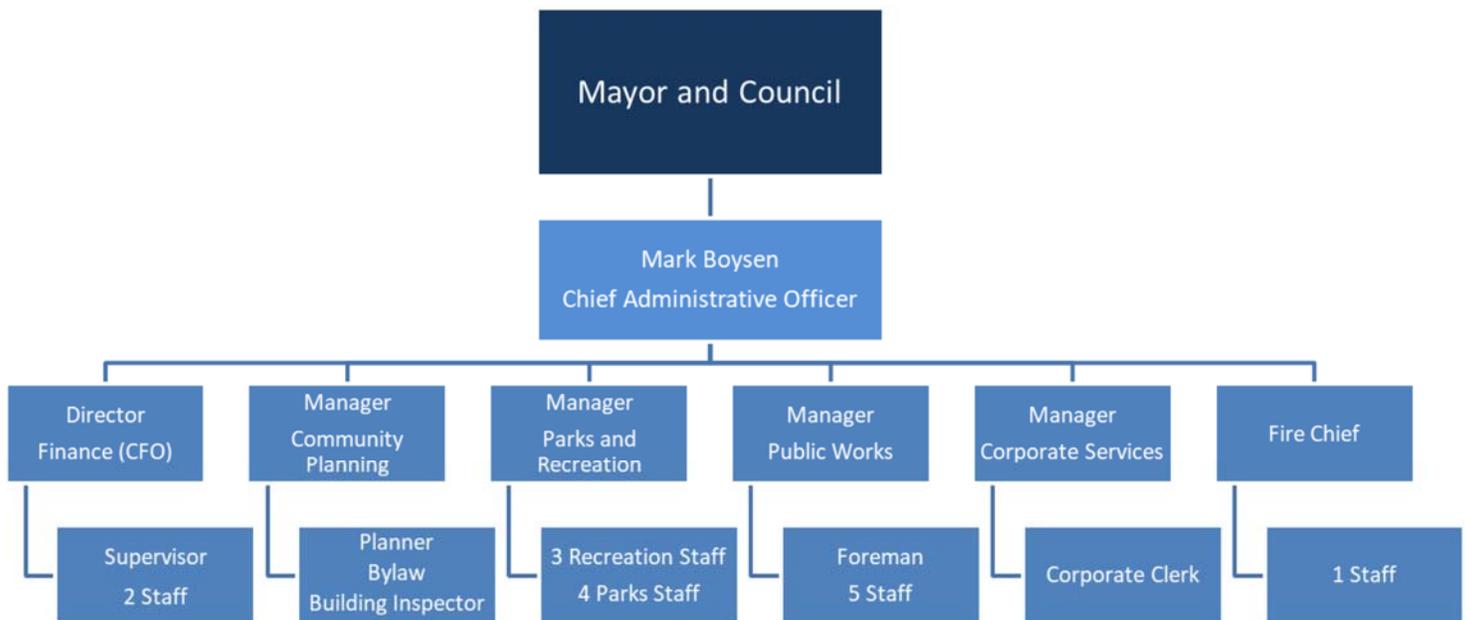
The District of Ucluelet provides leadership in the community with emphasis on inclusive and strategic planning for the future. We play a role in unifying the community towards a common vision and communicating with our residents on issues that are important to them and the District. We collaborate with our neighbors to enhance our collective provision of services and to ensure effective advocacy on issues that affect our region. Ultimately, our role is to pursue the aspirations of our community and leave a legacy for future generations.

## OUR COMMITMENT

---

- LEAD BY EXAMPLE
- OWN OUR DECISIONS AND THE OUTCOMES
- BE PREPARED AND INFORMED AS WE MAKE DECISIONS
- BE COLLABORATIVE WITH OUR PARTNERS
- HAVE AN OPEN MIND
- BE CONSISTENT

# 2018 Annual Report Organizational Chart



John Towgood, Barbara Millar, Abigail Fortune, Marlen Lagoa, Warren Cannon, and Bruce Greig (back row, left to right). Mark Boysen and Donna Monteith (front row, left to right).

# Parks and Recreation Department Overview

## Key responsibilities include:

- Community Programming
- Community Health
- Community Special Events
- Facilities (asset management)
- Trails & Green Spaces
- Beautification
- Playgrounds
- Public Realm Projects (parks, paths, roads, facilities)



The Parks and Recreation department provides the fundamental building blocks for a healthy and flourishing community. The Ucluelet Parks & Recreation Master Plan Executive Summary notes that Ucluelet has a strong sense of community. We feel this is in part due to the wide variety of recreation programs offered here, in addition to the special events occurring throughout the community each year. Our focus is to provide and support excellent programs, special events with community group involvement and facilities, and continue to promote and strengthen the sense of community. Ucluelet Parks and Recreation Department is committed to ensuring a high level of excellence in its service to the community and continues to strive to promote an atmosphere of friendly and efficient service.



# Parks and Recreation

## 2018 Accomplishments

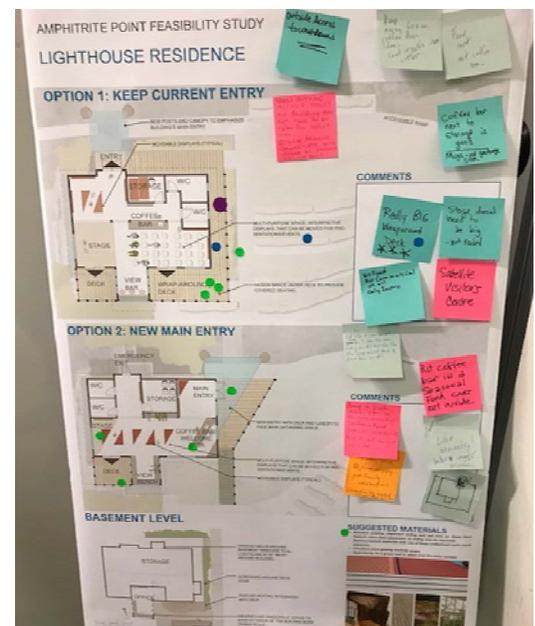


### 2018 Key Accomplishments

- ☑ Established a Community Garden in a local park.
- ☑ Projects extending the inner connection of the Wild Pacific Trail.
- ☑ St. Jacques Park installation.
- ☑ Amphitrite Point House and Lands Feasibility Study.
- ☑ Age Friendly Resource Hub Project.
- ☑ Alder Park Installation.
- ☑ Restructured the Parks and Recreation Department.

### 2019 Key Initiatives Planned

- Creation of Recreation Administrative Coordinator Position.
- Edna Bachelor Park Playground upgrade and pathway.
- New Parks and Recreation office.
- 2019-2021 Resort Development Strategy —Resort Municipality Initiative Funds.
- Amphitrite Point Lands Project.
- Village Green Revitalization.



# Community Planning Department Overview

## Key responsibilities include:

### Planning Duties:

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

### Bylaw Duties:

- Bylaw enforcement and business licensing.
- Administer land use bylaws, standards and policies in light of legislation and other approving agency jurisdictions.
- Provide public education and respond to inquiries related to building code, business license and related bylaws.

The Community Planning Department provides professional and technical advice to Council on current and future uses of land in the District and on issues concerning housing, the environment, culture and heritage preservation, transportation, tourism, harbour and managed water uses, and socio-economic policies. The planning division of this Department is responsible for the administration of zoning, land use and development applications. Community planning, parks and trail network systems, streamside protection, and long term visions such as the Official Community Plan (OCP) all help to guide the yearly work plans and objectives of this Department. The building, license and bylaw division of this Department maintains the quality of life for the District of Ucluelet's citizens by ensuring safety through compliance with established building codes and community adopted bylaws. This division also receives and processes complaints and coordinates the bylaw enforcement activities for the District.



# Community Planning 2018 Accomplishments

## 2018 Key Accomplishments

- ☑ Completed draft update to the Official Community Plan and initial rounds of public consultation.
- ☑ Continued Short Term Rental monitoring and compliance program.
- ☑ Bylaw adopted for Temporary Use Permit area designation.
- ☑ Public Realm projects - draft prioritization tool.

## 2019 Key Initiatives Planned

- Official Community Plan bylaw adoption.
- Update to the Development Cost Charges bylaw.
- Initiate long-range Land Use Demand study.
- Flood Risk Assessment mapping.



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# Public Works Department Overview

## Key responsibilities include:

- Maintenance of municipal roads, sidewalks and public garbage containers.
- Record keeping of municipal infrastructure and facilities.
- Ongoing staff training on water and sewer systems and grounds maintenance.
- 24-hour emergency services for the community.
- Maintenance of sewer systems to meet Federal and Provincial standards.
- Water distribution and treatment system.
- Maintenance of water systems to meet Provincial standards.



The Ucluelet Public Works department is on call 24/7, 365 days a year, to ensure the community infrastructure is in good working order to enhance the community's health, safety, and overall quality of life.

In addition to daily infrastructure, facility maintenance, and long-term infrastructure planning, the Public Works department takes on a number of key projects each year.

# Public Works

## 2018 Accomplishments

### 2018 Key Accomplishments

- ☑ Kennedy Lake Water Treatment Plant Feasibility Study and Conceptual Design.
- ☑ Well field Variable Frequency Drive (VFD) controls.
- ☑ Completion of phase two Sewer Lagoon Upgrade project.
- ☑ Matterson Reservoir Chamber Upgrades.

### 2019 Key Initiatives Planned

- Kennedy Lake Water Supply Raw water sampling.
- Well field Supervisory Control and Data Acquisition (SCADA) controls upgrades.
- Bay Street lift station upgrade (Duplex Station).
- Wild Pacific Trail Connector (Marine Drive Pathway).
- Cedar Road Tourism Hub development Phase One.
- Final phase of the Sewer Lagoon Upgrade project.
- Storm drain upgrades at Cedar and Bay Streets.



# Fire and Emergency Services Department Overview

## Key responsibilities include:

- Response to callouts for fire, rescue, motor vehicle incidents and medical first responder calls in Ucluelet and contracted areas.
- Fire prevention and public education.
- Community emergency preparedness.
- Ucluelet Volunteer Fire Brigade (UVFB)
- Emergency Social Services (ESS).
- Ucluelet Emergency Network (UEN).
- Emergency Operations Centre (EOC).



Fire and Emergency Services supports and maintains a community emergency management system through mitigation, preparedness, response, and recovery initiatives for emergencies and disasters. The Ucluelet Volunteer Fire Brigade (UVFB) has been providing fire services for the community of Ucluelet since 1949. Each year the UVFB responds to an average of 110 callouts for fire, rescue, motor vehicle accidents, and medical first responder calls.

The Emergency Social Services (ESS) team of volunteers is responsible for coordinating the provision of shelter, food, clothing, transportation, medical services and reunification services to victims of emergencies and disasters for up to 72 hours.

The Ucluelet Emergency Network (UEN) utilizes a “four pillar” approach that includes mitigation, preparedness, response, and recovery. The UEN is a multi-jurisdictional committee that consist of representatives from BC Ambulance Service, Canadian Rangers, District of Ucluelet, ESS, Pacific Rim National Park, RCMP, Royal Canadian Marine Search & Rescue, School District 70, Toquaht Nation, UVFB, West Coast Inland Search and Rescue and Yuułu?if?ath Government (Ucluelet First Nation).

# Fire and Emergency Services 2018 Accomplishments

## 2018 Accomplishments:

- ☑ Four new members were recruited for the UVFB.
- ☑ Initial Certification and Re-certification of UVFB First Responders completed.
- ☑ The first Tsunami Information Kiosk project at Coast Guard Road was initiated.
- ☑ EOC and ESS training and emergency supplies program for District Staff completed.
- ☑ Preparation for a full-time Fire Chief began.

## 2019 Initiatives Planned:

- Establish new full-time Fire Chief.
- Tsunami Warning System project initiated.
- EOC and ESS kits and training will be extended.
- The first Tsunami Information Kiosk project completed with a second kiosk at Tugwell Fields.
- Fire Protection Services agreement with Ucluelet First Nation.



# Finance and Corporate Services

## Department Overview

### Key responsibilities include:

#### Finance Services:

- Financial planning and budgeting.
- Procurement and purchasing services.
- Treasury and taxation.
- Manage business licensing.
- Accounting for transactions.
- Financial reporting and fiscal management.
- Support services to all departments .

#### Corporate Services:

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

The Finance and Corporate Services department's primary responsibility is to maintain the business foundation of the District. It's objective is to provide accurate, timely information and support to the community, District departments, and Council. The department invests a considerable portion of its time and resources to Council-decision support and managing the financial, administrative, and legislative responsibilities of the District of Ucluelet. Additionally, the department provides some IT-related support to improve the effectiveness of internal and external communications, as well as exploring and incorporating technology-based information management and reporting tools to ensure accountability and transparency in all of the District's practices.

# Finance and Corporate Services

## 2018 Accomplishments

### 2018 Accomplishments

- ☑ Hiring of new Chief Financial Officer.
- ☑ Budget software implementation.
- ☑ In-house payroll conversion complete.
- ☑ Completion of dock upgrades at Small Craft Harbour.
- ☑ Development of Climate Action Plan.
- ☑ Conducted Elections for Mayor and Council.

### 2019 Initiatives Planned

- Asset Management Software implementation.
- Health Care Centre feasibility review.
- Webcasting open Council meetings.
- Update/develop policies and bylaws.
- Installation of Life Jackets at Whiskey Dock.
- Single-Use Plastic Regulation Bylaw.



# Auditor's Report 2018



KPMG LLP  
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Victoria BC V8W 3Y7  
Canada

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Internet www.kpmg.ca

## INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of the District of Ucluelet

### **Opinion**

We have audited the consolidated financial statements of the District of Ucluelet (the Entity), which comprise:

- the consolidated statement of financial position as at end of December 31, 2018;
- the consolidated statement of operations for the year then ended;
- the consolidated statement of changes in net financial assets for the year then ended;
- the consolidated statement of cash flows for the year then ended;
- and notes to the consolidated financial statements, including a summary of significant accounting policies;

(hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2018 and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “**Auditors’ Responsibilities for the Audit of the Financial Statements**” section of our auditors’ report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



# Auditor's Report 2018



District of Ucluelet  
Page 2

## ***Emphasis of Matter – Comparative Information***

We draw attention to Note 17 to the financial statements, which explains that certain comparative information presented for the year ended December 31, 2017 has been restated.

Note 17 explains the reason for the restatement and also explains the adjustments that were applied to restate certain comparative information.

Our opinion is not modified in respect of this matter.

As part of our audit of the financial statements for the year ended December 31, 2018, we also audited the adjustments that were applied to restate certain comparative information presented for the year ended December 31, 2017. In our opinion, such adjustments are appropriate and have been properly applied.

## ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.



# Auditor's Report 2018



District of Ucluelet  
Page 3

## ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.



# Auditor's Report 2018



District of Ucluelet  
Page 4

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

*KPMG LLP*

Chartered Professional Accountants  
Victoria, Canada  
June 7, 2019



# Management Responsibility

## Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the District of Ucluelet (the "District") are the responsibility of management and have been prepared in compliance with applicable legislation, and in accordance with generally accepted accounting standards for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements.

  
 Chief Financial Officer

# DISTRICT OF UCLUELET

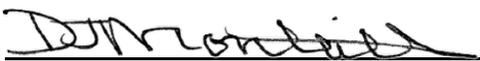
## Consolidated Statement of Financial Position

December 31, 2018, with comparative information for 2017

	2018	2017
		(Restated - note 17)
<b>Financial assets:</b>		
Cash and cash equivalents	\$ 1,212,327	\$ 1,378,389
Restricted cash	28,978	28,361
Investments	8,976,814	4,836,939
Accounts receivable (note 2)	810,239	1,236,376
Investment in Government Business Enterprise (note 12)	540,658	539,065
	<u>11,569,016</u>	<u>8,019,130</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities (note 3)	1,118,931	373,007
Refundable deposits	119,084	7,469
Deferred revenue (note 4)	538,515	448,629
Development cost charges (note 5)	727,399	839,727
Debt (note 6)	2,024,214	2,115,000
	<u>4,528,143</u>	<u>3,783,832</u>
<b>Net financial assets</b>	7,040,873	4,235,298
<b>Non-financial assets:</b>		
Tangible capital assets (note 7)	40,700,278	40,773,355
Inventory of supplies	20,944	20,944
Prepaid expenses	68,198	54,311
	<u>40,789,420</u>	<u>40,848,610</u>
Commitments and contingencies (note 14)		
<b>Accumulated surplus (note 8)</b>	<u>\$ 47,830,293</u>	<u>\$ 45,083,908</u>

The accompanying notes are an integral part of these consolidated financial statements.

On behalf of the District:



Chief Financial Officer

# DISTRICT OF UCLUELET

## Consolidated Statement of Operations

Year ended December 31, 2018, with comparative information for 2017

	Financial plan (note 15)	2018	2017 (Restated - note 17)
<b>Revenue:</b>			
Taxation, net (note 9)	\$ 2,988,875	\$ 3,224,952	\$ 3,011,950
Sale of services	2,214,873	1,910,610	1,765,456
Other revenue from own sources	85,360	577,150	342,249
Investment income	-	100,656	44,203
Grants and contributions (note 10)	1,868,301	874,058	5,086,310
Equity in investment of Government Business Enterprise (note 12)	-	2,001,593	539,065
<b>Total revenue</b>	<b>7,157,409</b>	<b>8,689,019</b>	<b>10,789,233</b>
<b>Expenses:</b>			
General government services	1,590,038	1,282,095	1,077,456
Protective services	317,833	474,905	349,639
Transportation services	1,151,377	1,180,844	1,229,522
Planning and environmental services	587,419	397,460	229,066
Recreation and cultural services	1,548,177	1,468,887	1,350,739
Sewer utility	793,346	561,732	469,875
Water utility	622,843	576,711	667,610
	<b>6,611,033</b>	<b>5,942,634</b>	<b>5,373,907</b>
Annual surplus	546,376	2,746,385	5,415,326
Accumulated surplus, beginning of year	45,083,908	45,083,908	39,668,582
<b>Accumulated surplus, end of year</b>	<b>\$ 45,630,284</b>	<b>\$ 47,830,293</b>	<b>\$ 45,083,908</b>

The accompanying notes are an integral part of these consolidated financial statements.

## DISTRICT OF UCLUELET

### Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2018, with comparative information for 2017

	Financial plan (note 15)	2018	2017 (Restated - note 17)
Annual surplus	\$ 546,376	\$ 2,746,385	\$ 5,415,326
Acquisition of tangible capital assets	(3,285,720)	(1,051,336)	(2,144,620)
Amortization of tangible capital assets	746,000	1,134,363	1,112,567
Contributions of tangible capital assets	-	(9,950)	(2,970,000)
	(2,539,720)	73,077	(4,002,053)
Net acquisition of inventory of supplies	-	-	(6,810)
Net consumption of prepaid expenses	-	(13,887)	(10,384)
Change in net financial assets	(1,993,344)	2,805,575	1,396,079
Net financial assets, beginning of year	4,235,298	4,235,298	2,839,219
Net financial assets, end of year	\$ 2,241,954	\$ 7,040,873	\$ 4,235,298

The accompanying notes are an integral part of these consolidated financial statements.

# DISTRICT OF UCLUELET

## Consolidated Statement of Cash Flows

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
		(Restated - note 17)
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ 2,746,385	\$ 5,415,326
Items not involving cash:		
Amortization of tangible capital assets	1,134,363	1,112,567
Contributions of tangible capital assets	(9,950)	(2,970,000)
Investment in Government Business Enterprise	(2,001,593)	(539,065)
Actuarial adjustment on debt	(13,492)	(10,633)
Changes in non-cash operating assets and liabilities:		
Accounts receivable	426,137	(605,837)
Accounts payable and accrued liabilities	745,924	(231,477)
Refundable deposits	111,615	4,444
Deferred revenue	89,886	(71,885)
Development cost charges	(112,328)	7,065
Inventory of supplies	-	(6,810)
Prepaid expenses	(13,887)	(10,384)
	<u>3,103,060</u>	<u>2,093,311</u>
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(1,051,336)	(2,144,620)
	<u>(1,051,336)</u>	<u>(2,144,620)</u>
<b>Investing activities:</b>		
Increase in restricted cash	(617)	(5,270)
Decrease (increase) in investments	(4,139,875)	906,025
Dividends received from Government Business Enterprise	2,000,000	-
	<u>(2,140,492)</u>	<u>900,755</u>
<b>Financing activities:</b>		
Proceeds on debt	-	470,250
Debt repaid	(77,294)	(54,854)
	<u>(77,294)</u>	<u>415,396</u>
Increase (decrease) in cash and cash equivalents	(166,062)	1,264,842
Cash and cash equivalents, beginning of year	1,378,389	113,547
Cash and cash equivalents, end of year	<u>\$ 1,212,327</u>	<u>\$ 1,378,389</u>

The accompanying notes are an integral part of these consolidated financial statements.

# DISTRICT OF UCLUELET

## Notes to Consolidated Financial Statements

Year ended December 31, 2018

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District of Ucluelet (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The District's principal activities include the provision of local government services to residents of the incorporated area.

### 1. Significant accounting policies:

The consolidated financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

#### (a) Reporting entity:

The consolidated financial statements reflect the combination of all the assets, liabilities, revenues, expenses, and accumulated surplus of the District. Inter-departmental balances and transactions have been eliminated.

The consolidated financial statements of the District include the activities of the Ucluelet Economic Development Corporation which is owned by the District.

The consolidated financial statements include the District's investment in government business enterprises using the equity method of accounting.

The District administers certain trust assets on behalf of external parties which are excluded from the financial statements.

#### (b) Basis of accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

#### (c) Government transfers:

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

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## 1. Significant accounting policies (continued):

### (d) Property tax revenue:

Property tax revenue is recognized on the accrual basis using the approved tax rates and the anticipated assessment related to the current year.

### (e) Deferred revenue:

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired, thereby extinguishing the related liability.

### (f) Development cost charges:

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

### (g) Cash and cash equivalents:

Cash and cash equivalents include short-term, highly liquid investments with a term to maturity of 90 days or less at acquisition. Cash equivalents also include investments in the Municipal Finance Authority of British Columbia ("MFA") Money Market Funds which are recorded at cost plus earnings reinvested in the funds.

### (h) Investments in government business enterprise:

The District is a limited partner in Barkley Community Forest Limited Partnership, a government business enterprise. The District's investment is accounted for on a modified equity basis. Under the modified equity basis, the government business enterprise's accounting policies are not adjusted to conform with those of the District and interorganizational transactions and balances are not eliminated. The District recognizes its equity interest in the annual income or loss of the government business enterprise in its consolidated statement of operations with a corresponding increase or decrease in its investment asset account. Any dividends that the District may receive from the government business enterprise are reflected as reductions in the investment asset account.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

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## 1. Significant accounting policies (continued):

### (i) Deposits and prepayments:

Receipts restricted by third parties are deferred and recorded as deposits and are refundable under certain circumstances. Deposits and prepayments are recognized as revenue when qualifying expenditures are incurred.

### (j) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other benefits are available to the District's employees. The costs of these benefits are estimated based on accumulated sick leave and best estimates of future usage and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

### (k) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue, development cost charges and deposits and prepayments is added to the investment and forms part of the liability balance.

### (l) Debt:

Debt is recorded net of related payments and actuarial earnings.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 1. Significant accounting policies (continued):

### (m) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

### (i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Buildings	10 - 60
Equipment	5 - 25
Other structures	15 - 50
Roads	20 - 60
Sewer structures	10 - 50
Drainage structures	30 - 50
Water structures	10 - 50

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

### (ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

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## 1. Significant accounting policies (continued):

### (n) Non-financial assets (continued):

#### (iii) Natural resources:

Natural resources that have not been purchased are not recognized as assets in the consolidated financial statements.

#### (iv) Works of art and cultural and historic assets:

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

#### (v) Interest capitalization:

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

#### (vi) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

#### (vii) Inventory of supplies:

Inventory of supplies held for consumption are recorded at lower of cost and replacement cost.

### (n) Contaminated sites:

The District records a liability in its financial statements when contamination on non-active property exceeds an accepted environmental standard and the District is directly responsible, or accepts responsibility for, the damage. The liability is measured at the District's best estimate of the costs directly attributable to remediation of the contamination. No contaminated sites liabilities have been recorded in these financial statements.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 1. Significant accounting policies (continued):

### (o) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets and estimating provisions for accrued liabilities including employee future benefits and contingencies. Actual results could differ from these estimates.

## 2. Accounts receivable:

	2018	2017
Property taxes	\$ 194,084	\$ 187,777
Due from other governments	244,081	864,923
General, business licenses, utilities	368,426	180,102
Other	3,883	3,809
Allowance for doubtful accounts	(235)	(235)
	<b>\$ 810,239</b>	<b>\$ 1,236,376</b>

## 3. Accounts payable and accrued liabilities:

	2018	2017
Trade accounts payable	\$ 784,026	\$ 177,773
Salaries and wages payable	189,702	74,037
Accrued employee benefits	57,998	95,123
Due to other governments	10,932	9,101
Accrued interest	16,973	16,973
Other accrued liabilities	59,300	-
	<b>\$ 1,118,931</b>	<b>\$ 373,007</b>

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 4. Deferred revenue:

	2018	2017
Hotel resort tax	\$ 442,255	\$ 341,231
Property taxes	33,547	52,817
Grants	-	43,760
Other	62,713	10,821
	<b>\$ 538,515</b>	<b>\$ 448,629</b>

## 5. Development cost charges:

Development cost charges represent funds received from developers and deposited into a separate reserve fund for capital expenditures. The District records these funds as a liability upon receipt which is then recognized as revenue when the related costs are incurred.

	Opening balance	Net receipts	Draw down	Interest	Closing balance
Roads	\$ 18,977	\$ 33,480	\$ -	\$ 140	\$ 52,597
Storm water	203,483	-	-	1,500	204,983
Sewer	416,997	31,952	(262,700)	3,074	189,323
Water	46,996	53,400	-	346	100,742
Parks	153,274	25,350	-	1,130	179,754
	<b>\$ 839,727</b>	<b>\$ 144,182</b>	<b>\$ (262,700)</b>	<b>\$ 6,190</b>	<b>\$ 727,399</b>

## DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

### 6. Debt:

- (a) The District issues debt instruments through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Local Government Act, to finance certain capital expenditures.

	Gross debt	Repayments and actuarial earnings	Net debt 2018	Net debt 2017
MFA Issue 117	\$ 1,948,000	\$ 372,684	\$ 1,575,316	\$ 1,635,021
MFA Issue 1195	475,000	26,102	448,898	470,250
Equipment financing	-	-	-	9,729
	<u>\$ 2,423,000</u>	<u>\$ 398,786</u>	<u>\$ 2,024,214</u>	<u>\$ 2,115,000</u>

As a condition of the borrowing through the MFA, the District is obligated to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. The deposits are included in the District's financial statements as restricted cash. If the debt is repaid without default, the deposits are refunded to the District. The notes, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default and are not recorded in the financial statements. Upon the maturity of a debt issue the demand notes are released and deposits refunded to the District. As at December 31, 2018 there were contingent demand notes of \$50,232 (2017 - \$50,232) which are not included in the financial statements of the District.

The loan agreements with the Alberni-Clayoquot Regional District and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the District.

- (b) Principal and interest payments on debt for the next five years are as follows:

2019	\$ 148,924
2020	148,924
2021	148,924
2022	148,924
2023	148,924

- (c) Interest expense:

Interest paid during the year was \$76,708 (2017 - \$69,977).

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 7. Tangible capital assets:

2018	Land	Sewer structures	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Work In Progress	Total 2018
<b>Cost:</b>										
Balance, beginning of year	\$14,858,568	8,675,985	10,971,381	2,814,132	3,468,499	7,774,731	1,559,012	5,607,315	\$ 1,855,518	\$57,585,141
Additions	-	-	-	22,876	-	38,780	-	7,481	992,149	1,061,286
Transfers	-	-	-	-	-	-	-	27,358	(27,358)	-
Balance, end of year	14,858,568	8,675,985	10,971,381	2,837,008	3,468,499	7,813,511	1,559,012	5,642,154	2,820,309	58,646,427
<b>Accumulated amortization:</b>										
Balance, beginning of year	-	4,366,300	2,394,886	1,586,078	1,691,239	3,655,598	650,198	2,467,487	-	16,811,786
Amortization	-	207,892	229,108	132,488	153,517	187,990	35,333	188,035	-	1,134,363
Balance, end of year	-	4,574,192	2,623,994	1,718,566	1,844,756	3,843,588	685,531	2,655,522	-	17,946,149
Net book value, end of year	\$14,858,568	4,101,793	8,347,387	1,118,442	1,623,743	3,969,923	873,481	2,986,632	\$ 2,820,309	\$40,700,278

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 7. Tangible capital assets (continued):

2017	Land	Sewer structures	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Work In Progress	Total 2017
<b>Cost:</b>										
Balance, beginning of year	\$11,588,490	8,675,985	10,959,619	2,471,122	3,346,214	7,646,936	1,559,012	5,607,315	759,828	52,614,521
Additions	3,270,078	-	11,762	320,770	122,285	91,771	-	-	1,297,954	5,114,620
Disposals	-	-	-	(144,000)	-	-	-	-	-	(144,000)
Transfers	-	-	-	166,240	-	36,024	-	-	(202,264)	-
Balance, end of year	14,858,568	8,675,985	10,971,381	2,814,132	3,468,499	7,774,731	1,559,012	5,607,315	1,855,518	57,585,141
<b>Accumulated amortization:</b>										
Balance, beginning of year	-	4,158,843	2,163,470	1,603,787	1,542,306	3,465,646	614,855	2,294,312	-	15,843,219
Disposals	-	-	-	(144,000)	-	-	-	-	-	(144,000)
Amortization	-	207,457	231,416	126,291	148,933	189,952	35,343	173,175	-	1,112,567
Balance, end of year	-	4,366,300	2,394,886	1,586,078	1,691,239	3,655,598	650,198	2,467,487	-	16,811,786
Net book value, end of year	\$14,858,568	4,309,685	8,576,495	1,228,054	1,777,260	4,119,133	908,814	3,139,828	1,855,518	\$40,773,355

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

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## 7. Tangible capital assets (continued):

(a) Contributed tangible capital assets:

Contributed assets of \$9,950 (2017 - \$2,970,000) were recognized during the year.

(b) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value.

(c) Works of art and historical treasures:

The District manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at District sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

(d) Write-down of tangible capital assets:

No write-down of tangible capital assets occurred during the year.

(e) Work in progress:

During the year there were net additions to work in progress of \$992,149 (2017 - \$1,095,691). Amortization of work in progress commences in the year the asset is transferred to tangible capital assets and is put into service.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 8. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2018	2017 (Restated - note 17)
Investment in tangible capital assets	\$ 38,676,064	\$ 38,658,355
Reserve funds and other surplus	7,777,441	5,139,119
Gas Tax Agreement Reserve	1,376,788	1,287,409
	<u>\$ 47,830,293</u>	<u>\$ 45,084,883</u>

## 9. Taxation:

Taxation revenue, reported on the statement of operations, is comprised of the following:

	2018	2017
Municipal purposes:		
General	\$ 2,883,573	\$ 2,655,919
Utility	42,012	42,381
Parcel taxes	224,975	218,530
Grants in lieu of taxes	74,392	95,120
	<u>3,224,952</u>	<u>3,011,950</u>
Taxes levied for other authorities:		
School authorities	1,214,477	1,148,961
RCMP	144,133	129,070
Regional Hospital	174,652	157,193
Regional District	276,046	249,029
BC Assessment Authority	16,740	25,886
Vancouver Island Regional Library	104,626	98,878
Municipal Finance Authority	202	107
	<u>1,930,876</u>	<u>1,809,124</u>
<b>Total taxes collected</b>	<u><b>\$ 5,155,828</b></u>	<u><b>\$ 4,821,074</b></u>

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 10. Grants and contributions:

The District recognizes the transfer of government funding received as revenues in the period that the events giving rise to the transfer occurred and the eligibility criteria have been met. Grants and contributions reported on the statement of operations are comprised of:

	2018	2017
		(Restated - note 17)
Operating transfers:		
Small communities and equalization payments	\$ 332,863	\$ 325,148
Other	155,307	132,167
	<u>488,170</u>	<u>457,315</u>
Capital transfers:		
Other	258,873	4,506,907
Gas Tax Agreement Funds	127,015	122,088
	<u>385,888</u>	<u>4,628,995</u>
	<u>\$ 874,058</u>	<u>\$ 5,086,310</u>

## 11. Pension plan:

The District and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local government.

The most recent actuarial valuation as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits. The next valuation will be as at December 31, 2018 with results available later in 2019. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The District paid \$141,473 (2017 - \$139,814) for employer contributions to the plan in fiscal 2018.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 12. Investment in government business enterprise:

Barkley Community Forest Limited Partnership is limited partnership owned by the District and Toquaht Nation as limited partners and Barkley Community Forest Corporation as the General Partner. The objective and purpose of the partnership is to hold one or more Community Forest Agreements and to carry on such business and activities as may be desirable and permitted under the Community Forest Agreements.

The following table provides draft condensed supplementary financial information for the limited partnership at December 31, 2018.

	2018	2017
<b>Financial Position:</b>		
Assets:		
Current	\$ 2,500,506	\$ 1,529,344
	<u>\$ 5,560,988</u>	<u>\$ 1,529,344</u>
Liabilities:		
Current	\$ 259,976	\$ 151,213
Silviculture accrual	300,000	300,000
	<u>559,976</u>	<u>451,213</u>
Equity:		
Retained earnings	1,940,530	1,078,131
	<u>\$ 2,500,506</u>	<u>\$ 1,529,344</u>
<b>Operations:</b>		
Revenues	\$ 6,063,154	\$ 1,769,750
Expenses	1,200,755	633,655
	<u>\$ 4,862,399</u>	<u>\$ 1,136,095</u>

The District has estimated accruals for liabilities outstanding by the limited partnership at December 31, 2018. These amounts may change by a material amount and will be adjusted in the 2019 fiscal year when final financial statements are available. The District's share of income in the government business enterprise was \$2,001,593 (2017 - \$539,065). During 2018, the District received \$2,000,000 of dividends from the government business enterprise, which was recorded as a reduction in its investment. No other transactions occurred between the two entities.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 13. Trust funds:

Trust funds administered by the District have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations. The District holds trust funds under British Columbia law for the purposes of maintaining a public cemetery.

	2018	2017
Opening balance	\$ 25,516	\$ 25,024
Interest earned	-	492
Ending balance	\$ 25,516	\$ 25,516

## 14. Commitments and contingencies:

- (a) Debt issued by the Alberni Clayoquot Regional District ("ACRD"), under provisions of the Local Government Act, is a direct, joint and several liability of the ACRD and each member municipality within the ACRD, including the District.
- (b) In the normal course of a year, claims for damages are made against the District. The District records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of \$5,000. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 15. Financial plan data:

The financial plan data presented in these financial statements is based upon the 2018 operating and capital budgets approved by Council on May 8, 2018. The chart below reconciles the approved financial plan to the financial plan figures reported in these financial statements. Cemetery expenses are included in the financial plan but excluded from annual deficit because these funds are held in trust and not reported in the financial statements of the District (note 13).

	Financial plan amount
<b>Revenues:</b>	
Financial plan	\$ 7,157,409
<b>Total revenue</b>	<b>7,157,409</b>
<b>Expenses:</b>	
Financial plan	6,624,675
Less cemetery expenses	13,642
<b>Total expenses</b>	<b>6,611,033</b>
<b>Annual surplus</b>	<b>\$ 546,376</b>

## 16. Segmented information:

The District is a diversified municipal organization that provides a wide range of services to its citizens. District services are provided by departments and their activities reported separately. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

### General government

The general government operations provide the functions of corporate administration and legislative services and any other functions categorized as non-departmental.

### Protective services

Protective services is comprised of three different functions, including the District's emergency management agency, fire, and regulatory services. The emergency management agency prepares the District to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The mandate of the regulatory services function is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits, and current regulatory issues.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

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## 16. Segmented information (continued):

### **Transportation services**

Transportation services is responsible for a wide variety of transportation functions such as roads and streets. As well, services are provided around infrastructure, transportation planning, pedestrian and cycling issues, harbour facilities, and on-street parking regulations, including street signs and painting.

### **Planning and environmental services**

Planning works to achieve the District's community planning goals through the official community plan, and other policy initiatives. Environmental services was established to assist the Emergency, Planning, Public Works, and Recreation Departments with programs associated with the maintenance or improvement of natural ecosystems.

### **Recreation and cultural services**

Parks is responsible for the maintenance and development of all park facilities. Cultural services facilitate the provision of recreation and wellness programs and services.

### **Water and Sewer Utilities**

The Water and Sewer Utilities operate and distribute the water and sewer networks. They are responsible for the construction and maintenance of the water and sewer distributions systems, including mains and pump stations.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1. Taxation revenue is recognized as general government revenue and has not been allocated to other segments.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 16. Segmented information (continued):

2018	General Government	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	Total
<b>Revenue:</b>								
Taxation, net	\$ 2,999,977	\$ -	\$ -	\$ -	\$ -	\$ 101,640	\$ 123,335	\$ 3,224,952
Sale of services	13,111	-	316,745	34,405	308,340	699,052	538,957	1,910,610
Grants and contributions	588,841	15,900	7,000	-	134,064	-	128,253	874,058
Investment income	100,656	-	-	-	-	-	-	100,656
Other revenue from own sources	2,042,717	-	33,480	205,561	25,350	4,480	267,155	2,578,743
Total revenue	5,745,302	15,900	357,225	239,966	467,754	805,172	1,057,700	8,689,019
<b>Expenses:</b>								
Salaries and wages	699,755	115,082	284,416	304,374	529,473	167,007	148,688	2,248,795
Contracted services	98,417	16,886	292,918	64,580	153,781	65,038	109,682	801,302
Materials and supplies	74,243	69,359	145,933	16,587	191,115	86,012	27,033	610,282
Interest and other	229,026	118,491	47,815	8,603	165,979	2,402	862	573,178
Audit and legal	66,401	-	963	118,409	-	-	-	185,773
Telephone and utilities	127,637	7,695	61,460	-	56,355	68,218	67,575	388,940
Amortization	-	-	355,811	-	382,625	188,035	207,893	1,134,364
Total expenses	1,295,479	327,513	1,189,316	512,553	1,479,328	576,712	561,733	5,942,634
Annual surplus (deficit)	\$ 4,449,823	\$ (311,613)	\$ (832,091)	\$ (272,587)	\$ (1,011,574)	\$ 228,460	\$ 495,967	\$ 2,746,385

**DISTRICT OF UCLUELET**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

**16. Segmented information (continued):**

2017	General Government	Protective Services	Transportation Services	Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	Total Restated (note 17)
<b>Revenue:</b>								
Taxation, net	\$ 2,793,420	\$ -	\$ -	\$ -	\$ -	\$ 94,770	\$ 123,760	\$ 3,011,950
Sale of services	4,129	-	373,046	29,625	239,439	678,279	440,938	1,765,456
Grants and contributions	3,433,347	15,900	7,000	-	426,536	-	1,203,527	5,086,310
Investment income	44,203	-	-	-	-	-	-	44,203
Other revenue from own sources	680,797	7,000	-	181,219	-	8,915	3,383	881,314
<b>Total revenue</b>	<b>6,955,896</b>	<b>22,900</b>	<b>380,046</b>	<b>210,844</b>	<b>665,975</b>	<b>781,964</b>	<b>1,771,608</b>	<b>10,789,233</b>
<b>Expenses:</b>								
Salaries and wages	567,698	122,982	306,747	196,750	466,664	199,257	116,663	1,976,761
Contracted services	161,873	12,919	278,198	16,482	145,166	127,147	62,035	803,820
Materials and supplies	28,998	35,418	146,451	28,568	175,602	60,329	23,958	499,324
Interest and other	174,674	75,130	64,314	1,722	153,335	25,338	890	495,403
Audit and legal	106,634	-	29,490	61,694	-	-	-	197,818
Telephone and utilities	37,184	4,151	54,274	-	51,370	82,364	58,871	288,214
Amortization	-	-	351,586	-	380,349	173,175	207,457	1,112,567
<b>Total expenses</b>	<b>1,077,061</b>	<b>250,600</b>	<b>1,231,060</b>	<b>305,216</b>	<b>1,372,486</b>	<b>667,610</b>	<b>469,874</b>	<b>5,373,907</b>
<b>Annual surplus (deficit)</b>	<b>\$ 5,878,835</b>	<b>\$ (227,700)</b>	<b>\$ (851,014)</b>	<b>\$ (94,372)</b>	<b>\$ (706,511)</b>	<b>\$ 114,354</b>	<b>\$ 1,301,734</b>	<b>\$ 5,415,326</b>

## DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

### 17. Restatement of comparative figures:

During the year The District noted it had not accounted for its ownership in Barkley Community Forest Limited Partnership, an entity incorporated in 2013 and in which the District is a limited partner. There were no significant operations in Barkley Community Forest Limited Partnership until 2017, when forest logging activities commenced. The District has restated its 2017 revenue and financial assets by \$539,063 to recognize the income and investment in this government business enterprise.

The District also determined that land donated to the District in 2017 was not recognized as a tangible capital asset and revenue. The value of this land at the time of donation was \$2,970,000. The District has restated its tangible capital assets and grants and contributions revenue by \$2,970,000 to recognize the donated land.

The above restatements have changed amounts reported in the prior period as follows:

#### Accumulated surplus at December 31, 2017, as previously stated:

Accumulated surplus, as previously reported	\$ 41,574,843
Recognition of investment in government business enterprise	539,065
Recognition of donated land	2,970,000
<b>Accumulated surplus, as restated</b>	<b>\$ 45,083,908</b>

#### Annual surplus for 2017, as previously stated:

Annual surplus, as previously reported	\$ 1,906,261
Recognition of investment in government business enterprise	539,065
Recognition of donated land	2,970,000
<b>Annual surplus, as restated</b>	<b>\$ 5,415,326</b>

# Permissive Tax Exemptions 2018

<u>ORGANIZATION NAME</u>	<u>2018 MUNICIPAL TAXES</u>
Christ Community Church of Ucluelet	\$3,690
Bishop of Victoria of Ucluelet	\$3,072
Trustees of the Congregation of Jehovah's Witnesses	\$2,579
Food Bank on the Edge	\$937
Westcoast Community Resources Centre	\$134
Nuu-Chah-Nulth Tribal Council	\$134
Ministry of Children and Family Development	\$702
Vancouver Island Regional Library	\$4,938
Ucluelet Daycare Society	\$2,889
Army, Navy & Air Force Veterans – Ucluelet Unit #293	\$2,519
Ucluelet Consumers Co-Operative	\$3,975
Ucluelet Aquarium Society	\$30,527
KUU-US Crisis Line Society	\$1,249



**[ucluelet.ca](http://ucluelet.ca)**





## STAFF REPORT TO COUNCIL

Council Meeting: JULY 9, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

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

**FILE NO:** 0640-20

**SUBJECT:** 2018 STATEMENT OF FINANCIAL INFORMATION REPORT

**REPORT NO:** 19-89

**ATTACHMENT(S):** 2018 STATEMENT OF FINANCIAL INFORMATION

---

**RECOMMENDATION(S):**

1. **THAT** Council approve the District of Ucluelet 2018 Statement of Financial Information as attached.

**PURPOSE:**

The purpose of this report is for Council to approve the 2018 Statement of Financial Information (SOFI) report as attached.

**BACKGROUND:**

Section 2 of the *Financial Information Act* requires a SOFI be prepared by a municipality and schedule 1, section 9(2) *Financial Information Regulation* requires that the SOFI be approved by its council and by the officer assigned responsibility for financial administration under the *Community Charter*.

The SOFI report must include the following:

- Audited financial statements;
- Schedule of remuneration and expenses for all Councillors;
- Schedule of remuneration and expenses for each employee that exceeds \$75,000;
- Schedule of suppliers of goods and services;
- Statement of payments of grants; and,
- A signature of approval.

**OPTIONS REVIEW:**

1. **THAT** Council approve the District of Ucluelet 2018 Statement of Financial Information as attached. **(Recommended)**

**Respectfully submitted:** Donna Monteith, Director of Finance  
Joseph Rotenberg, Corporate Clerk



DISTRICT OF UCLUELET

**2018**  
**STATEMENT**  
**OF FINANCIAL**  
**INFORMATION**

# THE CORPORATION OF THE DISTRICT OF UCLUELET

2018 Statement of Financial Information

## Index

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## STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the *Financial Information Regulation*, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced by the *Financial Information Act*.

\_\_\_\_\_  
Donna Monteith  
Chief Financial Officer

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

\_\_\_\_\_  
Mayco Noël  
Mayor

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

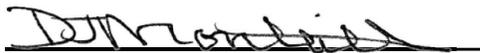
## **MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS**

The accompanying consolidated financial statements of the District of Ucluelet (the "District") are the responsibility of management and have been prepared in compliance with applicable legislation, and in accordance with generally accepted accounting standards for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements.



*Chief Financial Officer*



KPMG LLP  
 St. Andrew's Square II  
 800-730 View Street  
 Victoria BC V8W 3Y7  
 Canada  
 Telephone (250) 480-3500  
 Fax (250) 480-3539

## INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of the District of Ucluelet

### *Opinion*

We have audited the consolidated financial statements of the District of Ucluelet (the Entity), which comprise:

- the consolidated statement of financial position as at end of December 31, 2018;
- the consolidated statement of operations for the year then ended;
- the consolidated statement of changes in net financial assets for the year then ended;
- the consolidated statement of cash flows for the year then ended;
- and notes to the consolidated financial statements, including a summary of significant accounting policies;

(hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2018 and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “**Auditors’ Responsibilities for the Audit of the Financial Statements**” section of our auditors’ report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative (“KPMG International”), a Swiss entity. KPMG Canada provides services to KPMG LLP.



District of Ucluelet

### ***Emphasis of Matter – Comparative Information***

We draw attention to Note 17 to the financial statements, which explains that certain comparative information presented for the year ended December 31, 2017 has been restated.

Note 17 explains the reason for the restatement and also explains the adjustments that were applied to restate certain comparative information.

Our opinion is not modified in respect of this matter.

As part of our audit of the financial statements for the year ended December 31, 2018, we also audited the adjustments that were applied to restate certain comparative information presented for the year ended December 31, 2017. In our opinion, such adjustments are appropriate and have been properly applied.

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.



District of Ucluelet

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants

Victoria, Canada  
June 7, 2019

# DISTRICT OF UCLUELET

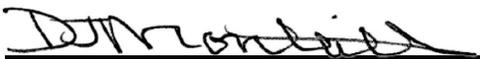
## Consolidated Statement of Financial Position

December 31, 2018, with comparative information for 2017

	2018	2017
		(Restated - note 17)
<b>Financial assets:</b>		
Cash and cash equivalents	\$ 1,212,327	\$ 1,378,389
Restricted cash	28,978	28,361
Investments	8,976,814	4,836,939
Accounts receivable (note 2)	810,239	1,236,376
Investment in Government Business Enterprise (note 12)	540,658	539,065
	<u>11,569,016</u>	<u>8,019,130</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities (note 3)	1,118,931	373,007
Refundable deposits	119,084	7,469
Deferred revenue (note 4)	538,515	448,629
Development cost charges (note 5)	727,399	839,727
Debt (note 6)	2,024,214	2,115,000
	<u>4,528,143</u>	<u>3,783,832</u>
<b>Net financial assets</b>	7,040,873	4,235,298
<b>Non-financial assets:</b>		
Tangible capital assets (note 7)	40,700,278	40,773,355
Inventory of supplies	20,944	20,944
Prepaid expenses	68,198	54,311
	<u>40,789,420</u>	<u>40,848,610</u>
Commitments and contingencies (note 14)		
<b>Accumulated surplus</b> (note 8)	<u>\$ 47,830,293</u>	<u>\$ 45,083,908</u>

The accompanying notes are an integral part of these consolidated financial statements.

On behalf of the District:



Chief Financial Officer

# DISTRICT OF UCLUELET

## Consolidated Statement of Operations

Year ended December 31, 2018, with comparative information for 2017

	Financial plan (note 15)	2018	2017 (Restated - note 17)
<b>Revenue:</b>			
Taxation, net (note 9)	\$ 2,988,875	\$ 3,224,952	\$ 3,011,950
Sale of services	2,214,873	1,910,610	1,765,456
Other revenue from own sources	85,360	577,150	342,249
Investment income	-	100,656	44,203
Grants and contributions (note 10)	1,868,301	874,058	5,086,310
Equity in investment of Government Business Enterprise (note 12)	-	2,001,593	539,065
<b>Total revenue</b>	<b>7,157,409</b>	<b>8,689,019</b>	<b>10,789,233</b>
<b>Expenses:</b>			
General government services	1,590,038	1,282,095	1,077,456
Protective services	317,833	474,905	349,639
Transportation services	1,151,377	1,180,844	1,229,522
Planning and environmental services	587,419	397,460	229,066
Recreation and cultural services	1,548,177	1,468,887	1,350,739
Sewer utility	793,346	561,732	469,875
Water utility	622,843	576,711	667,610
	<b>6,611,033</b>	<b>5,942,634</b>	<b>5,373,907</b>
Annual surplus	546,376	2,746,385	5,415,326
Accumulated surplus, beginning of year	45,083,908	45,083,908	39,668,582
<b>Accumulated surplus, end of year</b>	<b>\$ 45,630,284</b>	<b>\$ 47,830,293</b>	<b>\$ 45,083,908</b>

The accompanying notes are an integral part of these consolidated financial statements.

## DISTRICT OF UCLUELET

### Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2018, with comparative information for 2017

	Financial plan (note 15)	2018	2017 (Restated - note 17)
Annual surplus	\$ 546,376	\$ 2,746,385	\$ 5,415,326
Acquisition of tangible capital assets	(3,285,720)	(1,051,336)	(2,144,620)
Amortization of tangible capital assets	746,000	1,134,363	1,112,567
Contributions of tangible capital assets	-	(9,950)	(2,970,000)
	(2,539,720)	73,077	(4,002,053)
Net acquisition of inventory of supplies	-	-	(6,810)
Net consumption of prepaid expenses	-	(13,887)	(10,384)
Change in net financial assets	(1,993,344)	2,805,575	1,396,079
Net financial assets, beginning of year	4,235,298	4,235,298	2,839,219
Net financial assets, end of year	\$ 2,241,954	\$ 7,040,873	\$ 4,235,298

The accompanying notes are an integral part of these consolidated financial statements.

# DISTRICT OF UCLUELET

## Consolidated Statement of Cash Flows

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
		(Restated - note 17)
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ 2,746,385	\$ 5,415,326
Items not involving cash:		
Amortization of tangible capital assets	1,134,363	1,112,567
Contributions of tangible capital assets	(9,950)	(2,970,000)
Investment in Government Business Enterprise	(2,001,593)	(539,065)
Actuarial adjustment on debt	(13,492)	(10,633)
Changes in non-cash operating assets and liabilities:		
Accounts receivable	426,137	(605,837)
Accounts payable and accrued liabilities	745,924	(231,477)
Refundable deposits	111,615	4,444
Deferred revenue	89,886	(71,885)
Development cost charges	(112,328)	7,065
Inventory of supplies	-	(6,810)
Prepaid expenses	(13,887)	(10,384)
	<u>3,103,060</u>	<u>2,093,311</u>
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(1,051,336)	(2,144,620)
	<u>(1,051,336)</u>	<u>(2,144,620)</u>
<b>Investing activities:</b>		
Increase in restricted cash	(617)	(5,270)
Decrease (increase) in investments	(4,139,875)	906,025
Dividends received from Government Business Enterprise	2,000,000	-
	<u>(2,140,492)</u>	<u>900,755</u>
<b>Financing activities:</b>		
Proceeds on debt	-	470,250
Debt repaid	(77,294)	(54,854)
	<u>(77,294)</u>	<u>415,396</u>
Increase (decrease) in cash and cash equivalents	(166,062)	1,264,842
Cash and cash equivalents, beginning of year	1,378,389	113,547
Cash and cash equivalents, end of year	<u>\$ 1,212,327</u>	<u>\$ 1,378,389</u>

The accompanying notes are an integral part of these consolidated financial statements.

# DISTRICT OF UCLUELET

## Notes to Consolidated Financial Statements

Year ended December 31, 2018

---

District of Ucluelet (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The District's principal activities include the provision of local government services to residents of the incorporated area.

### 1. Significant accounting policies:

The consolidated financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

(a) Reporting entity:

The consolidated financial statements reflect the combination of all the assets, liabilities, revenues, expenses, and accumulated surplus of the District. Inter-departmental balances and transactions have been eliminated.

The consolidated financial statements of the District include the activities of the Ucluelet Economic Development Corporation which is owned by the District.

The consolidated financial statements include the District's investment in government business enterprises using the equity method of accounting.

The District administers certain trust assets on behalf of external parties which are excluded from the financial statements.

(b) Basis of accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Government transfers:

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

---

## 1. Significant accounting policies (continued):

(d) Property tax revenue:

Property tax revenue is recognized on the accrual basis using the approved tax rates and the anticipated assessment related to the current year.

(e) Deferred revenue:

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired, thereby extinguishing the related liability.

(f) Development cost charges:

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

(g) Cash and cash equivalents:

Cash and cash equivalents include short-term, highly liquid investments with a term to maturity of 90 days or less at acquisition. Cash equivalents also include investments in the Municipal Finance Authority of British Columbia ("MFA") Money Market Funds which are recorded at cost plus earnings reinvested in the funds.

(h) Investments in government business enterprise:

The District is a limited partner in Barkley Community Forest Limited Partnership, a government business enterprise. The District's investment is accounted for on a modified equity basis. Under the modified equity basis, the government business enterprise's accounting policies are not adjusted to conform with those of the District and interorganizational transactions and balances are not eliminated. The District recognizes its equity interest in the annual income or loss of the government business enterprise in its consolidated statement of operations with a corresponding increase or decrease in its investment asset account. Any dividends that the District may receive from the government business enterprise are reflected as reductions in the investment asset account.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

---

## 1. Significant accounting policies (continued):

(i) Deposits and prepayments:

Receipts restricted by third parties are deferred and recorded as deposits and are refundable under certain circumstances. Deposits and prepayments are recognized as revenue when qualifying expenditures are incurred.

(j) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other benefits are available to the District's employees. The costs of these benefits are estimated based on accumulated sick leave and best estimates of future usage and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

(k) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue, development cost charges and deposits and prepayments is added to the investment and forms part of the liability balance.

(l) Debt:

Debt is recorded net of related payments and actuarial earnings.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 1. Significant accounting policies (continued):

### (m) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

### (i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Buildings	10 - 60
Equipment	5 - 25
Other structures	15 - 50
Roads	20 - 60
Sewer structures	10 - 50
Drainage structures	30 - 50
Water structures	10 - 50

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

### (ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

---

## 1. Significant accounting policies (continued):

### (n) Non-financial assets (continued):

#### (iii) Natural resources:

Natural resources that have not been purchased are not recognized as assets in the consolidated financial statements.

#### (iv) Works of art and cultural and historic assets:

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

#### (v) Interest capitalization:

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

#### (vi) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

#### (vii) Inventory of supplies:

Inventory of supplies held for consumption are recorded at lower of cost and replacement cost.

### (n) Contaminated sites:

The District records a liability in its financial statements when contamination on non-active property exceeds an accepted environmental standard and the District is directly responsible, or accepts responsibility for, the damage. The liability is measured at the District's best estimate of the costs directly attributable to remediation of the contamination. No contaminated sites liabilities have been recorded in these financial statements.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 1. Significant accounting policies (continued):

### (o) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets and estimating provisions for accrued liabilities including employee future benefits and contingencies. Actual results could differ from these estimates.

## 2. Accounts receivable:

	2018	2017
Property taxes	\$ 194,084	\$ 187,777
Due from other governments	244,081	864,923
General, business licenses, utilities	368,426	180,102
Other	3,883	3,809
Allowance for doubtful accounts	(235)	(235)
	<b>\$ 810,239</b>	<b>\$ 1,236,376</b>

## 3. Accounts payable and accrued liabilities:

	2018	2017
Trade accounts payable	\$ 784,026	\$ 177,773
Salaries and wages payable	189,702	74,037
Accrued employee benefits	57,998	95,123
Due to other governments	10,932	9,101
Accrued interest	16,973	16,973
Other accrued liabilities	59,300	-
	<b>\$ 1,118,931</b>	<b>\$ 373,007</b>

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 4. Deferred revenue:

	2018	2017
Hotel resort tax	\$ 442,255	\$ 341,231
Property taxes	33,547	52,817
Grants	-	43,760
Other	62,713	10,821
	<b>\$ 538,515</b>	<b>\$ 448,629</b>

## 5. Development cost charges:

Development cost charges represent funds received from developers and deposited into a separate reserve fund for capital expenditures. The District records these funds as a liability upon receipt which is then recognized as revenue when the related costs are incurred.

	Opening balance	Net receipts	Draw down	Interest	Closing balance
Roads	\$ 18,977	\$ 33,480	\$ -	\$ 140	\$ 52,597
Storm water	203,483	-	-	1,500	204,983
Sewer	416,997	31,952	(262,700)	3,074	189,323
Water	46,996	53,400	-	346	100,742
Parks	153,274	25,350	-	1,130	179,754
	<b>\$ 839,727</b>	<b>\$ 144,182</b>	<b>\$ (262,700)</b>	<b>\$ 6,190</b>	<b>\$ 727,399</b>

## DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

### 6. Debt:

- (a) The District issues debt instruments through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Local Government Act, to finance certain capital expenditures.

	Gross debt	Repayments and actuarial earnings	Net debt 2018	Net debt 2017
MFA Issue 117	\$ 1,948,000	\$ 372,684	\$ 1,575,316	\$ 1,635,021
MFA Issue 1195	475,000	26,102	448,898	470,250
Equipment financing	-	-	-	9,729
	<u>\$ 2,423,000</u>	<u>\$ 398,786</u>	<u>\$ 2,024,214</u>	<u>\$ 2,115,000</u>

As a condition of the borrowing through the MFA, the District is obligated to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. The deposits are included in the District's financial statements as restricted cash. If the debt is repaid without default, the deposits are refunded to the District. The notes, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default and are not recorded in the financial statements. Upon the maturity of a debt issue the demand notes are released and deposits refunded to the District. As at December 31, 2018 there were contingent demand notes of \$50,232 (2017 - \$50,232) which are not included in the financial statements of the District.

The loan agreements with the Alberni-Clayoquot Regional District and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the District.

- (b) Principal and interest payments on debt for the next five years are as follows:

2019	\$ 148,924
2020	148,924
2021	148,924
2022	148,924
2023	148,924

- (c) Interest expense:

Interest paid during the year was \$76,708 (2017 - \$69,977).

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 7. Tangible capital assets:

2018	Land	Sewer structures	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Work In Progress	Total 2018
<b>Cost:</b>										
Balance, beginning of year	\$14,858,568	8,675,985	10,971,381	2,814,132	3,468,499	7,774,731	1,559,012	5,607,315	\$ 1,855,518	\$57,585,141
Additions	-	-	-	22,876	-	38,780	-	7,481	992,149	1,061,286
Transfers	-	-	-	-	-	-	-	27,358	(27,358)	-
Balance, end of year	14,858,568	8,675,985	10,971,381	2,837,008	3,468,499	7,813,511	1,559,012	5,642,154	2,820,309	58,646,427
<b>Accumulated amortization:</b>										
Balance, beginning of year	-	4,366,300	2,394,886	1,586,078	1,691,239	3,655,598	650,198	2,467,487	-	16,811,786
Amortization	-	207,892	229,108	132,488	153,517	187,990	35,333	188,035	-	1,134,363
Balance, end of year	-	4,574,192	2,623,994	1,718,566	1,844,756	3,843,588	685,531	2,655,522	-	17,946,149
Net book value, end of year	\$14,858,568	4,101,793	8,347,387	1,118,442	1,623,743	3,969,923	873,481	2,986,632	\$ 2,820,309	\$40,700,278

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 7. Tangible capital assets (continued):

2017	Land	Sewer structures	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Work In Progress	Total 2017
<b>Cost:</b>										(Restated - note 17)
Balance, beginning of year	\$11,588,490	8,675,985	10,959,619	2,471,122	3,346,214	7,646,936	1,559,012	5,607,315	759,828	52,614,521
Additions	3,270,078	-	11,762	320,770	122,285	91,771	-	-	1,297,954	5,114,620
Disposals	-	-	-	(144,000)	-	-	-	-	-	(144,000)
Transfers	-	-	-	166,240	-	36,024	-	-	(202,264)	-
Balance, end of year	14,858,568	8,675,985	10,971,381	2,814,132	3,468,499	7,774,731	1,559,012	5,607,315	1,855,518	57,585,141
<b>Accumulated amortization:</b>										
Balance, beginning of year	-	4,158,843	2,163,470	1,603,787	1,542,306	3,465,646	614,855	2,294,312	-	15,843,219
Disposals	-	-	-	(144,000)	-	-	-	-	-	(144,000)
Amortization	-	207,457	231,416	126,291	148,933	189,952	35,343	173,175	-	1,112,567
Balance, end of year	-	4,366,300	2,394,886	1,586,078	1,691,239	3,655,598	650,198	2,467,487	-	16,811,786
Net book value, end of year	\$14,858,568	4,309,685	8,576,495	1,228,054	1,777,260	4,119,133	908,814	3,139,828	1,855,518	\$40,773,355

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

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## 7. Tangible capital assets (continued):

(a) Contributed tangible capital assets:

Contributed assets of \$9,950 (2017 - \$2,970,000) were recognized during the year.

(b) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value.

(c) Works of art and historical treasures:

The District manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at District sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

(d) Write-down of tangible capital assets:

No write-down of tangible capital assets occurred during the year.

(e) Work in progress:

During the year there were net additions to work in progress of \$992,149 (2017 - \$1,095,691). Amortization of work in progress commences in the year the asset is transferred to tangible capital assets and is put into service.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 8. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2018	2017 (Restated - note 17)
Investment in tangible capital assets	\$ 38,676,064	\$ 38,658,355
Reserve funds and other surplus	7,777,441	5,139,119
Gas Tax Agreement Reserve	1,376,788	1,287,409
	<u>\$ 47,830,293</u>	<u>\$ 45,084,883</u>

## 9. Taxation:

Taxation revenue, reported on the statement of operations, is comprised of the following:

	2018	2017
Municipal purposes:		
General	\$ 2,883,573	\$ 2,655,919
Utility	42,012	42,381
Parcel taxes	224,975	218,530
Grants in lieu of taxes	74,392	95,120
	<u>3,224,952</u>	<u>3,011,950</u>
Taxes levied for other authorities:		
School authorities	1,214,477	1,148,961
RCMP	144,133	129,070
Regional Hospital	174,652	157,193
Regional District	276,046	249,029
BC Assessment Authority	16,740	25,886
Vancouver Island Regional Library	104,626	98,878
Municipal Finance Authority	202	107
	<u>1,930,876</u>	<u>1,809,124</u>
<b>Total taxes collected</b>	<u><b>\$ 5,155,828</b></u>	<u><b>\$ 4,821,074</b></u>

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 10. Grants and contributions:

The District recognizes the transfer of government funding received as revenues in the period that the events giving rise to the transfer occurred and the eligibility criteria have been met. Grants and contributions reported on the statement of operations are comprised of:

	2018	2017
		(Restated - note 17)
Operating transfers:		
Small communities and equalization payments	\$ 332,863	\$ 325,148
Other	155,307	132,167
	<u>488,170</u>	<u>457,315</u>
Capital transfers:		
Other	258,873	4,506,907
Gas Tax Agreement Funds	127,015	122,088
	<u>385,888</u>	<u>4,628,995</u>
	<u>\$ 874,058</u>	<u>\$ 5,086,310</u>

## 11. Pension plan:

The District and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local government.

The most recent actuarial valuation as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits. The next valuation will be as at December 31, 2018 with results available later in 2019. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The District paid \$141,473 (2017 - \$139,814) for employer contributions to the plan in fiscal 2018.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 12. Investment in government business enterprise:

Barkley Community Forest Limited Partnership is limited partnership owned by the District and Toquaht Nation as limited partners and Barkley Community Forest Corporation as the General Partner. The objective and purpose of the partnership is to hold one or more Community Forest Agreements and to carry on such business and activities as may be desirable and permitted under the Community Forest Agreements.

The following table provides draft condensed supplementary financial information for the limited partnership at December 31, 2018.

	2018	2017
<b>Financial Position:</b>		
Assets:		
Current	\$ 2,500,506	\$ 1,529,344
	<u>\$ 5,560,988</u>	<u>\$ 1,529,344</u>
Liabilities:		
Current	\$ 259,976	\$ 151,213
Silviculture accrual	300,000	300,000
	<u>559,976</u>	<u>451,213</u>
Equity:		
Retained earnings	1,940,530	1,078,131
	<u>\$ 2,500,506</u>	<u>\$ 1,529,344</u>
<b>Operations:</b>		
Revenues	\$ 6,063,154	\$ 1,769,750
Expenses	1,200,755	633,655
	<u>\$ 4,862,399</u>	<u>\$ 1,136,095</u>

The District has estimated accruals for liabilities outstanding by the limited partnership at December 31, 2018. These amounts may change by a material amount and will be adjusted in the 2019 fiscal year when final financial statements are available. The District's share of income in the government business enterprise was \$2,001,593 (2017 - \$539,065). During 2018, the District received \$2,000,000 of dividends from the government business enterprise, which was recorded as a reduction in its investment. No other transactions occurred between the two entities.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 13. Trust funds:

Trust funds administered by the District have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations. The District holds trust funds under British Columbia law for the purposes of maintaining a public cemetery.

	2018	2017
Opening balance	\$ 25,516	\$ 25,024
Interest earned	-	492
Ending balance	\$ 25,516	\$ 25,516

## 14. Commitments and contingencies:

- (a) Debt issued by the Alberni Clayoquot Regional District ("ACRD"), under provisions of the Local Government Act, is a direct, joint and several liability of the ACRD and each member municipality within the ACRD, including the District.
- (b) In the normal course of a year, claims for damages are made against the District. The District records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of \$5,000. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 15. Financial plan data:

The financial plan data presented in these financial statements is based upon the 2018 operating and capital budgets approved by Council on May 8, 2018. The chart below reconciles the approved financial plan to the financial plan figures reported in these financial statements. Cemetery expenses are included in the financial plan but excluded from annual deficit because these funds are held in trust and not reported in the financial statements of the District (note 13).

	Financial plan amount
Revenues:	
Financial plan	\$ 7,157,409
Total revenue	7,157,409
Expenses:	
Financial plan	6,624,675
Less cemetery expenses	13,642
Total expenses	6,611,033
Annual surplus	\$ 546,376

## 16. Segmented information:

The District is a diversified municipal organization that provides a wide range of services to its citizens. District services are provided by departments and their activities reported separately. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

### General government

The general government operations provide the functions of corporate administration and legislative services and any other functions categorized as non-departmental.

### Protective services

Protective services is comprised of three different functions, including the District's emergency management agency, fire, and regulatory services. The emergency management agency prepares the District to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The mandate of the regulatory services function is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits, and current regulatory issues.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

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## 16. Segmented information (continued):

### **Transportation services**

Transportation services is responsible for a wide variety of transportation functions such as roads and streets. As well, services are provided around infrastructure, transportation planning, pedestrian and cycling issues, harbour facilities, and on-street parking regulations, including street signs and painting.

### **Planning and environmental services**

Planning works to achieve the District's community planning goals through the official community plan, and other policy initiatives. Environmental services was established to assist the Emergency, Planning, Public Works, and Recreation Departments with programs associated with the maintenance or improvement of natural ecosystems.

### **Recreation and cultural services**

Parks is responsible for the maintenance and development of all park facilities. Cultural services facilitate the provision of recreation and wellness programs and services.

### **Water and Sewer Utilities**

The Water and Sewer Utilities operate and distribute the water and sewer networks. They are responsible for the construction and maintenance of the water and sewer distributions systems, including mains and pump stations.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1. Taxation revenue is recognized as general government revenue and has not been allocated to other segments.

**DISTRICT OF UCLUELET**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

**16. Segmented information (continued):**

2018	General Government	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	Total
<b>Revenue:</b>								
Taxation, net	\$ 2,999,977	\$ -	\$ -	\$ -	\$ -	\$ 101,640	\$ 123,335	\$ 3,224,952
Sale of services	13,111	-	316,745	34,405	308,340	699,052	538,957	1,910,610
Grants and contributions	588,841	15,900	7,000	-	134,064	-	128,253	874,058
Investment income	100,656	-	-	-	-	-	-	100,656
Other revenue from own sources	2,042,717	-	33,480	205,561	25,350	4,480	267,155	2,578,743
<b>Total revenue</b>	<b>5,745,302</b>	<b>15,900</b>	<b>357,225</b>	<b>239,966</b>	<b>467,754</b>	<b>805,172</b>	<b>1,057,700</b>	<b>8,689,019</b>
<b>Expenses:</b>								
Salaries and wages	699,755	115,082	284,416	304,374	529,473	167,007	148,688	2,248,795
Contracted services	98,417	16,886	292,918	64,580	153,781	65,038	109,682	801,302
Materials and supplies	74,243	69,359	145,933	16,587	191,115	86,012	27,033	610,282
Interest and other	229,026	118,491	47,815	8,603	165,979	2,402	862	573,178
Audit and legal	66,401	-	963	118,409	-	-	-	185,773
Telephone and utilities	127,637	7,695	61,460	-	56,355	68,218	67,575	388,940
Amortization	-	-	355,811	-	382,625	188,035	207,893	1,134,364
<b>Total expenses</b>	<b>1,295,479</b>	<b>327,513</b>	<b>1,189,316</b>	<b>512,553</b>	<b>1,479,328</b>	<b>576,712</b>	<b>561,733</b>	<b>5,942,634</b>
<b>Annual surplus (deficit)</b>	<b>\$ 4,449,823</b>	<b>\$ (311,613)</b>	<b>\$ (832,091)</b>	<b>\$ (272,587)</b>	<b>\$ (1,011,574)</b>	<b>\$ 228,460</b>	<b>\$ 495,967</b>	<b>\$ 2,746,385</b>

**DISTRICT OF UCLUELET**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

**16. Segmented information (continued):**

2017	General Government	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	Total Restated (note 17)
<b>Revenue:</b>								
Taxation, net	\$ 2,793,420	\$ -	\$ -	\$ -	\$ -	\$ 94,770	\$ 123,760	\$ 3,011,950
Sale of services	4,129	-	373,046	29,625	239,439	678,279	440,938	1,765,456
Grants and contributions	3,433,347	15,900	7,000	-	426,536	-	1,203,527	5,086,310
Investment income	44,203	-	-	-	-	-	-	44,203
Other revenue from own sources	680,797	7,000	-	181,219	-	8,915	3,383	881,314
<b>Total revenue</b>	<b>6,955,896</b>	<b>22,900</b>	<b>380,046</b>	<b>210,844</b>	<b>665,975</b>	<b>781,964</b>	<b>1,771,608</b>	<b>10,789,233</b>
<b>Expenses:</b>								
Salaries and wages	567,698	122,982	306,747	196,750	466,664	199,257	116,663	1,976,761
Contracted services	161,873	12,919	278,198	16,482	145,166	127,147	62,035	803,820
Materials and supplies	28,998	35,418	146,451	28,568	175,602	60,329	23,958	499,324
Interest and other	174,674	75,130	64,314	1,722	153,335	25,338	890	495,403
Audit and legal	106,634	-	29,490	61,694	-	-	-	197,818
Telephone and utilities	37,184	4,151	54,274	-	51,370	82,364	58,871	288,214
Amortization	-	-	351,586	-	380,349	173,175	207,457	1,112,567
<b>Total expenses</b>	<b>1,077,061</b>	<b>250,600</b>	<b>1,231,060</b>	<b>305,216</b>	<b>1,372,486</b>	<b>667,610</b>	<b>469,874</b>	<b>5,373,907</b>
<b>Annual surplus (deficit)</b>	<b>\$ 5,878,835</b>	<b>\$ (227,700)</b>	<b>\$ (851,014)</b>	<b>\$ (94,372)</b>	<b>\$ (706,511)</b>	<b>\$ 114,354</b>	<b>\$ 1,301,734</b>	<b>\$ 5,415,326</b>

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

## 17. Restatement of comparative figures:

During the year The District noted it had not accounted for its ownership in Barkley Community Forest Limited Partnership, an entity incorporated in 2013 and in which the District is a limited partner. There were no significant operations in Barkley Community Forest Limited Partnership until 2017, when forest logging activities commenced. The District has restated its 2017 revenue and financial assets by \$539,063 to recognize the income and investment in this government business enterprise.

The District also determined that land donated to the District in 2017 was not recognized as a tangible capital asset and revenue. The value of this land at the time of donation was \$2,970,000. The District has restated its tangible capital assets and grants and contributions revenue by \$2,970,000 to recognize the donated land.

The above restatements have changed amounts reported in the prior period as follows:

### Accumulated surplus at December 31, 2017, as previously stated:

Accumulated surplus, as previously reported	\$ 41,574,843
Recognition of investment in government business enterprise	539,065
Recognition of donated land	2,970,000
<b>Accumulated surplus, as restated</b>	<b>\$ 45,083,908</b>

### Annual surplus for 2017, as previously stated:

Annual surplus, as previously reported	\$ 1,906,261
Recognition of investment in government business enterprise	539,065
Recognition of donated land	2,970,000
<b>Annual surplus, as restated</b>	<b>\$ 5,415,326</b>

## THE CORPORATION OF THE DISTRICT OF UCLUELET

2018 Statement of Financial Information

## Schedule of Council Remuneration and Expenses (unaudited)

Name		Position	Remuneration	Expense Allowance *	Expenses
Cole	Rachelle	Councillor	1,542.24	4,733.07	0.00
Hoar	Jennifer	Councillor	1,092.24	4,733.07	67.89
Kemps	Lara	Councillor	2,102.24	4,733.07	0.00
McEwen	Marilyn	Councillor	22,417.11	4,733.07	4,974.73
Mole	Sally	Councillor	17,084.85	4,733.07	4,827.32
Noel	Mayco	Councillor	17,811.74	4,733.07	4,140.17
Oliwa	Randy	Councillor	16,444.85	4,733.07	4,532.83
St Jacques	Dianne	Mayor	<u>24,671.79</u>	<u>8,280.94</u>	<u>5,343.16</u>
			<u>\$ 103,167.00</u>	<u>\$ 41,412.43</u>	<u>\$ 23,886.10</u>

\* Tax exempt expense allowance as per Subsection 81(3) of the Income Tax Act

The Schedule of Employee Remuneration has been prepared on a cash basis. The financial statements have been prepared on an accrual basis, and no reconciliation of this schedule with the financial statements has been prepared.

## THE CORPORATION OF THE DISTRICT OF UCLUELET

### 2018 Statement of Financial Information

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#### Schedule of Employee Remuneration and Expenses (unaudited)

	Name	Position	Remuneration (\$)	Expenses (\$)
Ashton	Brent	Bylaw Officer	75,438.03	0.00
Boysen	Mark	Chief Administrative Officer	128,287.94	7,570.71
Cannon	Warren	Manager of Public Works	94,920.22	5,101.18
Fortune	Abigail	Manager of Parks & Recreation	95,304.16	2,779.80
Greig	Bruce	Manager of Community Planning	94,219.48	1,835.14
Lang	Steven	Public Works Foreman	80,617.64	2,200.67
Towgood	John	Planner 1	80,909.39	541.16
Aggregate over 75,000			<u>649,696.86</u>	<u>20,028.66</u>
Aggregate under 75,000			1,035,572.15	24,774.87
Totals (43)			\$1,685,569.01	\$44,803.53

The Schedule of Employee Remuneration has been prepared on a cash basis. The financial statements have been prepared on an accrual basis, and no reconciliation of this schedule with the financial statements has been prepared.

**THE CORPORATION OF THE DISTRICT OF UCLUELET  
2018 Statement of Severance Agreements**

There were two severance agreements in 2018 under which payment was made by the Corporation:

- One employee representing six months' salary
- One employee representing eight month's salary

## THE CORPORATION OF THE DISTRICT OF UCLUELET

2018 Statement of Financial Information

Schedule of Payment to Supplier for the Provision of Goods and Services (unaudited)

<b>Supplier Name</b>	<b>Amount (\$)</b>
A-MAIS TECHNOLOGIES INC.	\$ 27,377.64
ACRD	\$ 387,246.64
ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DIST	\$ 177,951.91
AON REED STENHOUSE INC.	\$ 67,073.00
ASSOCIATED ENGINEERING (B.C.) (LTD)	\$ 201,890.64
ATAP INFRASTRUCTURE MANAGEMENT LTD.	\$ 31,185.00
BC ASSESSMENT AUTHORITY	\$ 28,808.40
BC HYDRO	\$ 288,789.42
BEAVER ELECTRICAL MACHINERY	\$ 43,627.36
BOWERMAN EXCAVATING LTD	\$ 46,478.17
CIBC - VISA CENTRE	\$ 124,979.99
COOK ROBERTS LLP IN TRUST	\$ 41,624.17
FOUR STAR WATERWORKS LTD.	\$ 32,609.96
FREUNDLICH CONSULTING, CPA	\$ 36,586.90
FYFE WELL & WATER SERVICES	\$ 53,277.00
GIBSON BROS. CONTRACTING LTD.	\$ 45,449.17
GREATPACIFIC CONSULTING LTD	\$ 43,642.95
HAYLOCK BROS. PAVING LTD.	\$ 118,345.50
HOLISTIC EMERGENCY PREPAREDNESS	\$ 38,723.78
HOULE ELECTRIC LIMITED	\$ 49,437.21
ISLAND CONCRETE FINISHING LTD.	\$ 30,247.35
KASSLYN CONTRACTING	\$ 144,453.10
KOERS & ASSOCIATES ENGINEERING LTD.	\$ 82,629.47
KPMG LLP	\$ 41,658.75
McELHANNEY ASSOCIATES LAND SURVEYING LTD	\$ 32,875.50
MUNICIPAL PENSION PLAN	\$ 263,738.39
PUBLIC SECTOR DIGEST INC (THE)	\$ 68,684.04
S & J SERVICES	\$ 30,861.60
SMITH ROAD MARKING LTD	\$ 29,120.86
SONBIRD REFUSE & RECYCLING LTD.	\$ 45,183.61
SUEZ WATER TECHNOLOGIES AND SOLUTIONS	\$ 31,500.00
SUN LIFE ASSURANCE COMPANY OF CANADA	\$ 83,113.88
TELUS COMMUNICATIONS INC.	\$ 68,410.67
TOFINO DISTRICT OF	\$ 32,236.15
TOURISM UCLUELET	\$ 389,922.17
UCLUELET CONSUMER'S CO-OPERATIVE ASSN	\$ 50,059.07
UCLUELET RENT-IT CENTER LTD	\$ 43,447.10
UKEE INFO TECH	\$ 47,107.21
VANCOUVER ISLAND REGIONAL LIBRARY	\$ 104,444.00
WILD PACIFIC TRAIL SOCIETY	\$ 32,500.00
WINDSOR PLYWOOD - UCLUELET DIV.	\$ 31,012.41
WORKSAFE BC	\$ 38,063.43
YOUNG ANDERSON	\$ 63,149.44
<b>Aggregate over \$25,000 (32)</b>	<b>\$ 3,669,523.01</b>
<b>Aggregate UNDER \$25,000 (358)</b>	<b>\$ 1,126,224.92</b>
<b>TOTAL</b>	<b>\$ 4,795,747.93</b>

The Schedule of Payment to Suppliers for the Provision of Goods and Services has been prepared on a cash basis, and due to the limitations imposed by the accounts payable system includes certain disbursements that are not purchases of goods and services. The financial statements have been prepared on an accrual basis, and no

## THE CORPORATION OF THE DISTRICT OF UCLUELET

### 2018 Statement of Financial Information

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#### Payments for the Purposes of Grants Contributions

<b>Supplier</b>	<b>Total (\$)</b>
FOOD BANK ON THE EDGE SOCIETY	2,000.00
ARMY, NAVY AND AIRFORCE VETERANS	1,875.00
JUNIOR CANADIAN RANGERS	500.00
PACIFIC RIM ARTS SOCIETY	4,000.00
PACIFIC RIM HOSPICE SOCIETY	2,000.00
PACIFIC RIM WHALE FESTIVAL SOCIETY	1,500.00
SURFRIDER – PACIFIC RIM CHAPTER	2,000.00
UCLUELET SECONDARY SCHOOL	500.00
UCLUELET MARKET SOCIETY	2,500.00
TOTAL	16,875.00





## STAFF REPORT TO COUNCIL

Council Meeting: July 9, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3360-20

**SUBJECT:** CANNABIS RETAIL SALES – GENERAL CONTEXT

**REPORT NO:** 19- 91

**ATTACHMENT(S):** APPENDIX A – CANNABIS RETAIL STORE – TERMS AND CONDITIONS HANDBOOK

### **RECOMMENDATION:**

There is no recommendation. This report is provided for information only.

### **PURPOSE:**

To provide Council with updated information and background context on the newly adopted Federal and Provincial cannabis legislation, and to allow an opportunity for Council to deliberate more broadly on the community impact of retail cannabis sales before considering specific applications.

### **BACKGROUND:**

#### Government of Canada - *The Cannabis Act*

On October 17, 2018, the Government of Canada gave royal assent to the *Cannabis Act*, which regulates and restricts the production, distribution, sale, and use of cannabis allowing for the legal sale of recreational cannabis at the federal level. This new legal framework then enabled the provinces to independently pass legislation to further regulate the production, distribution, sale, and use of cannabis.

#### Province of British Columbia - *Cannabis Control and Licensing Act*

The Province of British Columbia offers the following summary of the *Cannabis Control Licensing Act (CCLA)*:

*The Cannabis Control and Licensing Act is guided by the Province's priorities of protecting children and youth, promoting health and safety, keeping the criminal element out of cannabis, keeping B.C. roads safe, and supporting economic development. The Act:*

- *Sets 19 as the provincial minimum age to purchase sell or consume cannabis;*
- *Allows adults to possess up to 30 grams of cannabis in a public place;*
- *Prohibits cannabis smoking and vaping everywhere tobacco smoking and vaping are prohibited, as well as at playgrounds, sports fields, skate parks, and other places where children commonly gather;*
- *Prohibits the use of cannabis on school properties and in vehicles;*

- *Authorizes adults to grow up to four cannabis plants per household, but the plants must not be visible from public spaces off the property, and home cultivation will be banned in homes used as day-cares;*
- *Establishes a cannabis retail licensing regime similar to the current licensing regime for liquor;*
- *Provides enforcement authority to deal with illegal sales;*
- *Creates a number of provincial cannabis offences which may result in a fine ranging from \$2,000 to \$100,000, imprisonment of three to 12 months, or both; and*
- *Where necessary, to comply with Charter Rights and human rights law, exemptions will provide to individuals who are federally authorized to purchase, possess and consume medical cannabis.*

*The CCLA also includes consequential amendments to various statutes, including:*

- *Liquor Control and Licensing Act to ensure administrative consistency between that Act and the CCLA;*
- *Residential Tenancy Act and Manufactured Home Park Tenancy Act to prohibit cannabis smoking under existing leases that prohibit smoking tobacco and to prohibit the personal cultivation of cannabis under existing leases, except for federally authorized medical cannabis. For new leases, the existing provisions of each Act that allow landlords and tenants to negotiate the terms of leases will apply;*
- *Police Act to set provincial priorities for policing and require municipal police boards to take provincial priorities and the priorities of the municipal council into account as they develop their own priorities;*
- *Community Safety Act to reflect that with legalization cannabis will no longer be a controlled substance under the federal Controlled Drugs and Substances Act;*
- *Provincial Sales Tax Act to add a reference to cannabis in the definition of “small seller” consistent with liquor; and*
- *Business Practices and Consumer Protection Act to recognize that the CCLA is a complete licensing scheme.*

#### Province of British Columbia - Cannabis Distribution Act

The Province of British Columbia offers the following summary of the Cannabis Distribution Act (CDA):

*The Province has decided that the Liquor Distribution Branch will be the wholesale distributor of non-medical cannabis in B.C. and will run provincial cannabis retail stores. The Cannabis Distribution Act establishes:*

- *A public wholesale distribution monopoly; and*
- *Public (government-run) retail sales, both in stores and online.*

As noted in the *Cannabis Distribution Act*, the Liquor and Cannabis Regulation Branch (LCRB) will be responsible for the provincial licensing of non-medical private cannabis stores. The Province has published a detailed Cannabis Retail Store – Terms and Conditions Handbook (Appendix A). The following are terms and conditions from the Handbook which are important to highlight in this report:

- *Cannabis retail stores are authorized for the sale of dried cannabis, cannabis oil, cannabis seeds and cannabis accessories for non-medical purposes in a private retail store for patrons to purchase and consume offsite.*

*Specific regulations to providing a safe and responsible service:*

- *Staff working at a Cannabis retail store must obtain a security verification.*
- *Social Responsibility materials must be displayed when developed.*
- *A licensee must not sell non-medical cannabis or cannabis accessories to a minor (in B.C., those under the age of 19).*
- *There can be no Cannabis use within a store.*
- *A person intoxicated cannot enter or remain in a store*
- *A person asked to leave cannot return for 24 hours and may be arrested if they do.*
- *An incident log must be kept.*
- *The provincial licence must be posted in a prominent and visible location.*
- *The store may not appear to be associated to another business in any way.*
- *The store must be in a permanent building.*
- *Cannabis, cannabis accessories and transactions involving those products may not be visible from outside the store.*
- *Cannabis must be locked in display cases or storage rooms and may not be kept off site.*
- *Online sales and delivery services are not permitted.*
- *Smell jars are permitted.*

See the Cannabis Retail Store – Terms and Conditions Handbook (Appendix A) for an explanation of the above terms and condition.

As mentioned above all *Cannabis Retail* stores must receive a provincial license from the LCRB. This process involves robust security screenings including criminal and police record checks and financial integrity checks of the applicants and their associates.

#### Local Government’s Role in LCRB Licensing

LCRB requires a positive recommendation from the local government in which the application is located to issue a non-medical *Cannabis Retail* license. For clarity, applicants will not receive provincial licenses, if local government does not provide a positive recommendation or local government chooses not to give a recommendation.

The following is LCRB’s criteria for a positive recommendation:

- *be in writing (this may or may not be in the form of a resolution).*
- *show that the local government has considered the location of the proposed store.*
- *include the views of the local government on the general impact on the community if the application is approved.*
- *include the views of residents if the local government has gathered residents’ views, and a description of how they were gathered.*
- *include the local government’s recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.*

Staff will bring forward the framework for a licensing recommendation from Council in the third reading report on any application that reaches that stage of rezoning for *Cannabis Sales* (i.e., after Council has held a public hearing on a rezoning bylaw to gather input from the community).

#### District of Ucluelet - Bylaws

On June 12, 2018, the District of Ucluelet adopted Zoning amendment Bylaw 1228, 2018, to clarify the zoning regulations for cannabis sales and production. This bylaw defined “Cannabis Sales” as a specific use and thereby requires an amendment to District of Ucluelet Zoning Bylaw 1160, 2013 (the “Zoning Bylaw”) for anyone wishing to sell recreational cannabis.

At the April 24, 2018 regular meeting of Council indicated that the following would be expected in the future consideration of rezoning applications for cannabis sales:

- *Council will consider the merits of any rezoning applications for cannabis sales in the context of federal and provincial regulations, community input at a joint public hearing, and the following preliminary criteria:*
  - *on commercial property located at least 300m from school grounds, public playgrounds, licensed daycare facilities, the Ucluelet Community Centre, Ucluelet Aquarium and Municipal Hall, and at least 150m from Tugwell Sports Fields;*
  - *low-key storefront design and signage befitting the form and character of the Ucluelet streetscape and surrounding commercial properties;*
  - *all other aspects normally considered with a commercial rezoning application (access, location and amount of parking, landscaping, etc.);*
  - *any components of the proposal which may help to mitigate impacts of the new use or provide a degree of public amenity to present a net public benefit to the community; and,*
- *after hearing public input, Council may deny all applications or approve one or more applications up to a maximum of two cannabis sales retail locations in Ucluelet at this point in time.*

To date three rezoning applications have been received for Cannabis Retail and the reports for these applications will follow this report on this meeting’s agenda.

#### DISCUSSION:

With the adoption of Federal, Provincial and Municipal legislation, the District of Ucluelet is now in a position to rezone appropriate properties to make retail *Cannabis Sales* a permitted use. Council has signaled rough location criteria, and that a up to a maximum of two cannabis sales retail locations in Ucluelet would be considered at this point in time.

#### Health and Social Welfare

Legalization of recreational cannabis is the biggest change to cannabis law in the past two decades of prohibition. This legalization of cannabis may have a large spectrum of impacts with health consequences ranking at the top of those impacts. Legalization could make some people believe that cannabis is completely safe to use, with no adverse effects. As with alcohol, there are negative effects to cannabis use that can have long term implications for the health and social welfare of the community.

Currently the LCRB reviews and restricts the number of alcohol retail outlets in communities. The LCRB considers the following factors before issuing an alcohol retail license:

- The number of stores in a community;
- The health of the community; and,
- The social welfare of the community.

The LCRB does not take this approach with cannabis retail. Instead these considerations are left to the local governments.

The use of cannabis has not had extensive or long-term academic study on the full consequences of widespread cannabis use. The clinical studies that have been done are showing concerning links to mental health risks for young people:

- *Research shows that the brain is not fully developed until around the age of 25. Cannabis use can have an impact on brain development as the THC in cannabis affects the same parts of the brain that directs brain development. Some of the harm done to the brain by using cannabis during adolescence may not be fully reversible once cannabis use stops.*
- *In some people, cannabis use increases the risk of developing mental illnesses such as psychosis or schizophrenia. The risk increases if there is a family or personal history of psychosis and/or schizophrenia. Schizophrenia usually emerges at the end of adolescence or in early adulthood, with heavy cannabis use emerging as a direct cause. The prevalence of schizophrenia in the general adult population is 1%, which doubles to 2% in heavy cannabis users.*
- *Frequent cannabis use has also been associated with an increased risk of suicide, depression and/or anxiety disorders.*
- *Increased harm is likely if cannabis use during adolescence is frequent and continues over time. The younger someone starts using cannabis, the greater the risk of harm. Cannabis products with concentrated levels of THC can also increase the risk of mental health harm in adolescents.*

Concerns have also been noted for cannabis use during pregnancy and breastfeeding:

- *Cannabis use during pregnancy and breastfeeding poses a risk to the child. Use has been linked to lower birth weights, and difficulties with learning, behaviour and mental health in later life. Recent research has also shown that both maternal and paternal cannabis use is linked to psychotic like experiences in their children.*
- *Since there is no known safe amount of cannabis to use during pregnancy or breastfeeding, the safest approach is to not use cannabis.*

For more information please refer to the District's cannabis legislation webpage:

<http://ucluelet.ca/community/planning-building-services/cannabis-legalisation/cannabis-and-youth>

It is hoped that Council and the community at large will review this material and start a dialog with the community, friends and family, as there is mounting clinical evidence of serious risks and consequences associated with the recreational use of cannabis.

#### Upcoming Rezoning Applications

The three retail *Cannabis Sales* applications submitted to this point are to be reviewed separately but will go through the rezoning processed concurrently. The current zoning of proposed retail *Cannabis Sales* sites allows *Retail* as the primary use; it should therefore be noted that these properties could potentially support similar types of uses such as a cold beer and wine store

without a rezoning. That being said, rezoning to permit *Cannabis Sales* could have impacts such as increased foot and vehicle traffic, and potential for smoking around the premises.

As this is a rezoning, which is a discretionary decision of Council, it would be within Council's right to ensure the property frontages, landscaping, utility rights-of-way, pedestrian and vehicle movements are considered and secured as part of any rezoning. As each location is unique, the specifics of each application will be addressed in their respective reports.

#### Liquor & Cannabis Regulation Branch Retail Sale Cannabis Outlets – Government-run

To date, the District has received no indication from the Liquor & Cannabis Regulation Branch that Ucluelet is being considered for a government-run retail *Cannabis Sales* location.

#### Temporary Use Permits

Some communities are handling applications for cannabis retail sales through Temporary Use Permits; given the strict licensing controls enacted by the province, and the degree of capital investment required for a new retail cannabis store plus the associated adjacent works on public roads, staff recommend that a Temporary Use Permit is less appropriate than a site-specific zoning amendment. These are applications for the retail sale of a legal product, similar in many ways to existing businesses within the community.

#### Development Permit

In addition to the rezoning, a Development Permit will form part of the process for applicants proposing new structures, new retail storefronts or site changes. The permit would be approved at the time of adopting a successful Zoning Bylaw amendment.

Historically cannabis paraphernalia shops and “compassion club” style medical marijuana shops have had a less than desirable look and associated activities. With the legalization of cannabis retail and the terms and conditions associated with Provincial licensing, there should be an expectation that these businesses have a more polished look and operate in a way appropriate to our commercial core. For a smooth transition of the new use of retail *Cannabis Sales*, it will be important to ensure the form and character of any successful application is consistent with the respective Official Community Plan (OCP) guidelines and that the built form of the store is finished and of high quality.

#### Smoking Regulations

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

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

Should the application proceed, staff time will be required to process these Zoning Bylaw Amendments, including giving notice of a Public Hearing.

**FINANCIAL IMPACTS:**

As part of this process the Business Bylaw and the Fees and Charges Bylaw will need to be amended to include *Cannabis Sales*. A separate report will be presented to Council after a public hearing for the *Cannabis Sales* rezoning applications, to review any required amendments to those Bylaws.

**POLICY OR LEGISLATIVE IMPACTS:**

The addition of cannabis retail to an existing commercial zone would not require an Official Community Plan amendment as *Cannabis Sales* is considered a commercial use.

**SUMMARY**

Although cannabis is now legal to use, distribute, sell and produce, cannabis use still has known and unknown health and social wellbeing consequences similar to alcohol use. With the LCRB deferring to local governments to control the number of retail stores in our community Council should be cautious in approving the location and number of properties zoned for retail *Cannabis Sales* use. While the earlier motions of Council indicated that a maximum of two locations may be approved in the community at this time, Council is free to weigh the current (and any future) applications on their merits.

**OPTIONS REVIEW:**

1. **THAT** Council review the current rezoning applications for retail *Cannabis Sales* on their relative merits, and determine whether any or all are to proceed further.
2. **THAT** Council direct staff to hold a public information meeting prior to the public hearings of the current retail *Cannabis Sales* zoning amendments to inform the public on the terms and condition of the federal, provincial, and District of Ucluelet legislation.
3. **THAT** Council indicate that *Cannabis Sales* be considered via issuance of Temporary Use Permits at this time.

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

# **Cannabis Retail Store Terms and Conditions**

A handbook for the sale of  
non-medical cannabis in  
British Columbia

**February 2019**



# Update Summary

Date	Update Description (Click on blue link to jump to section)	Updated Pages
February 2019	<p><a href="#">Introduction</a></p> <p><b>Providing Safe and Responsible Service</b>  <a href="#">Minors</a></p> <p><b>The Store</b>  <a href="#">Associations with Other Businesses</a></p> <p><a href="#">Store Layout</a></p> <p><a href="#">Smell Jars</a></p> <p><a href="#">Selling Non-Medical Cannabis &amp; Cannabis Accessories</a></p> <p><b>Advertising</b></p> <p><a href="#">Branding</a></p> <p><a href="#">Connections to Federally Licensed Producers (Tied houses)</a></p> <p><a href="#">Educational Events and Activities</a></p> <p><b>Glossary</b></p>	<p>5</p> <p>6</p> <p>12</p> <p>12</p> <p>13</p> <p>15</p> <p>17</p> <p>17</p> <p>17</p> <p>18</p> <p>21</p>
January 2019	<p><b>Identification (ID) Requirements</b>  <a href="#">Primary ID</a></p> <p><a href="#">Secondary ID</a></p> <p><b>Compliance &amp; Enforcement</b></p>	<p>7</p> <p>7</p> <p>19</p>
October 2018	<p><b>Providing Safe and Responsible Service</b>  <a href="#">Worker Qualification</a></p> <p><a href="#">Controlling the Store</a></p> <p><b>The Cannabis Licence</b>  <a href="#">Making Changes to the Licence</a></p> <p><b>The Store</b>  <a href="#">Store Security Requirements</a></p> <p><a href="#">Online Sales</a></p> <p><a href="#">Delivery Service</a></p> <p><a href="#">Gift Cards</a></p>	<p>6</p> <p>6-7</p> <p>9-10</p> <p>12</p> <p>13</p> <p>13</p> <p>13</p>

	<a href="#">Shopping Bags</a>	13
	<a href="#">Buying Non-Medical Cannabis &amp; Cannabis Accessories</a>	13
	<a href="#">Disposing of Non-Medical Cannabis</a>	14
	<a href="#">Unlawful or Private Cannabis</a>	14
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	<b><a href="#">Glossary</a></b>	21

# Cannabis Retail Store Licence

## Terms and Conditions

A handbook for the sale of non-medical cannabis in British Columbia

Please note: This handbook was last updated on 25 February 2019. Updated content is highlighted by notes in the left margin.

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## Introduction

The purpose of the **cannabis retail store licence** is to authorize sale of dried cannabis, cannabis oil, cannabis seeds and cannabis accessories for non-medical purposes in a private retail store for patrons to purchase and consume offsite.

This handbook outlines the requirements of the *Cannabis Control and Licensing Act*, Regulations and terms and conditions that relate to owners and operators of non-medical cannabis retail stores in B.C. It is the responsibility of the licensee to be aware of and to operate in compliance with these rules.

Licensees must follow provincial laws and these terms and conditions at all times, as well as any further terms and conditions that might be printed on their licence or in letters issued to them by the general manager of the Liquor and Cannabis Regulation Branch (Branch). Failure to comply with the provincial laws or terms and conditions set out in this handbook or those printed on the licence or other direction from the general manager may result in enforcement action against the licensee including, but not limited to, a monetary penalty, suspension or cancellation of the licence.

Licensees are also responsible for knowing and complying with any federal, local government and/or Indigenous nation laws, bylaws and requirements.

Licence terms and conditions may change from time to time. Stay up to date by referring to this handbook, which is posted online and updated from time to time, and periodically checking the branch's [policy directives page](#).

A range of helpful information is found here: [www.gov.bc.ca/cannabisregulationandlicensing](http://www.gov.bc.ca/cannabisregulationandlicensing)

Revised  
Feb. 2019

## Contact Information

If you have any concerns or questions, please contact your local liquor and cannabis inspector or the branch at:

### Mailing Address

PO Box 9292 Stn Prov Govt,  
Victoria, BC V8W 9J8

### Office Address

400-645 Tyee Road  
Victoria, BC  
V9A 6X5

### E-mail

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

### Phone

250-952-5787 in Victoria

### Licensing Help Desk

250 952-7049 in Victoria or call our toll-free number

### Toll Free Phone

1-866-209-2111

## Providing Safe and Responsible Service

### Responsible Service Training

In the future, people involved in the sale of non-medical cannabis will be required to complete a mandatory course. Licensees will receive notice when this training becomes available.

### Worker Qualification

Effective November 30, 2018, licensees must ensure that workers in retail stores obtain a security verification from the province. This includes any adult performing work-related activities in a retail store as an employee, independent contractor or volunteer on a full-time or part-time basis. This process is separate and distinct from the licensing process.

Security guards in a retail store who hold a valid licence under the *Security Services Act* and perform security work authorized under that licence do not need to obtain a security verification under this process.

Effective November 30, 2018, licensees must keep a record of every worker's security verification for inspection by inspectors, including when the worker's security verification expires.

Worker security verification is fully portable within British Columbia (e.g. if a worker obtains a security verification, they may work for any non-medical cannabis retail licensee in British Columbia until the security verification expires or is revoked by the general manager).

For more detailed information regarding worker security verification, please see [Worker Information](#).

### Display of Social Responsibility Materials

In the future, social responsibility materials will be developed. Once created, these materials will be mailed to licensees and they will be required to display the materials in a prominent location in their stores. Updated materials will be provided to licensees at regular intervals, free of charge. Additional copies will be available from a licensee's local liquor and cannabis inspector (inspector) or on the branch's website.

### Minors

A licensee must not allow minors to enter or be in the retail store and minors cannot be employed in the retail store. In addition, cannabis, cannabis accessories and any transactions involving these products must not be visible to minors from outside the store. As a means to minimize unlawful entry by minors, it is recommended that licensees post signage at the entrance to their stores indicating that minors are not permitted.

A licensee must not sell non-medical cannabis or cannabis accessories to a minor (in B.C., those under the age of 19). Licensees and their employees must be proactive about meeting this legal requirement and must ensure that reasonable steps are taken to prevent youth access and exposure. If a licensee or an employee allows a minor to enter their store or to purchase cannabis or cannabis accessories, the licensee's licensing privileges could be jeopardized and they risk prosecution under provincial legislation.

### Identification (ID) Requirements

A licensee is responsible for ensuring that minors do not enter their retail store and are not sold non-medical cannabis or cannabis accessories. If there is any doubt whether a patron is 19 or over, licensees and their employees must take reasonable steps to verify age by requesting two pieces of ID, examine both pieces carefully, and act on the authenticity of the identification. If a licensee or employee cannot demonstrate that they have done this, the licensee could be held responsible for allowing a minor to enter their store and/or for selling cannabis or cannabis accessories to a minor.

### Primary ID

- Must be issued by a government agency; and
- Must include the holder's name, date of birth and picture.

Examples of primary ID include:

Revised  
January  
2019

- Province or State driver's licence
- Passport
- Photo BC Services Card
- Citizenship card
- Certificate of Indian Status
- Federal Firearms Possession and Acquisition licence

Note that the B.C. Driver's Licence and Services Card, which combines the B.C. Driver's Licence and Services cards (formerly CareCard), counts as only one piece of ID.

### Secondary ID

Used to verify the authenticity of the first piece, and:

- Must include the holder's name; and
- Must include either the holder's signature OR picture.

Any acceptable piece of primary ID can be used as secondary ID. Examples of other acceptable secondary ID include:

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- BC CareCard/BC Services Card (separate to a BC Driver's licence)
- Interim driver's licence (issued by ICBC)
- BC Transit ProPASS
- University or college student card
- Credit card
- Canadian Blood Services donor card
- Transport Canada's Pleasure Craft Operator's Card
- Many bank cards and rewards cards
- National Defence ID

A licensee or employee can accept expired and foreign ID, as long as it is readable and the customer can be recognized from the picture.

A licensee and their employees must decide on a case-by-case basis if the ID presented proves that the person is not a minor. If the person cannot produce two pieces of acceptable identification, service must be refused. A licensee and their employees must cooperate with an inspector or peace officer if asked to determine whether a person is a minor.

### Controlling the Store

A licensee and their employees are responsible for controlling the behaviour of their patrons.

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If security has been hired for a retail store, a licensee must ensure that the individual is licensed under the *Security Services Act*. Please visit <http://www2.gov.bc.ca/gov/content/employment-business/business/security-services/security-industry-licensing> for more information.

#### **Cannabis use must not be permitted in-store.**

A licensee must ensure that no weapons are brought into the store without lawful excuse (lawful excuse does not include having personal possession of a weapon for self-protection), and that no criminal activity takes place in the store. If employees, patrons or members of the community have reason to be concerned that there is a threat to their safety, a licensee must act on these concerns.

If there is an imminent threat to people's safety, the general manager can suspend a cannabis licence for 24 hours and order the immediate removal of patrons. In this situation, a licensee is required to take all reasonable steps to ensure that patrons vacate the premises and the store is closed immediately. In extraordinary circumstances, the general manager may suspend a licence or impose terms and conditions for up to 14 days without a hearing.

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A licensee must ensure that any person who works on a temporary basis to repair, inspect or construct something in the establishment is supervised by a manager or supervisor.

## Preventing Disturbances in the Vicinity of the Store

Licensees and employees must take reasonable measures to prevent disturbances. This means performing actions that are appropriate in the circumstances and within their capacity to do. Examples of reasonable measures include:

- Installing adequate lighting outside the store and in the parking lot
- Supervising parking areas
- Posting signs asking patrons not to disturb the neighbours

## Intoxicated Patrons

Licensees and employees must not let a person who is intoxicated (liquor, cannabis or other drugs), or exhibiting signs of intoxication, enter or remain in the store. Licensees and employees must refuse the intoxicated person service, request that they leave the store and ensure they depart safely.

## Violent or Disorderly Conduct

Licensees and employees must not allow violent or disorderly conduct or unlawful activities to take place in the store. This includes behaviour that might cause a reasonable person to believe their safety is threatened. If a licensee or employee knows or suspects this kind of behaviour has taken place, is currently taking place, or may take place, they must notify a peace officer immediately.

A person who has been asked to leave or has been barred from entering the store must not return for at least 24 hours. If they return within 24 hours, notify a peace officer; they are committing an offence and may be arrested.

## Incident Log

When an incident occurs in or adjacent to a retail store, the details must be recorded in an incident log. All incidents that adversely affect patrons, staff, people who live or work in adjacent buildings, or that affect the operation of the store must be recorded in the log and be available to an inspectors or peace officers.

Examples of these incidents include:

- Refusing entry at the door to a potentially troublesome person or anyone who is causing a disturbance
- Refusing entry of an intoxicated person
- Removing an intoxicated person
- An injury or accident on the premises, including a fight
- Any incidents where emergency personnel were called (police, fire, or ambulance)
- Any illegal acts

An incident report should include key details such as the date, time and description of events, the parties involved, any action taken, and any relevant sales records. Other details such as the names of the employees on shift and witness accounts are also important.

The records in an incident log must be kept for at least six years.

## The Cannabis Licence

### Availability of the Licence and Floor Plans

A licensee must post their non-medical cannabis retail licence in a prominent location in the sales area of their store. They must also ensure it is immediately available for inspection by inspectors and peace officers. A licensee's LCRB approved floor plans must also be immediately accessible on request, but they do not need to be posted.

### Licence Renewal

A licensee must renew their non-medical cannabis retail licence before the licence expiry date each year and pay an annual licence fee.

Please note: the licence renewal fee must be paid each year, regardless of any other applications (for example, transfer of ownership) that may be in progress at the time.

[A link to more detailed information regarding licence renewal will be available soon. Please check back for details.](#)

### Making Changes to the Licence

The details of a licensee's non-medical cannabis retail licence application were the basis for granting them the licence. Licensees must inform the Branch of any changes that alter the original information they provided, or of a change in circumstance related to their licence.

Some changes require the Branch's prior approval, while others require the licensee to report the change within 10 days. This is important because failure to obtain approval or report changes is a licensing contravention and subject to penalty. Below is a table of changes that need prior approval and those that require reporting. These are in addition to any items that are addressed elsewhere in this handbook.

Type of Change	How to Report	When Approval Required
Transfer of Location- this change requires a positive recommendation from local government/Indigenous nation for the area where the new store will be located	Application	Before relocation occurs
Structural Change*	Application	Before structural change occurs
Permanent Change to Licence: <ul style="list-style-type: none"> <li>• Store/business or licence name change</li> <li>• Request for change in terms and conditions</li> <li>• Hours of sale</li> </ul>	Application	Before permanent change to cannabis licence occurs
Permanent Change to Licensee: <ul style="list-style-type: none"> <li>• Change of directors, officers, or senior manager (corporation, society)</li> <li>• Name change of licensee, person or sole proprietor</li> <li>• Addition of receiver or trustee</li> <li>• Addition of executor or administrator</li> </ul>	Application	Within 10 days of permanent change
Transfer of Ownership (including sale of cannabis business and its assets)	Application	Before transfer of ownership occurs

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Share Transfers or Changes** <ul style="list-style-type: none"> <li>• Licensee issues new shares to existing shareholder or existing shareholder transfer shares to existing shareholders (internal transfer of shares)</li> <li>• Licensee issues new shares to persons who are not existing shareholders or existing shareholders transfer shares to persons who are not existing shareholders.</li> <li>• Amalgamation of corporate licensee, holding company or subsidiary</li> </ul>	Application	Within 10 days of share transfer or changes
Loss of Valid Interest <ul style="list-style-type: none"> <li>• Licensee no longer owns and runs store</li> <li>• Licensee does not have certificate of title or lease/sub lease for store location</li> </ul>	Letter	Within 10 days of loss of valid interest
A producer or marketer obtains a financial interest in the retail licence or a person with a financial interest in the licensee obtains a financial interest in a producer, or an immediate family member of the retail licence holder obtains a financial interest in a producer.	Letter	Within 10 days
Convictions (applicable to any individual licensee, or partner, shareholder, director, or officer of the licensee) <ul style="list-style-type: none"> <li>• Criminal Code offence</li> <li>• Drug and liquor-related offence under Motor Vehicle Act or similar legislation elsewhere (in or outside of Canada)</li> </ul>	Letter	Within 10 days of conviction and confirmation at renewal
Court Action Involving Disposition of Cannabis Licence	Letter	Within 10 days of notice received
Dormancy***	Form	Within 10 days of dormancy occurring

### \*Structural Change

If a licensee is making changes to the current approved floor plan, other than cosmetic changes, a structural alteration application is required. Some examples are:

- Physical expansion
- A change in the position of access and exit (including addition of a vestibule) points leading to or from a sales area
- A change in the position of a wall, floor or ceiling surrounding a sales area

A licensee does not need approval for cosmetic changes such as flooring, countertops, painting.

### \*\* Share Transfers or Changes

A licensee must report an internal transfer of shares respecting the licence or the licensee if the removal of the shareholder or redemption or dissolution of shares results in any of the remaining shareholders moving from owning less than 10% of voting shares to owning 10% or more of voting shares in the licensee. Additionally, a licensee must report issuing new shares, or transferring shares, to persons who are not existing shareholders if, as a result, the new shareholders hold more than 10% or more of the voting shares in the licensee.

### \*\*\*Dormancy

If a licensee is planning to close their store for an extended period of time (for example, during extensive renovations), they must report this closure to the branch and they must also notify the branch when they plan to restart regular operations (this notification requirement does not apply to seasonal closures). All licences are permitted to be dormant for a period of two years. If the store is dormant because of extensive renovations caused by a fire, flood or other event beyond a licensee's control, they may apply for an extension to dormant status. The extension may be granted if a licensee can provide evidence of the incident and their efforts to rebuild. If the licensee cannot provide such evidence and their efforts to rebuild their licence may be cancelled after two years of dormancy.

## Selling the Business

If a licensee is selling their business and wants to transfer their licence to a new owner, the new owner must apply to transfer the licence to their name. If a new owner is acquiring the business by buying some or all of the shares in the company, the existing licensee must notify the branch. Please note that the person acquiring an interest in a licence may be subject to a security screening and financial integrity assessment.

The current licensee must continue to operate and be responsible for the retail store in compliance with the Act, Regulation and terms and conditions of the licence until successful completion of the licence transfer. If the current licensee does not want to operate the store during the transfer process, the store must remain closed until the transfer application has been approved.

## Store Relocation

A licensee may apply to relocate their store anywhere within the province. In order for the LCRB to consider the application, the local government and/or Indigenous nation for the area in which the store is proposed to be located or is located will, in most cases, be required to provide a recommendation that the licence be issued or amended.

## Providing Information to the Branch

A licensee must be forthright in providing information to the Branch. Making a misleading statement or failing to disclose a material fact (such as shares being transferred or that the lease on the property is about to expire, etc.) are licensing contraventions. Submitting false or misleading information or failing to disclose a material fact are offences.

A licensee must keep the following records, as applicable, for a period of at least six years from the date the records were created:

- a. Non-medical cannabis purchase records
- b. Non-medical cannabis sales records, including quantity of non-medical cannabis sold and prices charged
- c. Non-medical cannabis disposal records
- d. Sales records respecting cannabis accessories and prepaid purchase cards (gift cards) sold by the licensee in the store
- e. Contracts with other licensees
- f. Invoices and purchase receipts for all equipment and other inventory that is used in the operation of the store
- g. Leases or other property agreements that are related to the store
- h. Records of court orders and judgments against a licensee respecting the sale, service or production of cannabis and
- i. Employee records including names, addresses, salaries, qualification information, responsible training information (when this becomes available), primary job responsibilities, shift schedules and dates of employment.

# The Store

## Associations with Other Businesses

A licensee must not sell non-medical cannabis as part of another business (co-location).

A licensee's business must not appear to be associated with another business, with the exception of another licensed non-medical cannabis retail store in B.C. or a cannabis store located anywhere outside of B.C.

A licensee must not:

- Use a name or other visual identifier (e.g. trademarks) of another business (other than another licensed non-medical cannabis retail store in B.C. or a cannabis store located anywhere outside of B.C.),
- Jointly advertise with another business,
- Offer discounts in the store based on purchases in another business, or
- Operate a patron loyalty program, whether or not it is in association with another business, or
- Operate a gift card program with another cannabis retail store or non-cannabis business.

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## Store Layout

A cannabis retail store must be located in a permanent building or structure and be enclosed by floor-to-ceiling walls that are not transparent. Non-medical cannabis, cannabis accessories and transactions involving those products must not be visible from outside the store. Displays must not permit self service by patrons (including dispensing devices). All patrons must be assisted by a store employee, as all cannabis and cannabis accessories must be displayed in a way that products are not accessible to patrons.

If the general manager has approved a shared common area (e.g. vestibule) licensees are not permitted to advertise or erect displays within the shared common area. There must be floor to ceiling walls that are not transparent separating the store from the shared common area and non-medical cannabis, cannabis accessories and transactions involving cannabis and cannabis accessories must not be visible from the shared common area. If a shared common area is approved by the general manager, a licensee must notify the Branch if the adjoining business changes during the term of their licence.

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## Store Security Requirements

A cannabis retail store must, at a minimum, have the following security requirements:

1. Intruder and fire monitoring alarm systems
2. Locked retail product display cases
3. Locked cannabis storage room
4. Secure perimeter door locks
5. Security cameras with full unobstructed view of:
  - a. the retail sales area
  - b. any product storage area
  - c. both the interior and exterior of all store entrances/exits.

The cameras must be active and recording at all times, including when your store is not open for business. Licensees must store security camera footage for at least 30 days after recording.

Licensees must post a written notice in the retail sales area informing their patrons that video surveillance is being used on the premises. This notice must be visible at all times.

Licensees must provide a copy of security camera footage to LCRB at any time for use in investigating possible contraventions of the *Cannabis Control and Licensing Act*, its regulations, and/or these terms and conditions.

Security camera footage may also be used by LCRB at enforcement hearings held under the CCLA.

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Please see the following guide from the Office of the Information and Privacy Commissioner for additional guidance on using video surveillance and privacy considerations: <https://www.oipc.bc.ca/guidance-documents/2006>

A licensee must also meet any security requirements imposed by the local government and/or Indigenous nation for the area where their store is located.

If necessary, the general manager may impose further security requirements by way of additional terms and conditions on a licence.

## Drive-throughs

No drive-through sales are permitted from a retail store.

## Online Sales

Online sales of non-medical cannabis are not permitted. In addition, a licensee must not list any cannabis products online.

Online sales of cannabis accessories and gift cards are permitted if the website has an age verification tool that restricts website entry to adults only.

## Delivery Service

A licensee cannot operate a non-medical cannabis delivery service or enable one to be operated in association with their store. A licensee must not sell cannabis to someone who intends to deliver cannabis to another person for compensation.

## Gift Cards

The sale of gift cards is permitted from a non-medical cannabis retail store location or online. The gift card must be licence specific and cannot be redeemed at another cannabis retail store or other business. Gift cards must not be sold to minors.

The denomination of a gift card must not exceed \$100. A license may not sell more than \$300 in gift cards to an individual on a single day.

Note: if a non-medical cannabis retail store licensee also holds a liquor licence, they must not sell gift cards that can be used at both stores.

## Shopping Bags

Licensees are permitted to provide or sell shopping bags to their patrons. A licensee must ensure that the bags comply with advertising and promotional requirements.

## Smell Jars

Licensees may only allow their patrons to smell and view the types of cannabis product they have available through the use of a smell jar. The smell jar must be physically attached to a display case or counter and may remain on the display case or counter after hours. The cannabis must not be accessible to touch by the patron.

The cannabis used for smell jar display cannot be sold and must be disposed of according to a licensee's disposal plan (see Disposing of Cannabis). The cannabis must also be recorded in the cannabis register.

## Buying Non-Medical Cannabis & Cannabis Accessories

A licensee must purchase their non-medical cannabis supply directly from the Liquor Distribution Branch. They are not permitted to purchase any cannabis products directly from a federally licensed producer, other licensed retail store, or any other source.

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It is a serious contravention to buy cannabis for retail sale from any source other than the Liquor Distribution Branch or to purchase cannabis that is not recorded against a licensee's licence number.

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The exception to this requirement is that if a licensee needs to close their business, the general manager may authorize the sale of cannabis to another licensee (please note, the general manager's authorization must be obtained prior to sale). The general manager may consider other exceptional circumstances as well.

Cannabis accessories can be obtained from sources other than the Liquor Distribution Branch.

## Storing Cannabis

A licensee's non-medical cannabis stock must be stored at their retail store. Off-site storage is not permitted. In addition, the local government and/or Indigenous nation for the area in which the store is located may require a licensee to take specific security measures to protect on the floor inventory and stored inventory.

## Disposing of Non-Medical Cannabis

A licensee must have a written plan to direct employees about the disposal of non-medical cannabis that cannot be sold, including cannabis from smell jars. The non-medical cannabis must be altered or denatured to such an extent that its consumption and propagation are rendered impossible or improbable. For example, shredding a cannabis product into pieces, mixing it with water to turn it into sludge, and adding cat litter to control odor before disposal would be an effective means to destroy cannabis. After cannabis waste is rendered to a state that is unfit for human or animal consumption it can be disposed of by composting, or landfill if composting is not available or feasible.

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A licensee must keep a record of non-medical cannabis disposal that includes:

- Date of disposal
- Type of cannabis disposed
- Amount of cannabis disposed
- How it was rendered inconsumable
- Where it was disposed

## Unlawful or Private Cannabis

A licensee must not buy, keep, sell or give unlawful cannabis to anyone. Unlawful cannabis is defined as:

- Cannabis obtained from an unauthorized source
- Cannabis not purchased under the licence
- Stolen cannabis or smuggled cannabis
- Cannabis intended for export
- Cannabis that has been altered or had anything added to it

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Licensees are accountable for any unlawful cannabis found anywhere on their premises.

If a licensee or an employee becomes aware that a patron has brought unlawful cannabis into the store, they must ask the patron to leave the store immediately. This must be reported in the incident log.

If a licensee recently purchased a retail store and acquired a licence through a transfer, they must immediately conduct a thorough audit of all cannabis on the premises to ensure none is unlawful.

## Cannabis Register

A cannabis register is a record of all a licensee's purchases and sales (i.e. receipts and invoices) for their non-medical cannabis inventory. A licensee must keep a cannabis register, and these records must be available for inspectors at all times. Cannabis registers may be hardcopy or digital.

An inspector or peace officer may look at the register and compare it to the stock to make sure the licensee has purchased the non-medical cannabis lawfully. The licensee must be able to account for all cannabis on site.

If an inspector or peace officer is unable to verify that the cannabis in a non-medical cannabis retail store was purchased from the Liquor Distribution Branch, the cannabis may be seized. It is therefore in a licensee's best interest to ensure records are kept in a legible, orderly fashion so that an inspector can easily match the stock to the records.

A licensee must also be able to account for any cannabis that was returned to the Liquor Distribution Branch or disposed of due to spoilage or other reasons. This can be done by either keeping a written record in a log book or by making a notation on the original receipt or invoice.

In addition, a licensee must keep records of the cannabis used in smell jars, including:

- The specific tracking number of the cannabis product that goes into a smell jar.
- The date the licensee purchased that product (including the invoice number of the order it was taken from).
- The date the original package of cannabis was opened for use in a smell jar.

The original package of cannabis must be kept for inspection purposes until the smell jar cannabis is destroyed.

Best practices for keeping a cannabis register:

- Keep all receipts and invoices for cannabis purchases in chronological order and separate from receipts and invoices for non-cannabis purchases.
- Photocopy or scan receipts printed on thermal paper to protect the record from fading over time.
- Maintain a separate log book to record any cannabis lost or destroyed.

The records in the cannabis register must be kept for at least six years.

## Selling Non-Medical Cannabis & Cannabis Accessories

### Non-medical cannabis

A licensee may sell dried cannabis, cannabis oil, and cannabis seeds from their retail store only. Online sale of these cannabis products is not permitted. The cannabis products for sale must have been purchased from the Liquor Distribution Branch. A licensee is not authorized to sell other forms of cannabis, such as edibles.

Cannabis must be sold in the original unopened package.

A licensee must not give patrons samples of cannabis.

A licensee must not sell, in one transaction, more than 30 grams of dried cannabis or its equivalent to a patron.

	Quantity that is equivalent to 1 g of dried cannabis
Dried cannabis	1 g
Fresh cannabis	5 g
Solids containing cannabis	15 g
Non-solids containing cannabis (e.g. cannabis oil)	70 g
Cannabis solid concentrates	0.25 g
Cannabis non-solid concentrates	0.25 g
Cannabis plant seeds	1 seed

### Cannabis Accessories

A licensee may sell cannabis accessories as defined by the federal *Cannabis Act*, such as rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers. The sale of e-juice, e-liquid, or e-substance is prohibited.

A licensee is not authorized to sell snacks, tobacco (or products containing nicotine), or other items that are not related to cannabis.

## Who a Licensee Can Sell To

A licensee is restricted to selling non-medical cannabis, cannabis accessories, gift cards, and shopping bags to retail patrons that are 19 years of age or older.

## Hours of Sale

A licensee may sell non-medical cannabis at their store between the hours of 9 a.m. and 11 p.m., unless their hours are further restricted by the local government and/or Indigenous nation for the area in which the store is located. Patrons cannot enter the retail store outside of the operating hours as indicated on the licence.

If there are patrons in the store at 11 p.m. who have not yet made their purchase, the licensee or an employee must encourage these patrons to make their purchases as quickly as possible. Licensees should consider having a strategy in place to clear the store.

## Pricing

A licensee must not sell non-medical cannabis at a price lower than the price they paid to purchase the non-medical cannabis from the Liquor Distribution Branch.

Loyalty programs of any kind are not permitted.

A licensee may adjust prices at any time throughout the day, but the price must never go below the minimum price as outlined above.

## Non-Medical Cannabis Sales

The sale (payment and transfer of personal possession) of non-medical cannabis must take place inside the cannabis retail store.

## Games and Entertainment

Games and entertainment are not permitted in the store.

## Alternate Use

A licensee must not use their business for another purpose at any time.

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# Advertising

## Branding

The name of the business and exterior signage must comply with provincial requirements and be approved by the Branch. All business names and signage must comply with the advertising terms and conditions and cannot mislead the public as to what type of business the licensee operates.

As a retailer of non-medical cannabis, a licensee cannot choose a name that would lead people to believe that they are associated with another business (other than another non-medical cannabis retail store in B.C. or a cannabis store located anywhere outside of B.C.) or are a provider of medical cannabis. For example, the business name must not include the name of another business, or the words, in traditional or non-traditional spelling, "pharmacy," "apothecary," or "dispensary." Graphics associated with a pharmacy, including for example, a green cross, are prohibited. Store names cannot also use language that encourages intoxication.

A licensee also cannot advertise or brand their store in a way that indicates that the store is associated with the government or is exercising a function of the government; this includes the use of words, phrases, designs, domain names or other branding elements or indicia.

## Internet Group Discounts

Third-party companies offering internet group discounts are not licensed to sell cannabis and must not legally include cannabis as part of a promotion with a retail store. A licensee must not participate in internet discount promotions that include cannabis.

## Relations with Federally Licensed Producers and their Marketers

There are certain rules that govern how a licensee can work with federally licensed producers and their marketers to promote their products. Federally licensed producers and their marketers may hire employees or contract with a person to promote and market the producer's cannabis products that the marketer is authorised to represent. The marketer must provide their employees with identification establishing them as a marketing representative for the federal producer.

A retail licensee cannot act in the capacity of a Marketer.

## Connections to Federally Licensed Producers (Tied houses)

Where there is an association, connection or financial interest between an applicant and a federally licensed producer or the licensee's agent, the general manager may determine that there is a risk that, if licensed, the B.C. retailer would promote the federally licensed cannabis producer's products. The general manager may therefore determine that the risk can only be eliminated if the licence contains a condition prohibiting the B.C. licensed retailer from selling any products of the associated federally licensed producer. In such a situation, the general manager may issue or renew a licence with such a condition.

The general manager will consider the following to determine if there is a likelihood the licensee will promote a particular federal licensed producer's product:

1. The financial interconnectedness of a cannabis retailer and a federal cannabis licensed producer.
  - Whether a federal licensed producer is a significant shareholder (control of 20% or more of the voting shares) of a B.C. cannabis retailer or the federal licensed producer is a significant shareholder of a significant shareholder of a B.C. cannabis retailer.
  - Whether a B.C. cannabis retailer is a significant shareholder (control of 20% or more of the voting shares) of a federal licensed producer or the B.C. cannabis retailer is a significant shareholder of a significant shareholder of a federal licensed producer.

- Whether a person, partnership or company is a significant shareholder (control of 20% or more of the voting shares) in both a B.C. cannabis retailer and a federal licensed producer or a person, partnership or company is a significant shareholder in a company that is a significant shareholder in both a federal licensed producer and a B.C. cannabis retailer.
2. Whether an immediate family member of the licensee has **any** interest in a federal licensed producer. Immediate family members include spouses, parents, siblings, children, sons-in-law and daughters-in-law.
  3. The general manager will also consider any other association, connection or financial interest between a B.C. cannabis retail licensee and federal licensed producer. There may be a combination of factors that when taken together lead to a reasonable conclusion there is a likelihood to promote.

Where an association, connection or financial interest exists between an applicant and a federal licensee or the licensee's agent the general manager may determine that it is necessary to restrict the person from selling any products of the associated federal licensed producer. Doing so eliminates the risk that the person would promote the federal licensee's cannabis, enabling the general manager to issue a licence. In such cases, the general manager may issue a licence with such a restriction.

### Activities Not Permitted: Inducements

A licensee is not permitted to ask for or receive financial or other benefits from a federally licensed producer or marketer in exchange for selling or promoting their products. For example, a licensee must not:

- Pay money or provide other benefits to secure their ability to purchase a federal producer's products,
- Request money or other benefits from a federal producers or their marketer in return for buying their products from the LDB,
- Accept money or other benefits in exchange for agreeing not to stock a competitor's product, or
- Make agreements that give them exclusive access to a producer's product, or product line.

A licensee may hire and pay for their own outside consultant or financial advisor, or they may accept information and ideas to help improve their business, directly from a producer or marketer; however, the producer or marketer cannot pay for an outside consultant or financial advisor to help a licensee.

A licensee is also prohibited from accepting any items, products or services from a federal producer or marketer that are necessary for the operation of their business. This includes financial assistance as well as permanent fixtures, furnishings, or display structures.

In addition:

- Federal producers or marketers cannot buy shelf space, offer weight discounts, or offer discounted product in exchange for marketing benefits.
- A licensee must always pay for their own advertising. A cannabis producer or marketer must not pay any of a licensee's advertising costs (or vice versa), nor are joint marketing plans permitted. With permission from a producer or marketer, a licensee can include the producer's logo in ads, but they cannot demand or receive any kind of compensation in return.
- A licensee must carry and make available to consumers a representative selection of brands of cannabis products from a variety of suppliers that are not associated with or connected with each other.

### Product Samples

A licensee must not accept product samples for themselves or their employees from a federal producer, marketer, or any other person.

### Product Vouchers

A licensee must not accept product vouchers for cannabis or cannabis accessories (i.e. certificates for a specific quantity of cannabis or a cannabis accessory that patrons redeem for no charge).

## Educational Events and Activities

A licensee, employee or both may attend educational events or activities hosted by a federal producer or marketer.

A licensee, employee or both may accept payment from the federal producer or marketer for legitimate travel, meals, accommodation and entertainment expenses associated with the educational event, up to \$1,500 per licensee location per year.

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If a licensee has multiple licensed stores (i.e. a chain of cannabis retail stores), they may also accept expenses of \$1,500 per person to a maximum of \$4,500 per head office per year.

## Hospitality

A cannabis producer or marketer may pay for a licensee's hospitality expenses not associated with an educational event at a rate of up to \$1,000 per licensee location per year.

## Compliance & Enforcement

As a licensee, you are required to:

1. Comply with the *Cannabis Control and Licensing Act*, its Regulations and the terms and conditions in this publication.
2. Always allow Liquor and Cannabis Regulation Branch inspectors and/or police officers to enter your establishment. Never impede their entry in any way.
3. Upon request, provide inspectors with any documents and/or records as outlined in this handbook.
4. **Never draw attention to inspectors inside your establishment.** This can affect the inspectors' safety.

*Drawing the attention of patrons to the fact that branch inspectors, minor agents contracted to the branch, and/or police are present in your establishment may put the safety of the inspectors, minor agents contracted to the branch, and police at risk. Accordingly, your actions must not cause the attention or focus of patrons to shift towards inspectors, minor agents contracted to the branch, or police at any time; including at the time of entry, during an inspection, or when exiting your establishment. Actions such as announcing the arrival of inspectors, raising or flashing lights, turning down music, playing particular soundtracks (e.g. "Bad Boys" or "Hawaii Five O"), using spotlights, or any other similar actions are not permitted. You may not take, save or distribute photographs or video of inspectors or minor agents contracted to the branch in any manner (e.g. on a staff bulletin board, print media, social media or the internet).*

If your licence is suspended, you are not permitted to sell, cannabis in your establishment.

For more information please visit the Liquor and Cannabis Regulation Branch's [Compliance & Enforcement web pages](#). Please note that the "Cannabis Licensee Penalty Schedule" is not yet posted to within these pages. Please check back for updates.

Other ministries also have terms and conditions that licensees and employees must follow. Please refer to [this page](#) on the LCRB website for more information.

## Glossary

**“the Branch”** means the Liquor and Cannabis Regulation Branch, the provincial government agency that administers the private retail sales of non-medical cannabis.

Revised Feb. 2019 **“cannabis retail store”** or **“non-medical cannabis retail store”** means a licensed establishment that is authorized to sell non-medical dried cannabis, cannabis oil, and cannabis seeds for non-medical use in B.C.

Revised Oct. 2018 **“federal producer, or federally licensed producer”** means a person who produces cannabis under a licence under the *Cannabis Act* (Canada)

**“general manager”** refers to the general manager appointed under section 4 of the *Cannabis Control and Licensing Act*, who has legislative authority to make decisions regarding cannabis licensing in British Columbia.

Revised Feb. 2019 **“licensee”** refers to any individual, partnership, corporation or Indigenous nation that holds a British Columbia cannabis licence. *Any person appointed by the licensee to act in the licensee's place or with the licensee's authority, such as a manager, authorized representative, or person in charge of the licensee's cannabis retail store will be required to ensure the requirements, terms and conditions of the licence are met and the licensee will be accountable for the actions of any such persons..*

**“marketer”** refers to a person that holds a marketing licence and is hired by a cannabis producer to represent/promote their cannabis products, solicit/receive/take order for the sale or purchase of cannabis, or act as an agent for the sale or purchase of cannabis

**“peace officer”** means an officer as defined in the Police Act, or a member of the Royal Canadian Mounted Police who is deemed to be a provincial constable under section 14 (2) (b) of the Police Act;

Revised Oct. 2018 **“security verification”** means a verification provided by the general manager to an individual stating that the individual has passed a security screening under the *Cannabis Control and Licensing Act*.





## STAFF REPORT TO COUNCIL

Council Meeting: July 9, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3360-20-RZ18-05

**SUBJECT:** ZONING AMENDMENT FOR CANNABIS SALES AT 1972 PENINSULA ROAD

**REPORT NO:** 19-92

**ATTACHMENT(S):** APPENDIX A – APPLICATION FOR 1972 Peninsula Road

### **RECOMMENDATION:**

1. **THAT** Council, with regard to the requested zoning amendment to add *Cannabis Sales* as a permitted use on a portion of the property at 1972 Peninsula Road:
  - a. direct Staff to prepare a zoning amendment bylaw for further consideration;
  - b. indicate to the applicant that the following should be submitted before a public hearing would be scheduled for the bylaw:
    - i. an application for a Development Variance Permit to reduce the number of on-site parking spaces, in conjunction with improvements to create safer on-street parking on the Peninsula Road and Norah Street frontages;
    - ii. detailed plans and application for a Development Permit for the form and character of changes to the front of the property; and,
    - iii. written confirmation of the applicant's commitment to funding new curb, gutter, sidewalk and landscaped boulevard works to improve pedestrian safety along the length of the property frontage.
2. **THAT** Council indicate that final adoption of a zoning amendment bylaw to authorize Cannabis Sales would be subject to receiving confirmation that the proponent has received licensing approval from the provincial Liquor and Cannabis Regulation Branch.

### **PURPOSE:**

To provide Council with information on an application to amend Zoning Bylaw No. 1160, 2013, (the "Zoning Bylaw") to allow *Cannabis Sales* at 1972 Peninsula Road, Lot 1, Plan VIP7983, Clayoquot District (the "Subject Property" – see Figure 1).



Figure 1 – Subject Property

**BACKGROUND:**

This application for *Cannabis Sales* was received September 10, 2018. For more general information on Cannabis Sales and associated legislation please see the preceding general report in this agenda.

**DISCUSSION:**

This application is for the middle unit of the existing commercial building located at 1972 Peninsula (Figure 2).

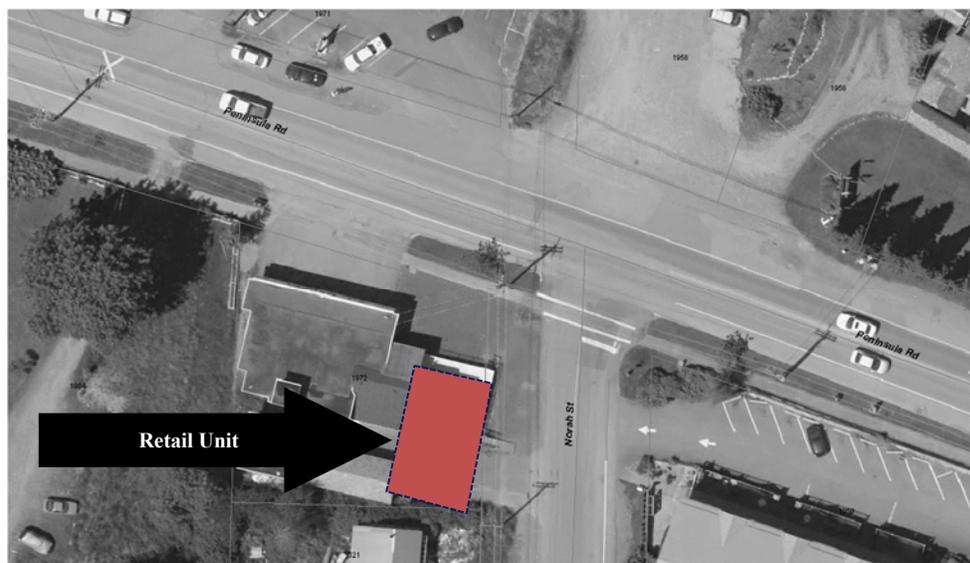


Figure 2 – Proposed area of Cannabis Sales

The existing building was historically known as the Number One Market. In 2014 the current owner gave the building an extensive exterior upgrade and the interior area of the old market space was divided into two lease spaces. The proposed Cannabis Sales space is the middle unit and was most recently leased out to Snuggle Bunnies clothing store. This unit is currently leased to the applicant in anticipation of opening the proposed cannabis retail store. The two remaining spaces are leased out as Abbondanza Pizza to the east and Vancouver Island Hydroponics to the west.

### Zoning

The subject property is currently zoned CS-2 and this zone has a variety of possible commercial uses with *Retail* being the closest use to *Cannabis Sales*. The Cannabis Sales is defined in the Zoning Bylaw as follows:

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

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

### Location

The subject property is located at Peninsula Road and Norah Road. The following chart lists the minimum distances from the locations discussed by Council at its April 24, 2018, meeting:

School grounds (Min 300m)	1100m
Public playground on the corner of Cynamocha/Norah (Min 300m)	300m
Licensed daycare facilities (Min 300m)	none in the area
Ucluelet Community Centre (Min 300m)	1140m
Ucluelet Aquarium (Min 300m)	998m
Municipal Hall (Min 300m)	960m
Tugwell Sports Fields (Min 150m)	350m

It should be noted that these minimum distances are not legislated distances, and Council can weigh the relative importance of these distances against the merits of each application.

### Liquor and Cannabis Regulation Branch Approval

This proposal has not been approved by the Liquor and Cannabis Regulation Branch (LCRB) at the time of the writing of this report. Staff recommend that final adoption of any rezoning bylaw for Cannabis Sales be subject to receiving confirmation of licensing approval from the LCRB.

### Form and Character

The building at 1972 Peninsula Road is an established commercial building with a recent renovation that was approved through a development permit. The building is in good condition with materials consistent with the Peninsula Road development permit guidelines for Area No. 7 Peninsula Road. The signage locations have already been established in aluminum frames set into the building's façade for each unit. Although the site is in a highly visible location, the building is

established with quality materials and the Province has rigorous advertising conditions limiting the signage on the store façade. The removal of the existing parking from the front of the building will result in changes to the front entrance area; detailed plans of hard and soft landscaping should be submitted prior to further consideration including community input at a public hearing.

### Parking

Parking is the biggest challenge with this proposal, as the property has no onsite parking - other than a small loading area off Norah Street. Because this is a rezoning for a potentially more intensive use, Council should consider appropriate upgrades to the parking and streetscape frontage. The existing building has historically utilized semi-onsite perpendicular parking accessed from both Peninsula Road and Norah Street (Figure 3).



Figure 3 – Existing parking for Subject Property

This type of parking requires reversing straight out into traffic; a situation which is dangerous for pedestrians, the driver and traffic on Peninsula Road and Norah Street. This type of parking should be eliminated whenever possible - no rezoning or variance request should be considered until a better street parking scenario is presented. A traffic consultant hired by the District has produced concept-level draft drawings of street improvements for Peninsula Road to explore pedestrian and safety improvements (Figure 4).



Figure 4 – Draft Street Improvements

The applicant has agreed in principle to make the improvements indicated above inside the bordered area. A class 'D' cost estimate by the traffic engineer for the portion of works fronting the property is \$23,500. Staff suggest that the applicant be requested to confirm their commitment in writing for either constructing at their cost or providing a cash contribution for these works. If constructed by the applicant, the engineering and construction would be to the District's standards and subject to bonding and acceptance by the District and Ministry of Transportation and Infrastructure (MoTI). If a cash contribution is provided, these works would most likely be constructed as part of a larger project (e.g., improving the entire block) with the timing to be determined by the District and MoTI.

Given the history of the building and changes of its use over time, Staff recommend that at this point Council issue a Development Variance Permit to document that the existing building with its areas of retail and restaurant space are compliant, despite the on-site parking requirements of the zoning bylaw.

**LANDSCAPING:**

With new road improvements the area that was paved parking fronting Peninsula Road will need to be landscaped. This landscaping will need to be designed, estimated and submitted for a Development Permit – staff recommend that these details be provided prior to a public hearing.

**MITIGATE THE IMPACT TO THE NEW USE:**

Considering the commercial location, planned improvements and established building, this location does not require further elements to mitigate the new use.

**NET PUBLIC BENEFIT:**

The proposed street improvements have direct and valuable public benefit and help resolve an existing substandard parking situation.

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

Should the application proceed, staff time will be required to process this Zoning Bylaw Amendment, including giving notice of a Public Hearing, and the associated permits.

**FINANCIAL IMPACTS:**

There are no direct financial implications to the District.

**POLICY OR LEGISLATIVE IMPACTS:**

The addition of Cannabis Sales to a commercial zoning would not require an Official Community Plan amendment as the property is already designated for commercial use. A Development Permit will be required, and could be issued at the time of bylaw adoption if the application proceeds to that point.

**SUMMARY:**

The proposed location for a *Cannabis Sales* storefront at 1972 Peninsula Road is appropriate and the associated street improvements would have direct public benefit.

**OPTIONS REVIEW:**

Staff recommend that the application proceed to the bylaw stage, including gathering public comment at a public hearing. Alternatively, Council could direct one of the following:

3. **THAT** Council give notice of its intent to consider issuing a Temporary Use Permit for *Cannabis Sales* on the property at 1972 Peninsula Road at this time, and reserve consideration of a zoning amendment bylaw to a future date once the use has an established track record in this location.
4. **THAT** Council reject the application.
5. **THAT** Council provide alternative direction to Staff and/or the applicant.

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

Dear Mayor and Council of Ucluelet,

We would like to thank you for being forward thinking and allowing us to submit a community plan for a cannabis retail store in Ucluelet at 1972 Peninsula Road. Platinum Cannabis (rebranded Leaf Compassion) would like to start its community plan by showing an understanding for Ucluelet's unique geography, demographics, and psychographics. Platinum Cannabis' plan would begin by giving back to Ucluelet residents, seniors, first responders and Canadian military personnel by offering a 10% discount on all purchases. Every person entering a Platinum Cannabis location is asked to provide identification and the previously mentioned patrons will be automatically entered into our "Ucluelet 1st" discount program.

Ucluelet is made up of the most beautiful beaches and coastal properties Canada has to offer. Platinum Cannabis understands the beauty of Ucluelet & Tofino and would like to donate 5% of the profits made to the beach clean up services like "Surf Riders Clean Up" and other local community clean up projects & events to help protect that beauty. Working with community clean up services like "Surf Riders Clean Up" will also help bring other municipalities residents into Ucluelet and will promote a unique town while keeping it beautiful. :)

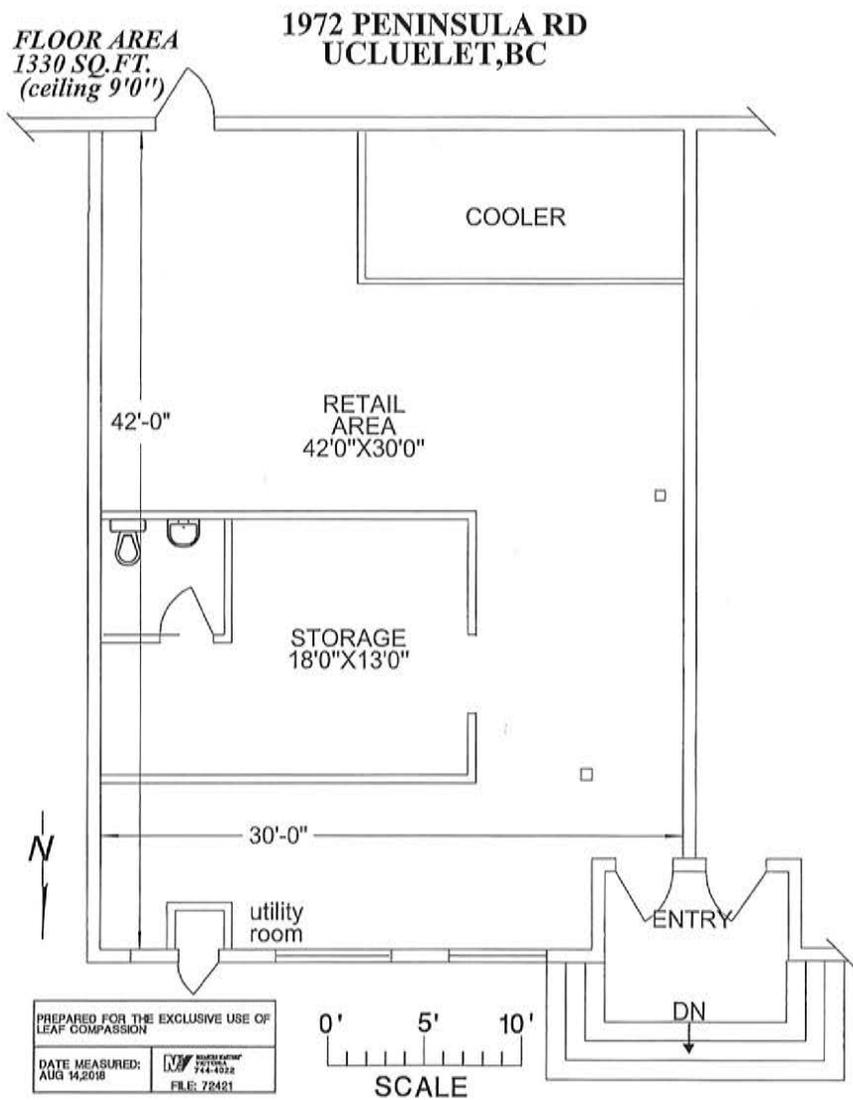
Every Christmas we would like to start donating 50% of our proceeds [on December 24th](#) to the "Food Bank on the Edge Society" in Ucluelet. Every resident should have a meal on Christmas and we would love to help make that happen! Platinum Cannabis (as Leaf Compassion) currently donates 50% of proceeds on Christmas eve to the BC SPCA and have for the last 4 years (approx.. \$30,000 has been donated to the BC SPCA). We look forward to showing our Christmas spirit to your community every year.

Platinum Cannabis currently has 5 cannabis retailer applications in process with the federal government and looks forward to bringing together an amazing cannabis consumer community on the west coast. Cannabis tourism will be a major contributing revenue factor to any municipality, and we want to help Ucluelet take advantage of that through our network. We have over 50,000 members Island Wide and want to continue offering the superior service that they have come to expect. We have a great history of supporting local talent and helping to create professional cannabis friendly events. Platinum Cannabis would like to continue that tradition by having events in Ucluelet with your permission. Furthermore, local B&B's, hotels, and hostels etc. would be able to cross promote with Platinum Cannabis and offer "Bud and Breakfast" style stays. As Canada turns over a new page on prohibition, we are prepared to bring the bounty of commerce possibilities to Ucluelet. Platinum Cannabis wishes to explore all these possibilities with the local municipality, business operators, and residents.

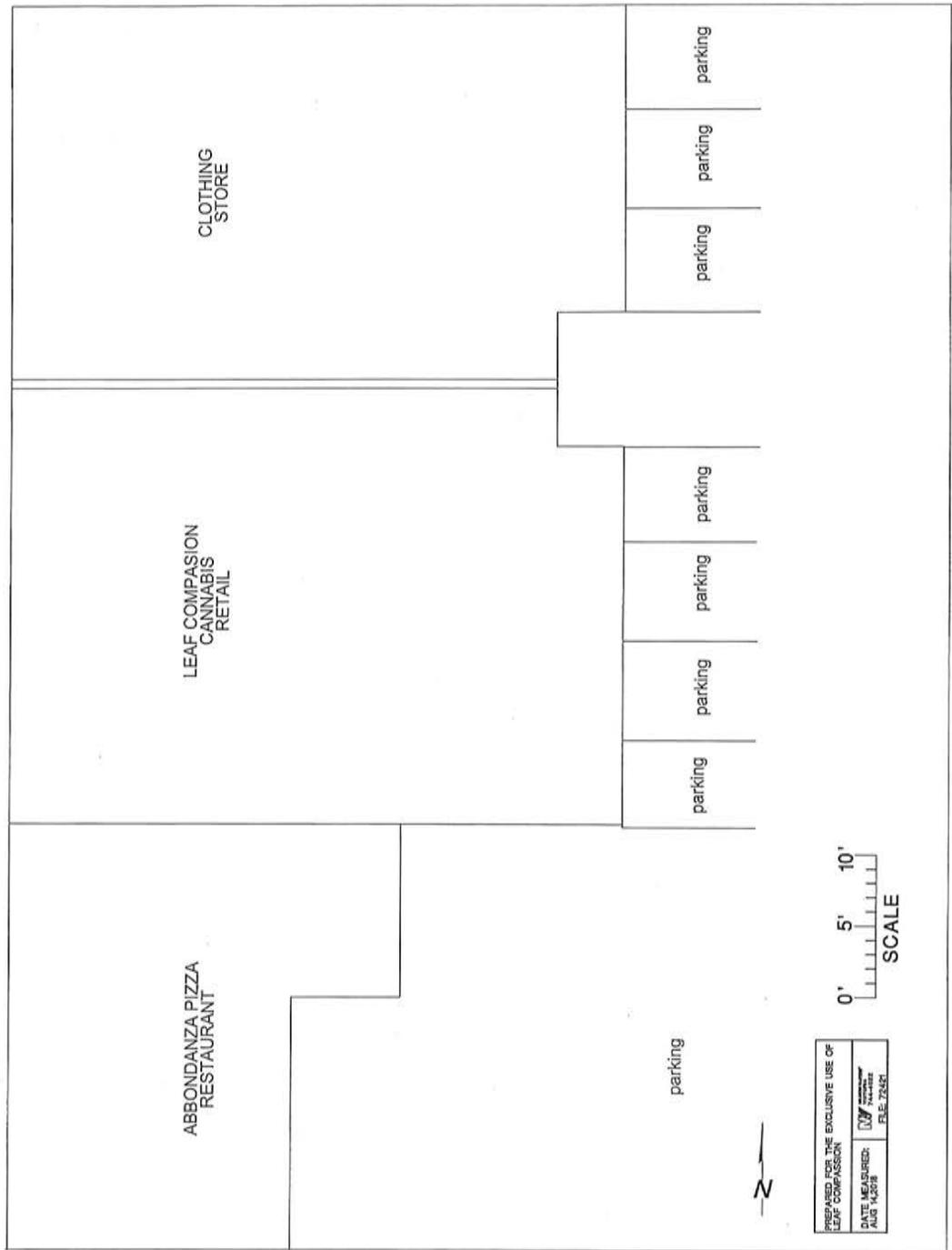
Thank you and have a wonderful day!

Kyle Cheyne  
250-415-9782  
Founder  
Platinum Cannabis Retail

Charles Philp  
250-589-6557  
Co Founder  
Platinum Cannabis Retail



SITE PLAN  
1972 PENINSULA RD  
UCLUELET, BC

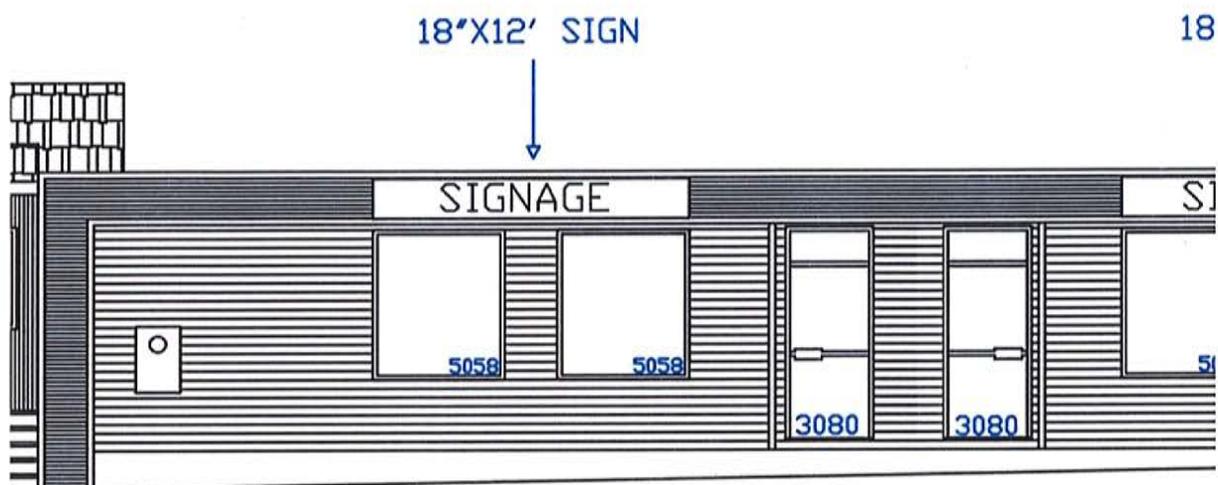


NORAH ST

1972 PENINSULA RD

PREPARED FOR THE EXCLUSIVE USE OF LEAF COMPASSION
DATE MEASURED: AUG 14, 2018
FILE NUMBER: FILE 75451

0' 5' 10'  
SCALE





Zoning Amendment for Cannabis Sales at 1972 Peninsula Road John Towgood,...





## STAFF REPORT TO COUNCIL

Council Meeting: June 25, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3360-20-RZ18-10

**SUBJECT:** ZONING AMENDMENT FOR CANNABIS SALES AT 1786 PENINSULA ROAD

**REPORT NO:** 19-93

**ATTACHMENT(S):** APPENDIX A – APPLICATION FOR 1786 PENINSULA ROAD

### RECOMMENDATION:

1. **THAT** Council, with regard to the requested zoning amendment to add *Cannabis Sales* as a permitted use on a portion of the property at 1786 Peninsula Road:
  - a. encourage the applicant to amend their application to utilize a more appropriate location for an active retail store, rather than the Larch Road frontage;
  - b. encourage the applicant to provide detailed plans suitable for a Development Permit to show the resulting form and character of the proposal; and,
  - c. direct staff to prepare a zoning amendment bylaw for further consideration.

### PURPOSE:

To provide Council with information on an application to amend Zoning Bylaw No. 1160, 2013, (the “Zoning Bylaw”) to allow *Cannabis Sales* at 1786 Peninsula Road, Lot B, Plan VIP49257, Clayoquot District: (the “Subject Property” see Figure 1).

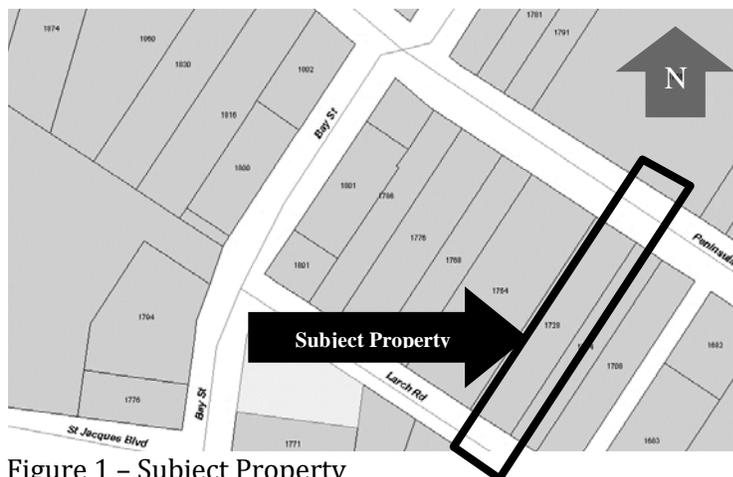


Figure 1 – Subject Property

**BACKGROUND:**

This application for *Cannabis Sales* was received March 27, 2019. For more general information on Cannabis Sales and associated legislation please see the preceding general report in this agenda.

**DISCUSSION:**

This application for a zoning amendment to permit *Cannabis Sales* is for an existing storage building located on the Larch Road frontage of the property at 1786 Peninsula (Figure 2).



Figure 2 – Proposed Building for Cannabis Sales

This property contains two existing buildings. One is the cold beer and wine store fronting Peninsula Road with a residence above and the other, the subject building, is an old garage/storage structure. This structure was built in 1974 as a garage under building permit U74-40 and it is currently in a somewhat rundown state - and is currently used for storage.

**Zoning**

The subject property is currently zoned CS-2 and this zone has a variety of possible commercial uses with *Retail* being the closest use to *Cannabis Sales*. The *Cannabis Sales* is defined in the Zoning Bylaw as follows:

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

- a) sales of cannabis by a British Columbia Registered Pharmacist in a British Columbia regulated Pharmacy; or

b) authorized distribution by a Licenced Producer under Part 1 of the ACMPR by means other than retail sale.

Location

The subject building is located in a low-key location fronting Larch Road, one property east of Bay Street. Larch Road currently divides two distinctly different types of uses, Commercial and Residential as defined by Ucluelet’s Zoning Bylaw and the 2011 Official Community Plan (OCP).

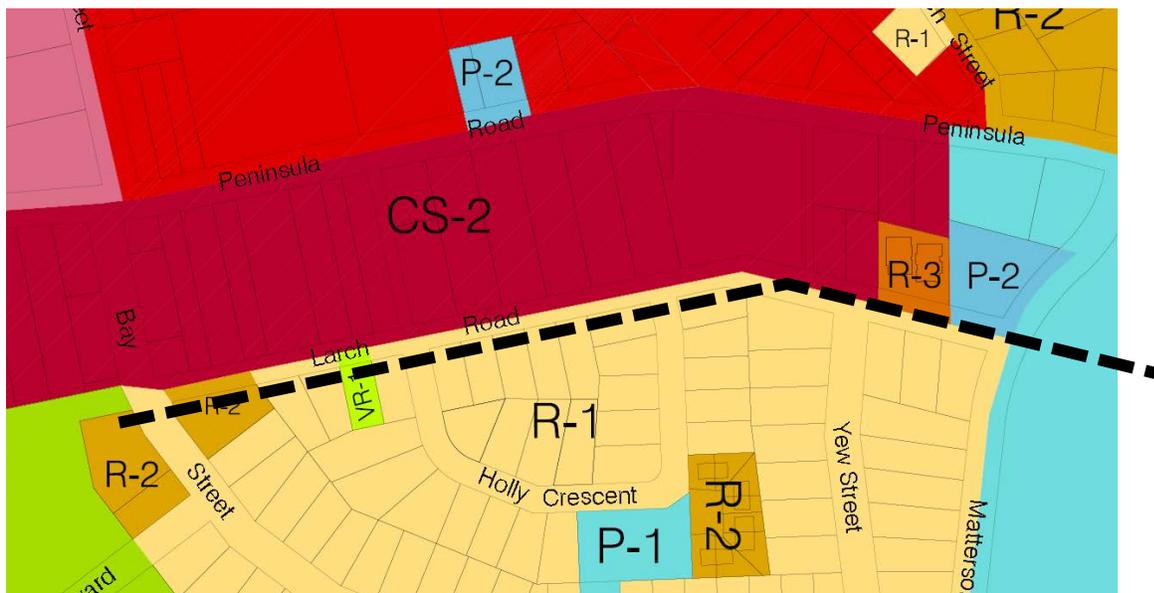


Figure 3 -The Zoning Map

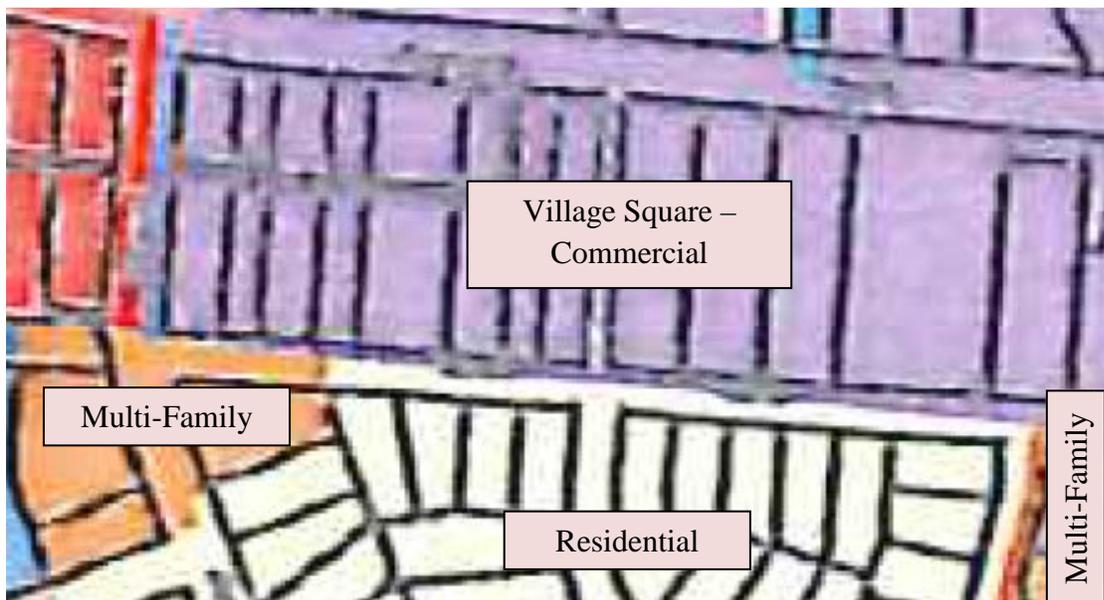


Figure 4 – OCP (Bylaw 1140) Land Use Plan

These bylaws would support intense commercial uses such as the proposed retail *Cannabis Sales* in the proposed location. Planning Staff have reviewed this policy and have proposed a different

approach to the area in the Draft OCP (*District of Ucluelet Official Community Plan Bylaw No. 1236, 2018*) which is currently at first reading.

Because of the strikingly different uses across the road from each other, a use such a Multi-Family would be more appropriate and a better transition than the more intense commercial use currently contemplated. The draft land use plan indicates that the long rectangular lots which front both Peninsula Road and Larch Road should be split zoned with the Larch Frontage area moving to a Multi-Family use over time (Figure 5).

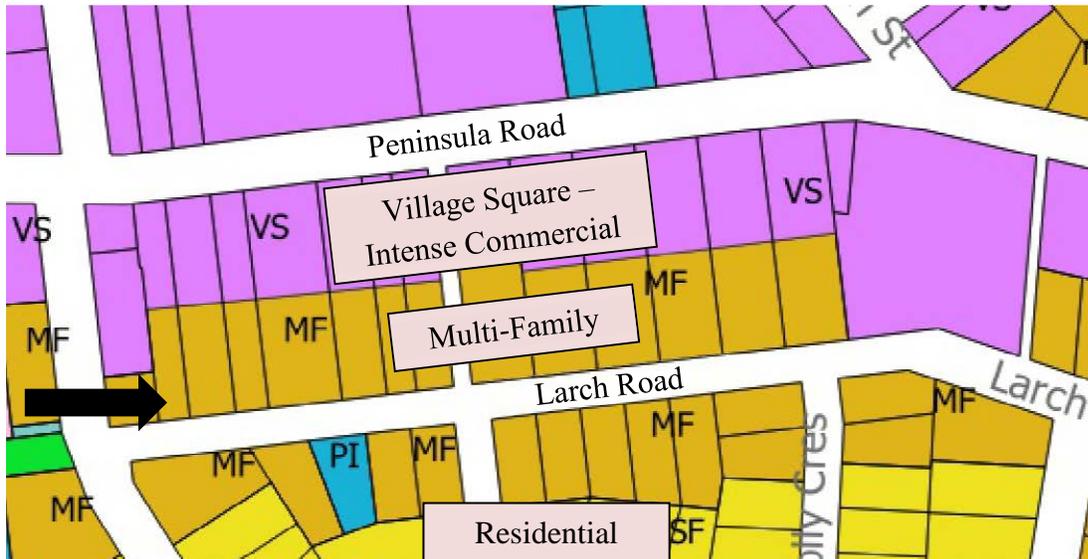


Figure 5 – The Draft OCP Proposed Land Use Plan

Because the Draft OCP Bylaw has reached first reading Council can hold this rezoning application until the new OCP is adopted, or it can consider this policy for the current rezoning application.

The following chart lists the minimum distances from the locations specified in the April 24, 2018 Council report:

School grounds (Min 300m)	600m
Public playground Holly Crescent (Min 300m)	288m
Licensed daycare facilities (Min 300m)	none in the area
Ucluelet Community Centre (Min 300m)	700m
Ucluelet Aquarium (Min 300m)	600m
Municipal Hall (Min 300m)	560m
Tugwell Sports Fields (Min 150m)	970m

It should be noted that these minimum distances are not legislated distances and Council can weigh the relative importance of these distances against the merits of each application.

#### Liquor and Cannabis Regulation Branch Approval

This applicant’s provincial application to become a licensed cannabis retailer has received preliminary approval by the LCRB at the time of the writing of this report.

### Form and Character

The proposed building is in a very poor state of repair and it has only been approved as a garage. Since the proposed *Cannabis Sales* use is a “change of use”, the building will need be brought up to the standard of the current building code under a building permit. From a review of the exterior of the building and from the drawings on file, staff consider that the building will need to be substantially rebuilt. The rebuilding will form part of a Development Permit and that applicant will require full Development Permit drawing package describing the rebuilding of the building and landscaping prior to a public hearing, if the proposal is to progress to that stage. Staff note that building views, signage and floor plans have already been provided; a more detailed site plan would be appropriate.

### Parking and Pedestrian Access

Parking is to be accessed off Larch behind the proposed building. There is currently a single gravel lane accessing the property and the parking area has a gravel base. To allow for a two-lane access, the applicant will need to widen and pave the access. Widening of the access will encroach into the neighboring lot. The applicant owns the neighboring lot and has stated that he will register an easement for that access and that the easement would be in place before adoption of the requested rezoning amendment (Figure 6).

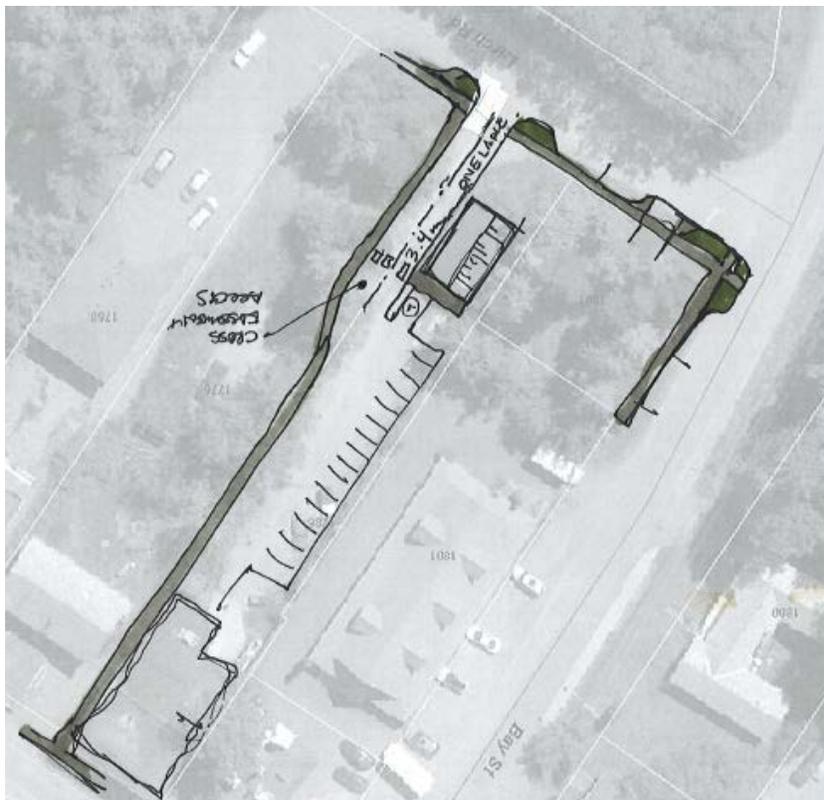


Figure 6 –Parking for Subject Property

Pedestrian access will be off of Peninsula Road and the applicant has indicated that they will create a gravel path as indicated in the sketch above. The applicant has also offered to create a gravel path across the Larch Road frontages of his properties. This work will be required to be professionally

designed, estimated, and financially secured before the potential adoption of the requested zoning amendment. Based on the detailed design and cost estimate, the applicant should confirm their commitment to providing these new works on the public road right-of-way.

**LANDSCAPING:**

The applicant is proposing to fully landscape the Larch Road frontage. This landscaping will need to be fully designed, estimated and reviewed prior to the public hearing.

**MITIGATE THE IMPACT TO THE NEW USE:**

The landscaping, the rebuilding of the building with new materials consistent with the OCP's Development Permit guidelines and the paving of the vehicle access should help mitigate the new proposed use.

**NET PUBLIC BENEFIT:**

The proposed street improvements represent a minor public benefit.

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

Should the application proceed, staff time will be required to process this Zoning Bylaw amendment and associated permits, including giving notice of a Public Hearing.

**FINANCIAL IMPACTS:**

There are no direct financial implications to the District.

**POLICY OR LEGISLATIVE IMPACTS:**

The addition of Cannabis Sales to a commercial zoning would not require an Official Community Plan amendment as Cannabis Sales is considered consistent with the current designation of the property for commercial use. A Development Permit will need to be submitted for review and potential approval could be issued at the time of bylaw adoption, if the application proceeds to that point.

**SUMMARY:**

The applicant is an established and supportive member of our business community and has run multiple business in town successfully, and to the benefit of the community. That being said, the location may not be appropriate for the intensity of retail traffic (foot and vehicle) that would be expected to occur with *Cannabis Sales*. As the applicant has obtained initial approval from the LCRB the applicant is encouraged to look for a more appropriate location, fronting a street sharing existing commercial uses.

**OPTIONS REVIEW:**

Staff recommend that the proponent be encouraged to amend their application to utilize a more appropriate location, and on that basis proceed to preparation of a zoning amendment bylaw. Alternatively, Council could direct the following:

2. **THAT** Council direct staff to prepare a bylaw for further consideration for the requested zoning amendment to add *Cannabis Sales* as a permitted use on a portion of the property at 1786 Peninsula Road, and encourage the applicant to provide detailed plans suitable for a Development Permit, prior to scheduling a public hearing, to show the resulting form and character of the proposal.
3. **THAT** Council give notice of its intent to consider issuing a Temporary Use Permit for *Cannabis Sales* on the property at 1786 Peninsula Road at this time, and reserve consideration of a zoning amendment bylaw to a future date once the use has an established track record in this location.
4. **THAT** Council reject the application.
5. **THAT** Council provide alternative direction to Staff and/or the applicant.

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

## APPENDIX A

Dear Mayor and Council

As of October 17th 2018, the federal government legalised cannabis and the provincial government established a process through which we submitted our application. As of January 2019, the provincial government has approved our proposed Ucluelet location pending local government approval.

About the property -

We are applying to rezone 1786 Peninsula Road, PID 014-935-368, Legal – Lot B, DL 282, Clayoquot District, Plan VIP 49257, to allow for retail cannabis sales. The current zoning of the property is CS2. As can be seen in the renderings and site plans, there is an existing liquor store (approx. 2000 sq ft) with a 2-bedroom apartment above it and a vacant building (approx. 800 sq ft) at the back of the property. This vacant building is the proposed location of the cannabis retail store.

About the proposed site plan –

With the proposed application there will be -

- new landscaping along Larch Street, to beautify the property and provide some street screening.
- a pedestrian path between 1786 and 1776 Peninsula Road to allow for foot traffic off Peninsula.
- there will be new fencing around the loading area at the back of the liquor store to reduce its visibility for residents on Larch Street and new fencing around the residential back yard of 1776 Peninsula Road.
- the vacant building itself will see upgrades to its façade, with new windows and siding as well as an upgraded entrance
- there will be new signage on the side of the liquor store, directing cars to the off-street parking - of approximately 15 spaces - at the back of the liquor store, which will reduce the need for customers to park on Peninsula Road.

About the store -

The proposed location for our cannabis retail store size is approximately 650 square feet. The entrance to the store would face into the courtyard of 1786 Peninsula Road (facing north east), as shown on the attached renderings and site plans. Our provincial application has store hours of 9-11pm daily and we would have approximately 3 full time and 3 part time employees, including a manager and assistant manager. We have provided some of our current liquor store staff with housing. We are exploring the idea of supplying more staff housing.

About the applicant -

We have been in the business of selling government controlled, age restricted retail goods for 12 years and in the hospitality industry for over 20 years. As a long-time reseller of these types of products, we are familiar with government regulations, terms and conditions and specific employee training needed for the responsible sale of these products. Our current liquor store policies go above and beyond the minimum standards and we have created our own additional store policies to ensure we maintain a high standard of public and employee safety. A couple of examples of these policies are; our employees are required at the start of their shift to acknowledge, in writing, that they will ask for the correct identification before a sale is completed and at the end of their shift, they are asked to cite any concerns they had or any unusual customer interactions using a log book. We would adopt these policies and more in a cannabis retail environment, enforcing a mandatory ID checks policy for all customers, ensuring everyone entering the store meets minimum age requirements.

About environmental impact -

At our liquor store we have started purchasing reusable bags, as a step towards a plastic free store and a plastic free peninsula. We will take the same approach with cannabis and offer reusable bags or encourage people to bring their own bags to reduce landfill waste. We believe that there are locals and tourists alike who would appreciate a cannabis retail location close to the centre of Ucluelet, that can be reached easily on foot or by bike.

About the community impact -

Controlled substances have impacts on communities and as a liquor store owner we are exposed to them. Having long term, local staff has given us the chance to build customer relationships and allowed us the opportunity to get to know our regulars and support the community in various ways. These relationships have also given us a level of trust and let us to interact with our customers. In the cannabis store, our approach will be the same – to understand your customer and build relationships in a safe and secure environment. This is the beginning of an era that will lead to the removal of cannabis from the black-market, while also giving us the chance to provide direction through education. We can supply legal, licenced products from a trusted source in a regulated, safe manner:

These are new developments in a new industry. We are aware that this is not a normal rezoning request. We are looking forward to working with the council and the neighbourhood to provide a cannabis retail store, and an improved property, that will provide a service for the community for many years to come.

assessment is complete, you will be notified of the LCRB's determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant's suitability.

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application please contact me at 778-698-9037 or at [Fiona.Goudy@gov.bc.ca](mailto:Fiona.Goudy@gov.bc.ca).

Sincerely,



Fiona Goudy  
Senior Licensing Analyst

Attachment

copy: LCRB Inspector  
Andrew Hanson

## Meeting with RCMP

### Meeting with Sergeant Steve Mancini, Ucluelet RCMP

On December 17th 2018, I had a meeting with Sergeant Steve Mancini to discuss the proposed cannabis store location at 1786 Peninsula Road. The discussion was about safety and crime prevention.

We talked about –

- Access to the location
- Area lighting
- Security cameras
- Security systems
- And our policies on crime prevention

Although he was unable to give a written letter of support, Sergeant Mancini was pleased with the plan and agreed that it was ok to share the outcome of our meeting.

Andrew Hanson

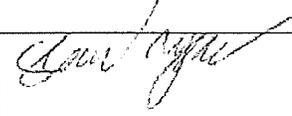
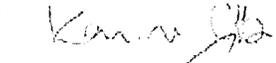
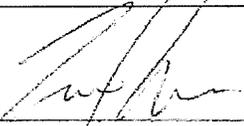
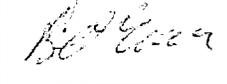
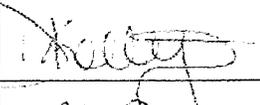
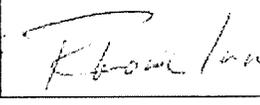
Signature sheet break down total

Signatures from December 31,2018 to January 6, 2019

<b>Locals signatures</b>	92
<b>Travelers from Vancouver Island and BC</b>	16
<b>Total</b>	108

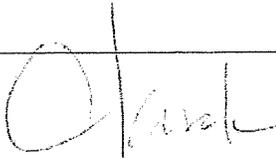
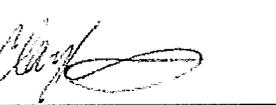
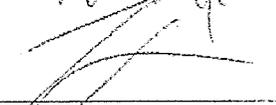
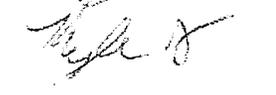
Dear Mayor and Council,

I am signing this to confirm that I have no objection to a Cannabis Retail Store being located at 1786 Peninsula Road, behind the Ucluelet Liquor Store.

Printed Name	Signature	Address	Date
David Myers		Box 857 Ucluelet BC	31 Dec 2018
Karen Gordon		Box 887 Ucluelet BC	31 Dec, 2018
Zac Meadows		2710 Fraser St Vancouver	31 Dec, 2018
Bryce O'Leary		2312 Main St. Smithers, BC	31 Dec, 2018
Ahah Tussler		1550 Larch Rd	31 Dec, 2018
Sherry Kelly		162 South Douglas St. CR.	31 Dec 2018
KYLE DUCETTE		411 ATLICK, WOSS	" "
TOMAS		1520 Port Alton	" "
RYDER		1445 Heleni	" "
TERRI		Box 1333 Ucluelet BC	Dec 31, 2018
Rhonda Lewis		1786 PENINSULA PO Box 183	Dec 31/18

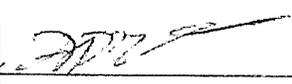
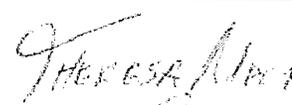
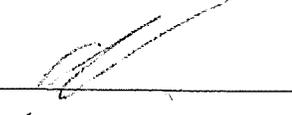
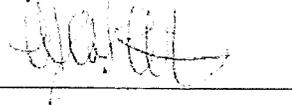
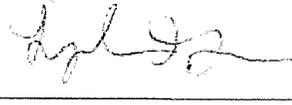
Dear Mayor and Council,

I am signing this to confirm that I have no objection to a Cannabis Retail Store being located at 1786 Peninsula Road, behind the Ucluelet Liquor Store.

	Printed Name	Signature	Address	Date
12	Colin Krick		1985 Mathews Rd. Ucluelet	31 Dec 2018
13	Sean McDermott		150, East Keil, Ucluelet	31 Dec 18
14	Karl Lawson		218 Cormorant Crescent	31/Dec
15	Clay Billett		8321 Bayview	31/Dec
16	Con Billett		8321 Bayview	31/Dec
17	Nicole Hamik		4771 Hammond Bay Neemaie	31/Dec
18	Carman		Holly Crest	31/Dec
19	M. Bumpick		1303 Hitchen	Dec 31
20	Tod Henry		1638 Laich	Dec 31 18
21	Tim Stevenson		21 Annet Road, Tofino VORCZO	Dec 31 2018
22	Kyle Deakin		1738 Peninsula Rd.	Dec. 31

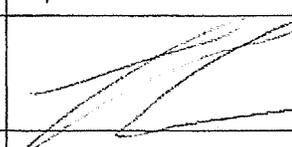
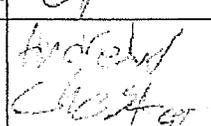
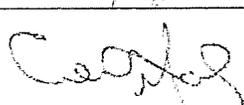
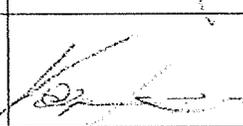
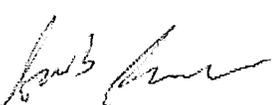
Dear Mayor and Council,

I am signing this to confirm that I have no objection to a Cannabis Retail Store being located at 1786 Peninsula Road, behind the Ucluelet Liquor Store.

	Printed Name	Signature	Address	Date
23	Mike McArthur		Terrence B.C.	31 Dec
24	Carl & Victoria		Terrence B.C.	31 Dec
25	Sharon Musk		Ucluelet B.C.	31/Dec
26	Spencer Lamb		Ucluelet	Dec 31st
27	Devon Lest		Vancouver	
28	Larry Price		Ucluelet	31st
29	Roy Miller		Sechelt/Ucluelet	31st
30	Pat Dunn		Salmon Beach	31st
31	DEAN MCFARLANE		UCLUELET	DEC 31ST
32	Alex Barbi		2915 101st St N. Surrey	Dec 31
33	Olivia Tarsini		DUNCAN	DEC 31
34	Lynette Gross		Duncan BC	Dec 31

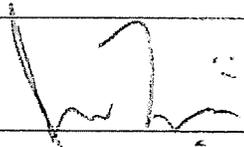
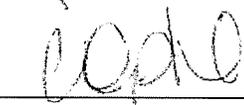
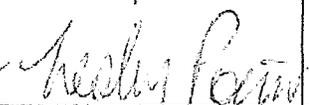
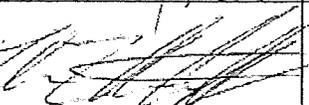
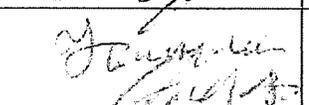
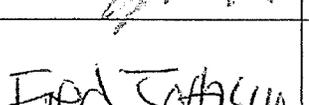
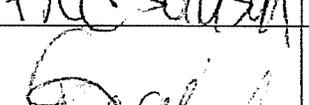
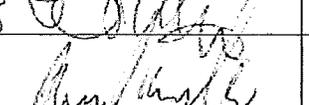
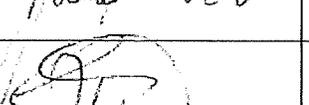
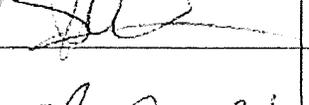
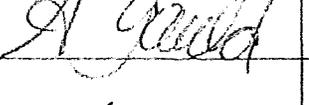
Dear Mayor and Council,

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Printed Name	Signature	Address	Date
35 Alex Harper		1212 Thunderbird Dr	12/31/18
Same as		C/see	12/31/18
Trent Larsen		Rainforest Ln	12/31/18
Karen Innes		Ghetto	12/31/18
Greg Tuzyk		1741 Bay St.	12/31/18
Andrew			12/31/18
LEWIS MAUR		1056 CYNABIRKA	12/31/18
KEW LEWIS		1786 PENINSULA	12/31/18
Henry Williams		Ghetto	12/31/18
Paul Louie	P Louie	210 Hit-tot-500	12/31/18
45 Jacob Parsons		1690 Holly Cr.	12/31/18

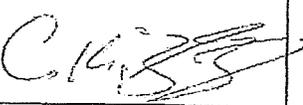
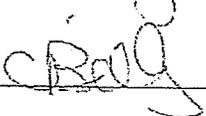
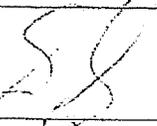
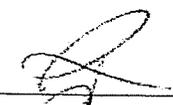
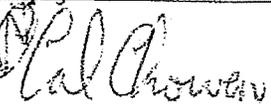
Dear Mayor and Council,

I am signing this to confirm that I have no objection to a Cannabis Retail Store being located at 1786 Peninsula Road, behind the Ucluelet Liquor Store.

Printed Name	Signature	Address	Date
146 Jack Roper		NA	Dec 31st
CARYN ORTON			Dec 31
Lesley Poire		444 Orca.	Dec 31
Thomas Thompson		250 Hemlock St.	Dec 31
Tamara Jackson		_____	Jan 1
Fred Graham		117 Ucluelet East side	Jan 1
Briah Roberts		464 Orca	Jan 1
Jesse McLellan		1301 Pine	Jan 1
Corraine Sawards		262 Leef	Jan 1
ANGIE Gould		HERE 30 yrs	JAN 1
156 Rob Jackson		PO Box 183	Jan 1

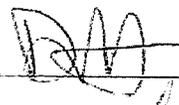
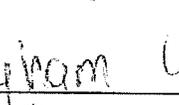
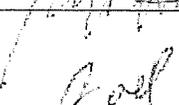
Dear Mayor and Council,

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Printed Name	Signature	Address	Date
Arlene Drummond		1755 Rainforest lane	Dec 31/17
Colin Kiss		1695 LODE RD	Dec 31/18
Jennifer M92		Box 35, ucluelet BC	31/Dec/18
Haley Nikkels		250 main street ucluelet	31/Dec/18
Stephano Bell		Box 1340 Ucluelet - (near Albert Road)	31/Dec/18
when is it open			
Christina Klotz		PO box 244 Ucluelet	Dec 31/18
Scott Sutherland			
Morale		Box 1331	Jan/19
Lance Farmer		UKEE, AMR	Jan 19
Cal Chouwen		PO 293	JAN 19

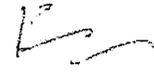
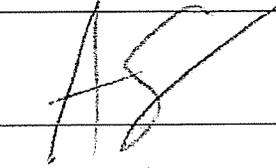
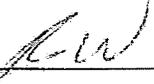
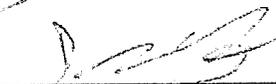
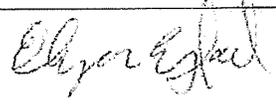
Dear Mayor and Council,

I am signing this to confirm that I have no objection to a Cannabis Retail Store being located at 1786 Peninsula Road, behind the Ucluelet Liquor Store.

Printed Name	Signature	Address	Date
Amanda Jost		1061581 Ave	Jan 2 2019
Chris Berghout		1001581 Ave	Jan 2/2019
DEAN MCKAY		UCLUE	JAN 2/2019
ANTHONY KOVEFALL		3741 PACIFIC CRES	JAN. 2/19
Medhan Birginam		416 Humphreys	Jan 2/19
RAULINE TYNE Rauline Tyne		PO BOX 133	Jan 3/19
Shannon Bowman		PO BOX 1008	Jan 3/19
Todd Getsko		"	"
Joel Tom		PO Box 1211	
Terry Lynn		So Box 537	Jan 3/2019
STEVE Purdie		1992 PENINSULA	JAN 3/2019

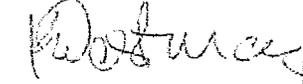
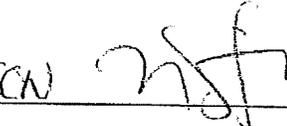
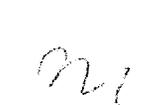
Dear Mayor and Council,

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Printed Name	Signature	Address	Date
Tuan Kubit		238 Mavis Ave.	Jan 3, 2018
Kyle Deanna		1541 Bay	Jan 4 2018
Kerry Roper		12913 Peninsula	"
Jeanine		UKEE	Jan 4 / 19
Natasha S		Ucluelet	Jan 4
Lindsay K.		Ucluelet, Hebble St	Jan 4 2018
Alex Coles		Uclue, Hebble St	Jan 4
Rob Williams		UKEE EAST	JAN 5
Jay Rostov		Millstream	Jan 5
Darrin Lewis		Millstream	Jan 5
Janet		Ucluelet	Jan 5
Elyse Eyford		1638 Larch	Jan 5 2018

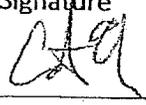
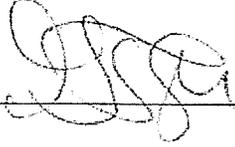
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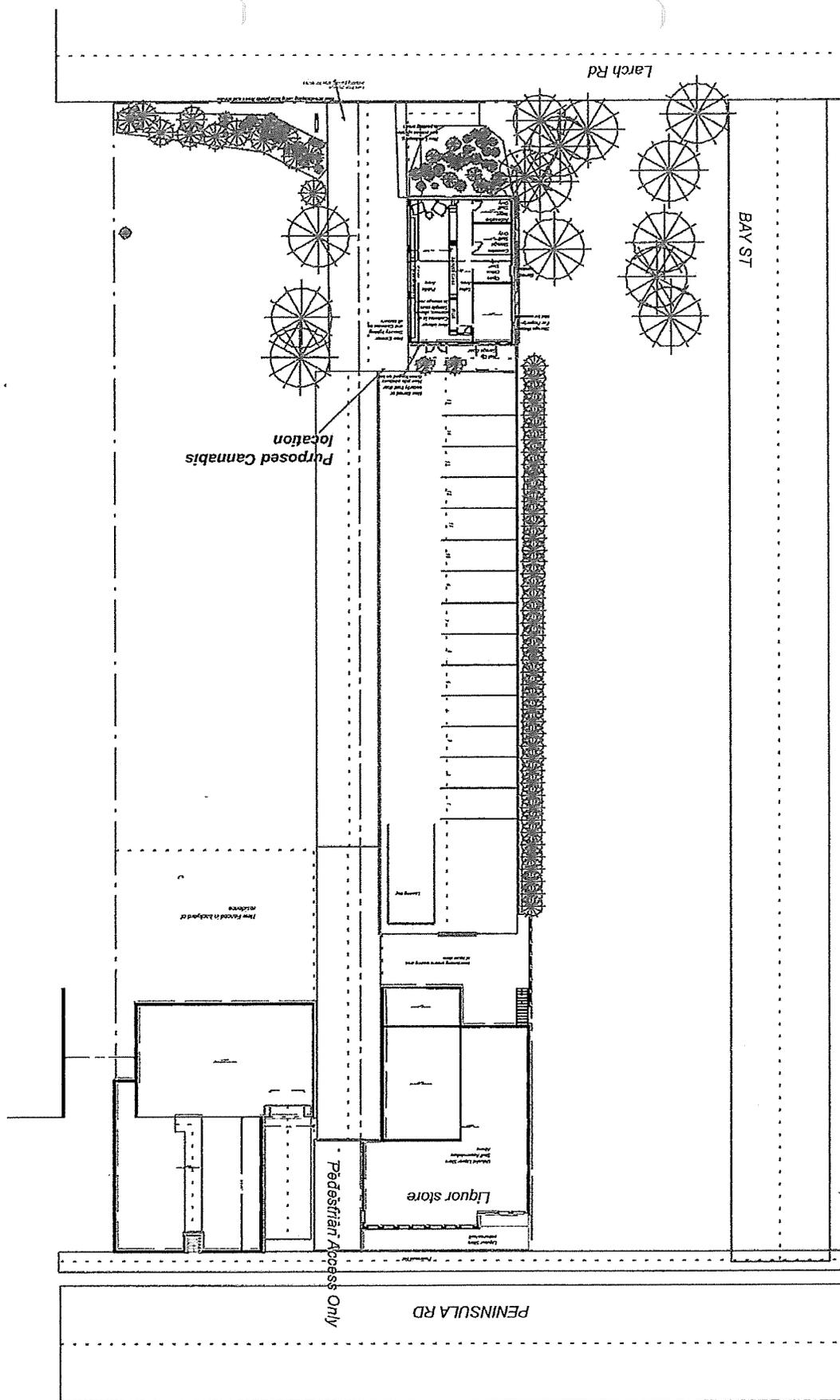
Printed Name	Signature	Address	Date
Kyle Deiana		9K Thornton Rd	Jan 1/19
K. Westman		1109-415 Michigan St.	Jan 1, 2019
Paul Buckowski		426 BARKLY/ CREB	Jan 1/19
Freda Thomas		1301 PINE	Jan 1/19
NICOLE STEVENSON		1301 PINE	1-1-19
Kyristen Olson		462 ORCA crescent	Jan 2/2019
Shane Magnusson		462 ORCA crescent	Jan 02/2019
Robert Zurewski		1752 Cypress Rd	2 Jan 19
Reid Laiser-Leebe		27760 Totino-Ucluelet	2 Jan 19
STEVE SMITH		720 EAST 21	JAN. 191
Alexis Mason		ALEXMASON@GMAIL.COM	Jan 2/18
Cody William		Comal Panda @ Coastlink com	JAN 2/18

Dear Mayor and Council,

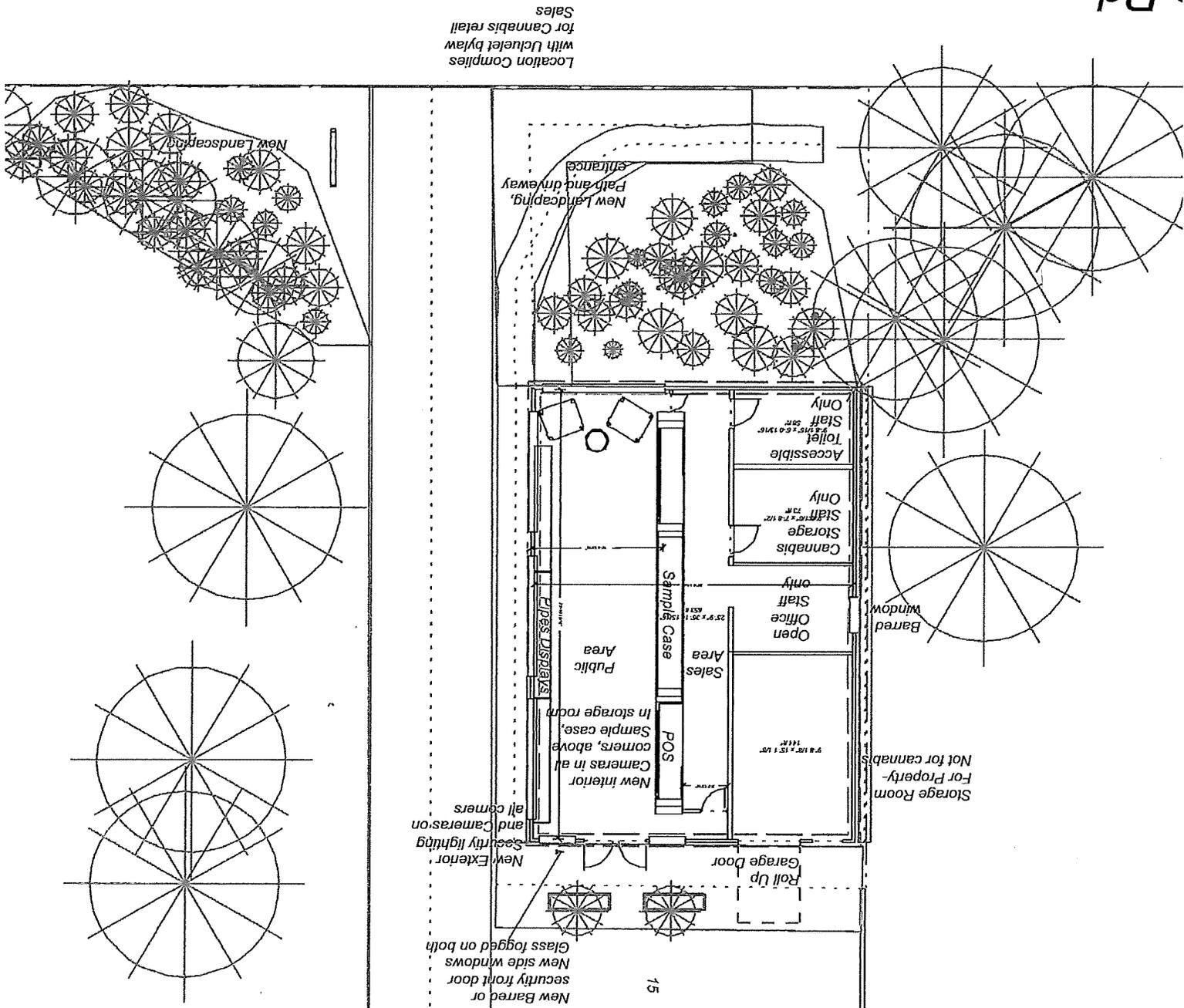
I am signing this to confirm that I have no objection to a Cannabis Retail Store being located at 1786 Peninsula Road, behind the Ucluelet Liquor Store.

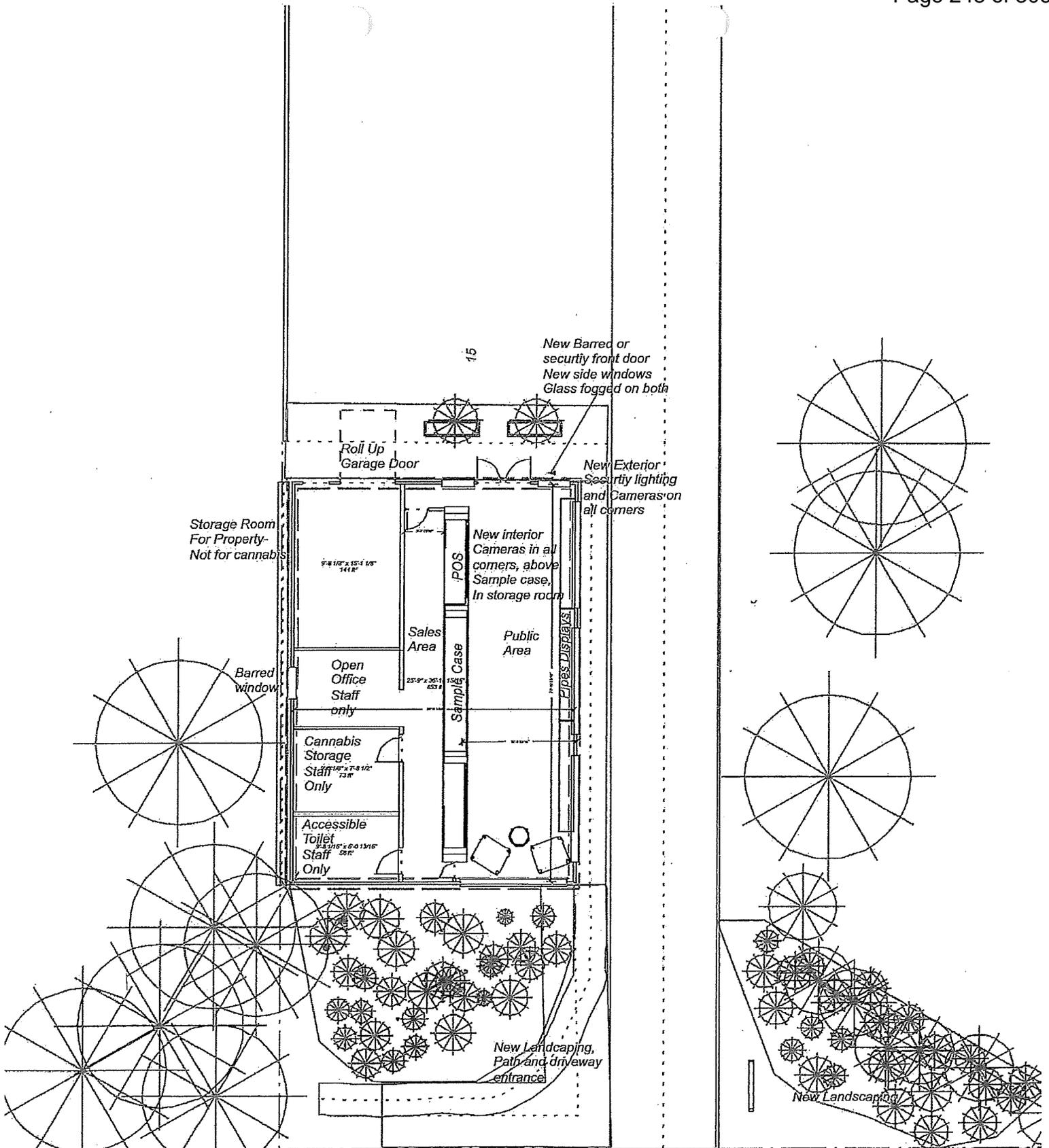
Printed Name	Signature	Address	Date
Catherine Taylor		609A Port Albian	Jan 5/19
Justin Jackson		609 B St	Jan 5/19
Brandon Hilborn		1550 Loch	Jan 5.
Jesse Couchie		374 Pacific Cr.	Jan 5
KIRSTA OCEAN		204-250 Henlock	JAN 6/19
Brittany Hall	B. Hall	809 Peninsula	Jan 6/19
GTaylor		153 HEWLOCK	Jan 6
J CANRINUS		1532 Eder Rd.	JAN 6/19
R. DeWitt		Hewlock Resort	Jan 6-19





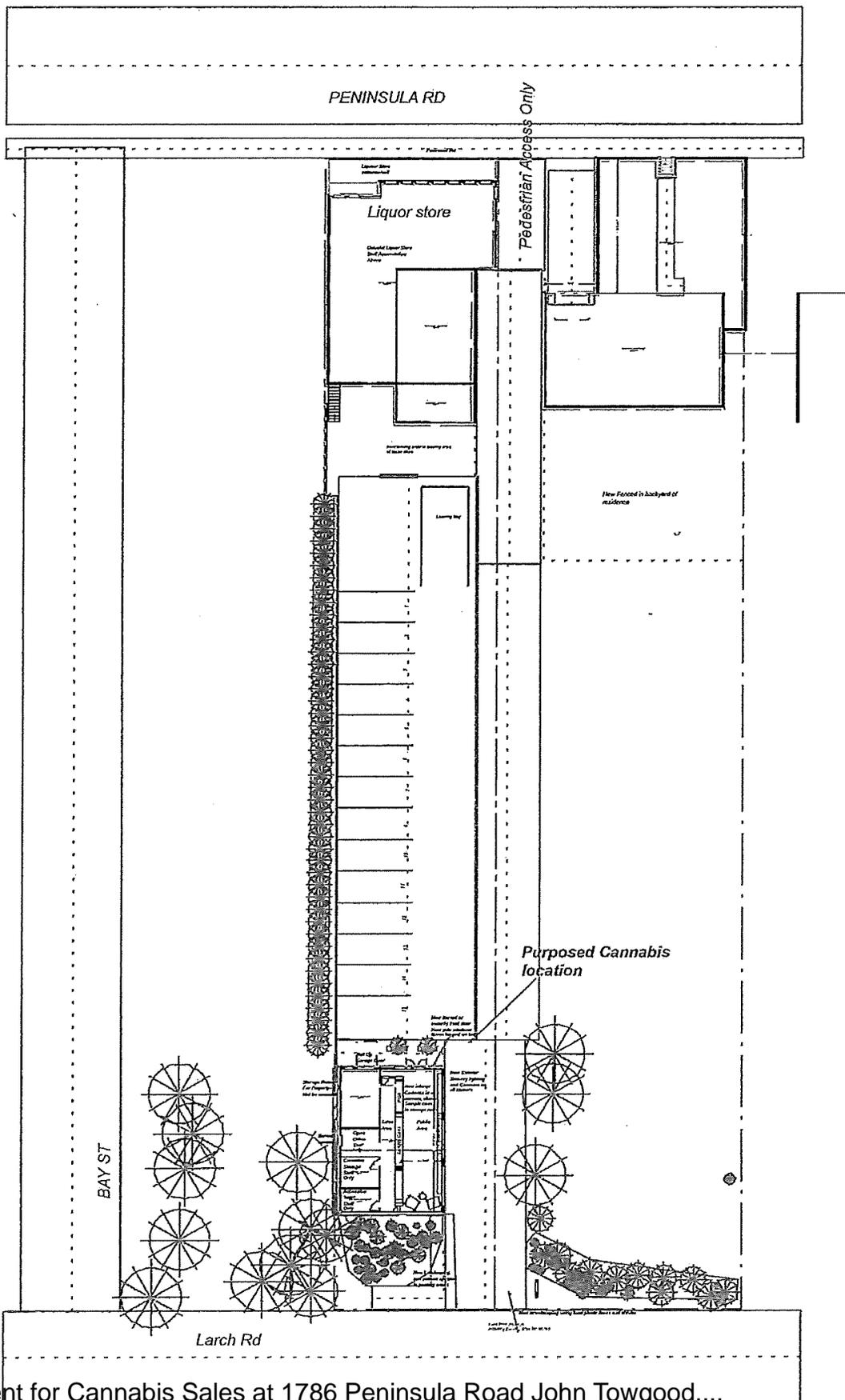
1 Rd





Location Complies with Ucluelet bylaw for Cannabis retail Sales

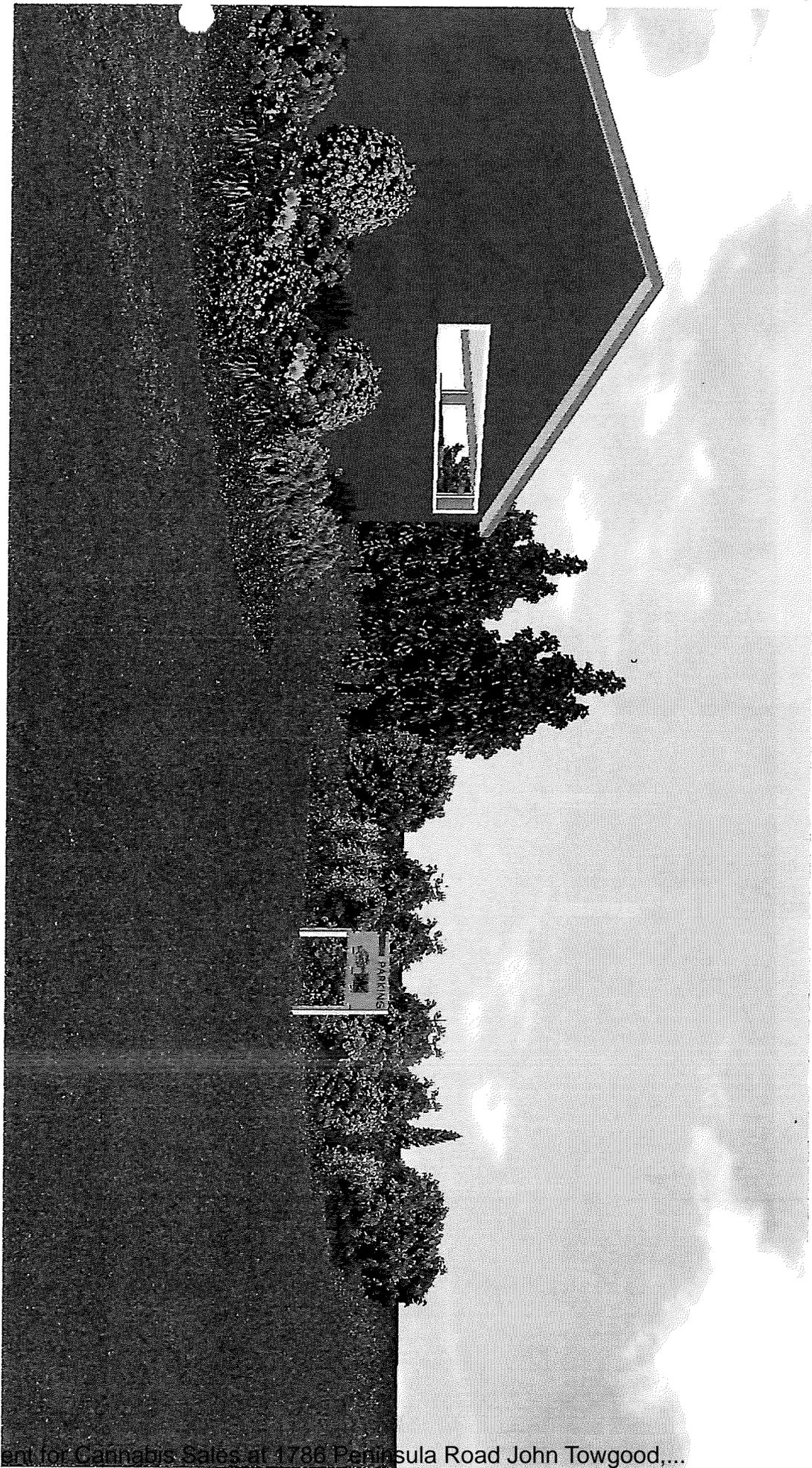
Rd



Northwest Facing view on Larch Street



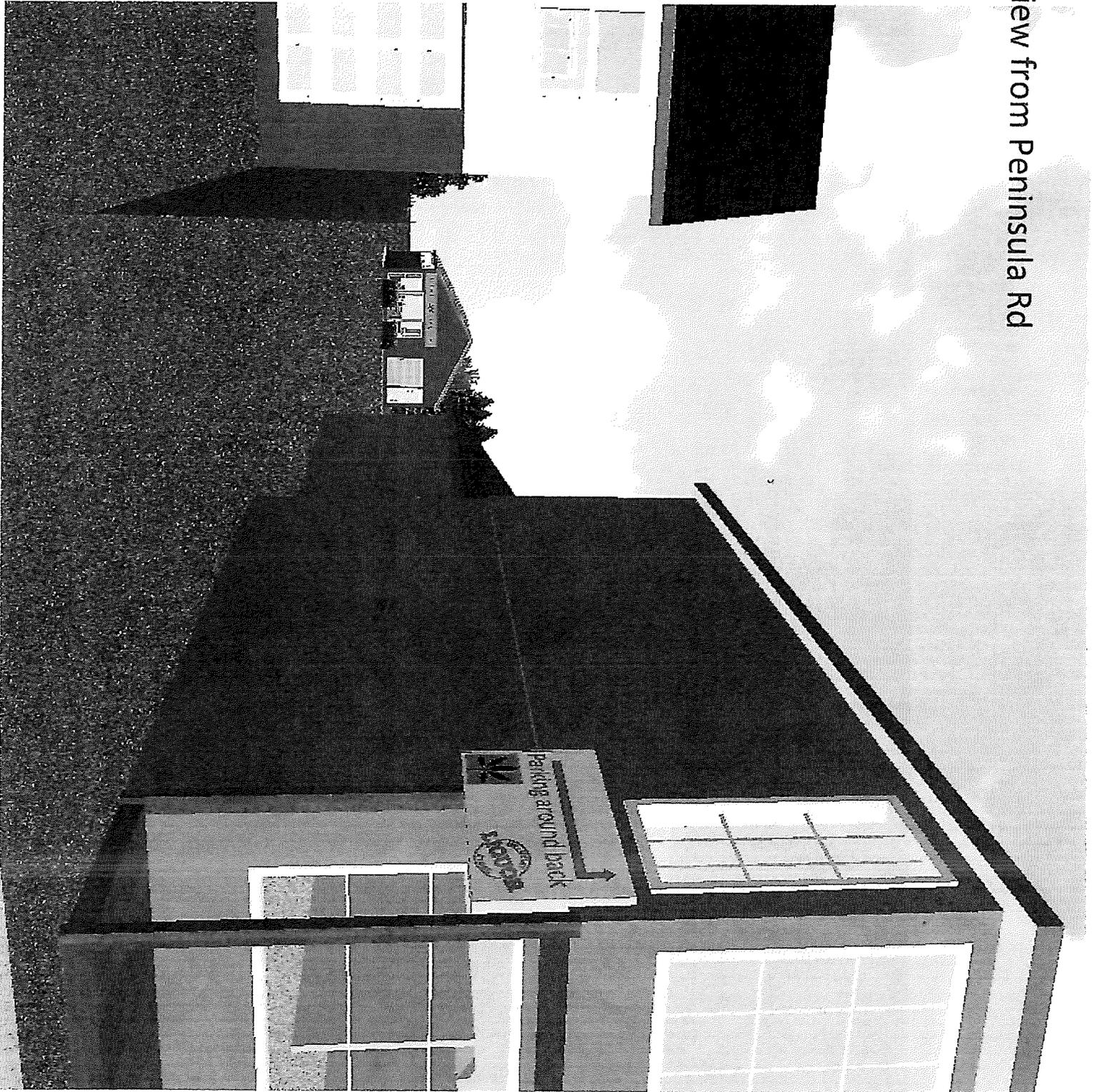
South East Facing view on Larch street



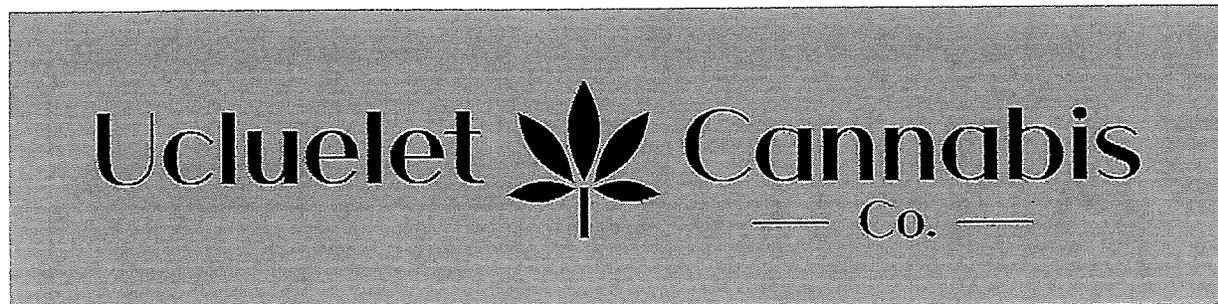
Store Front from Courtyard 1786 Peninsula Rd



View from Peninsula Rd



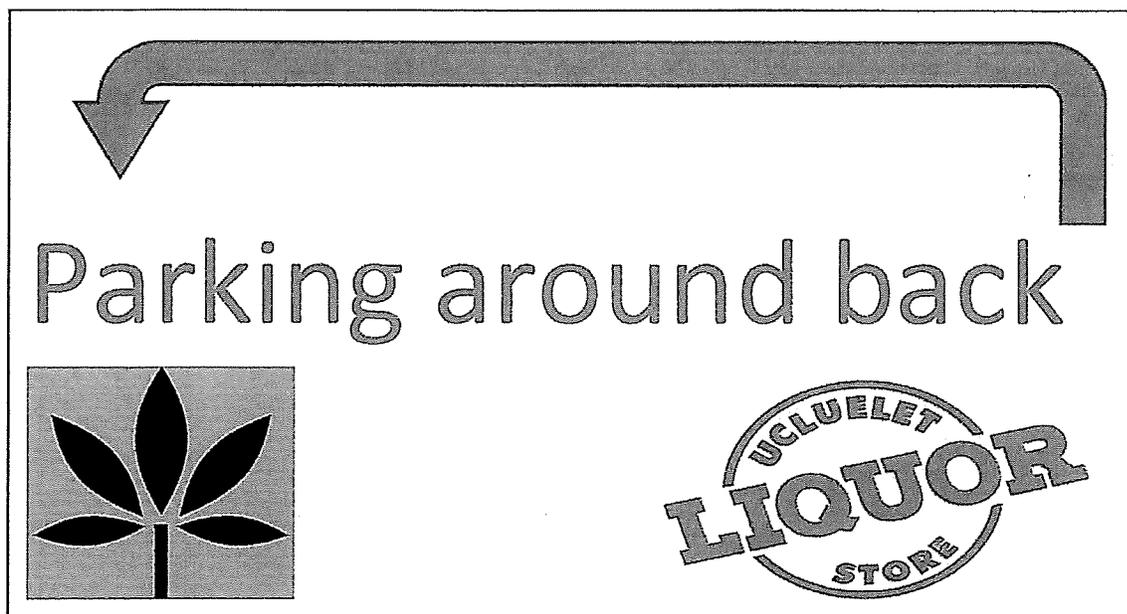
**36x 120 in Store front sign**



24x48in Parking sign Larch street

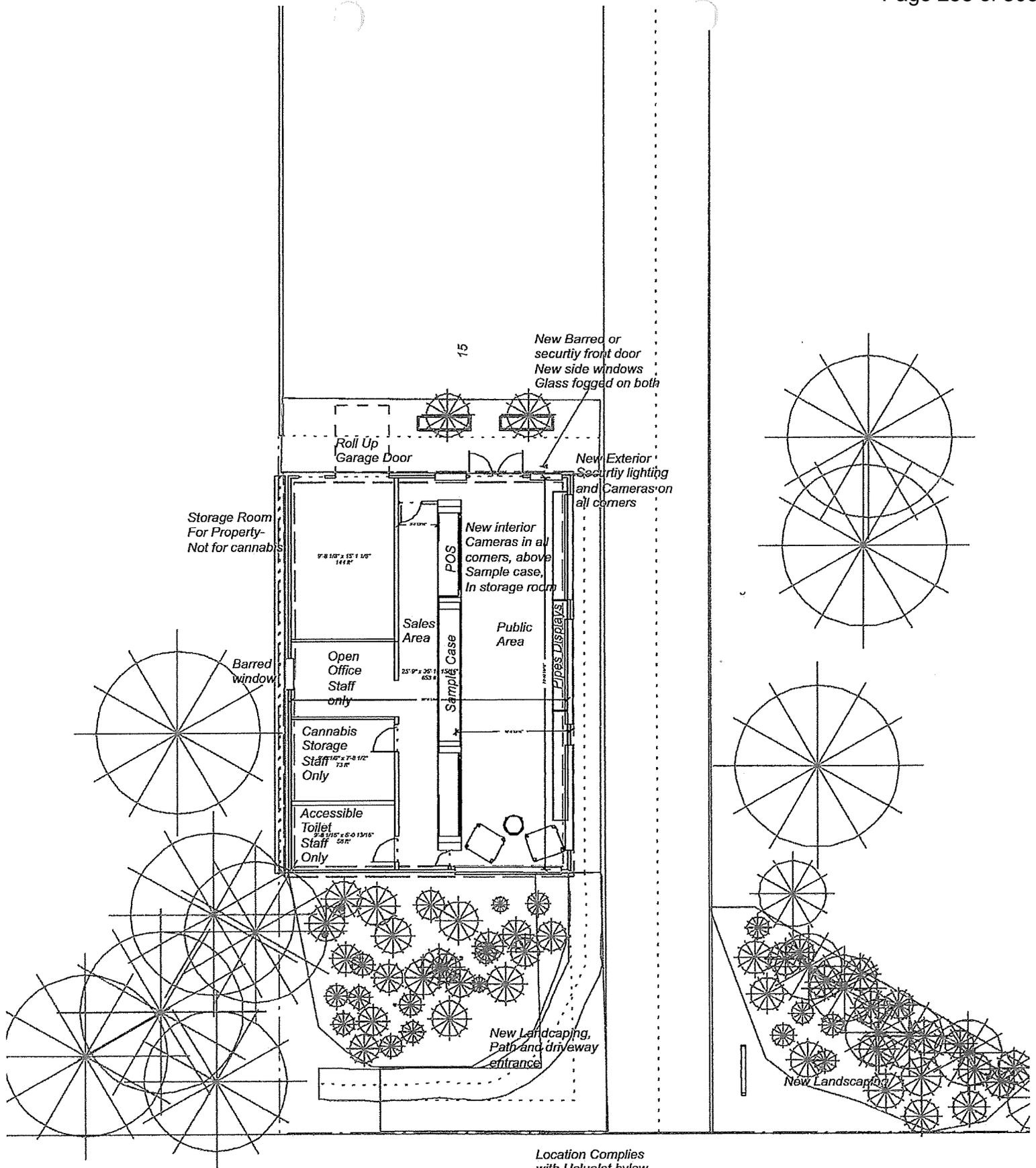


36x60 in Parking sign on Southeast side of liquor store building



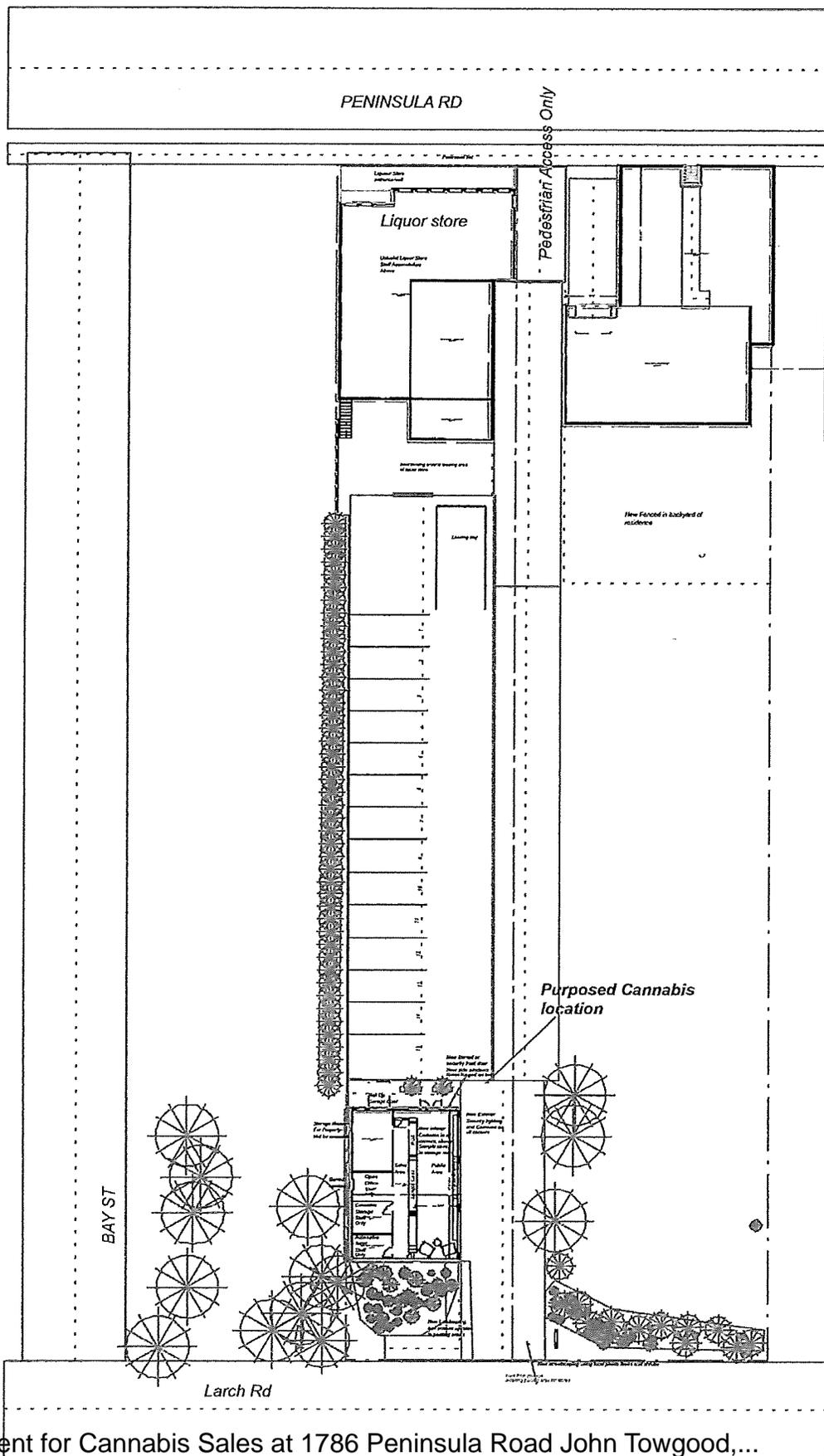
36x60in Parking sign on northwest side of liquor store building



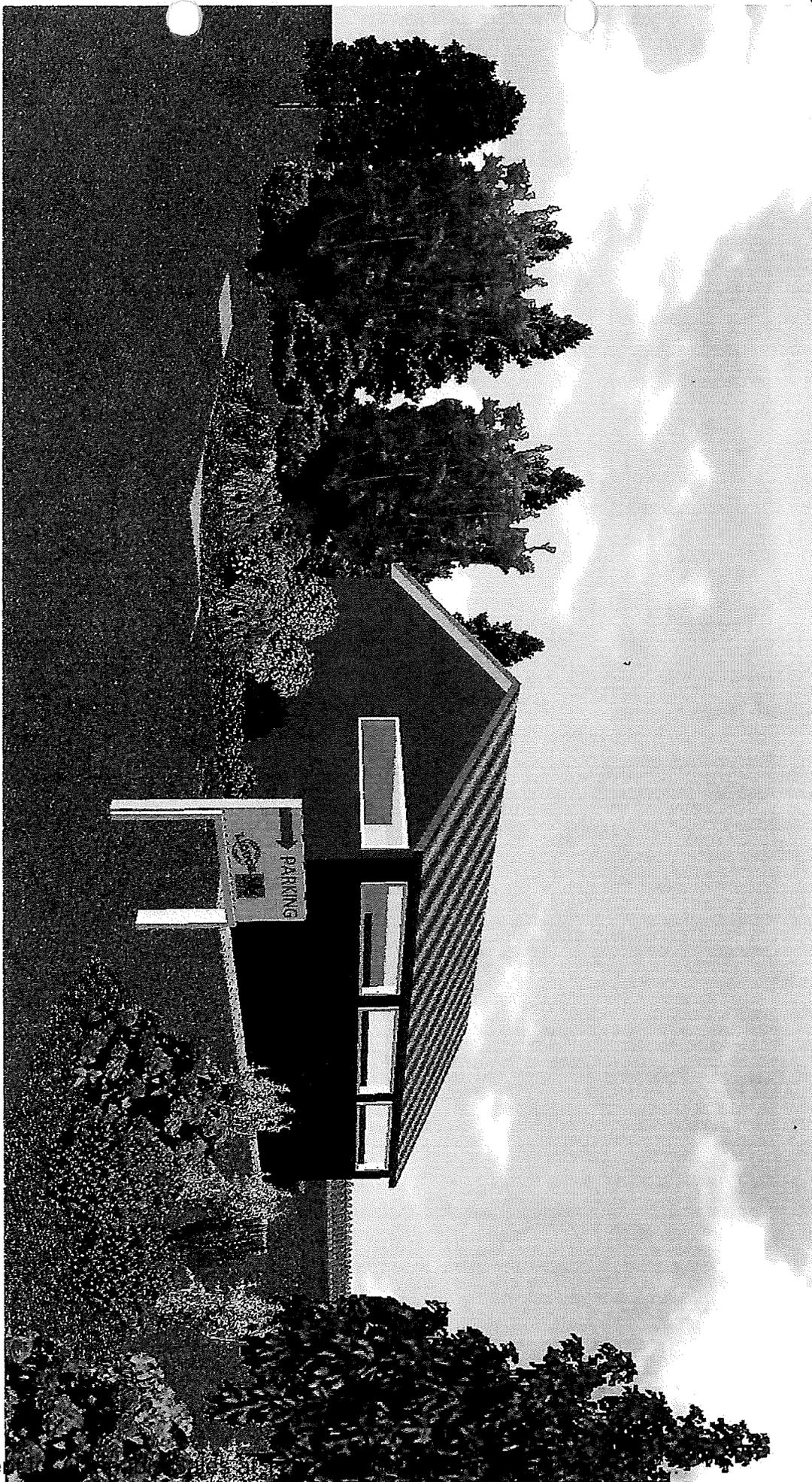


Location Complies with Ucluelet bylaw for Cannabis retail Sales

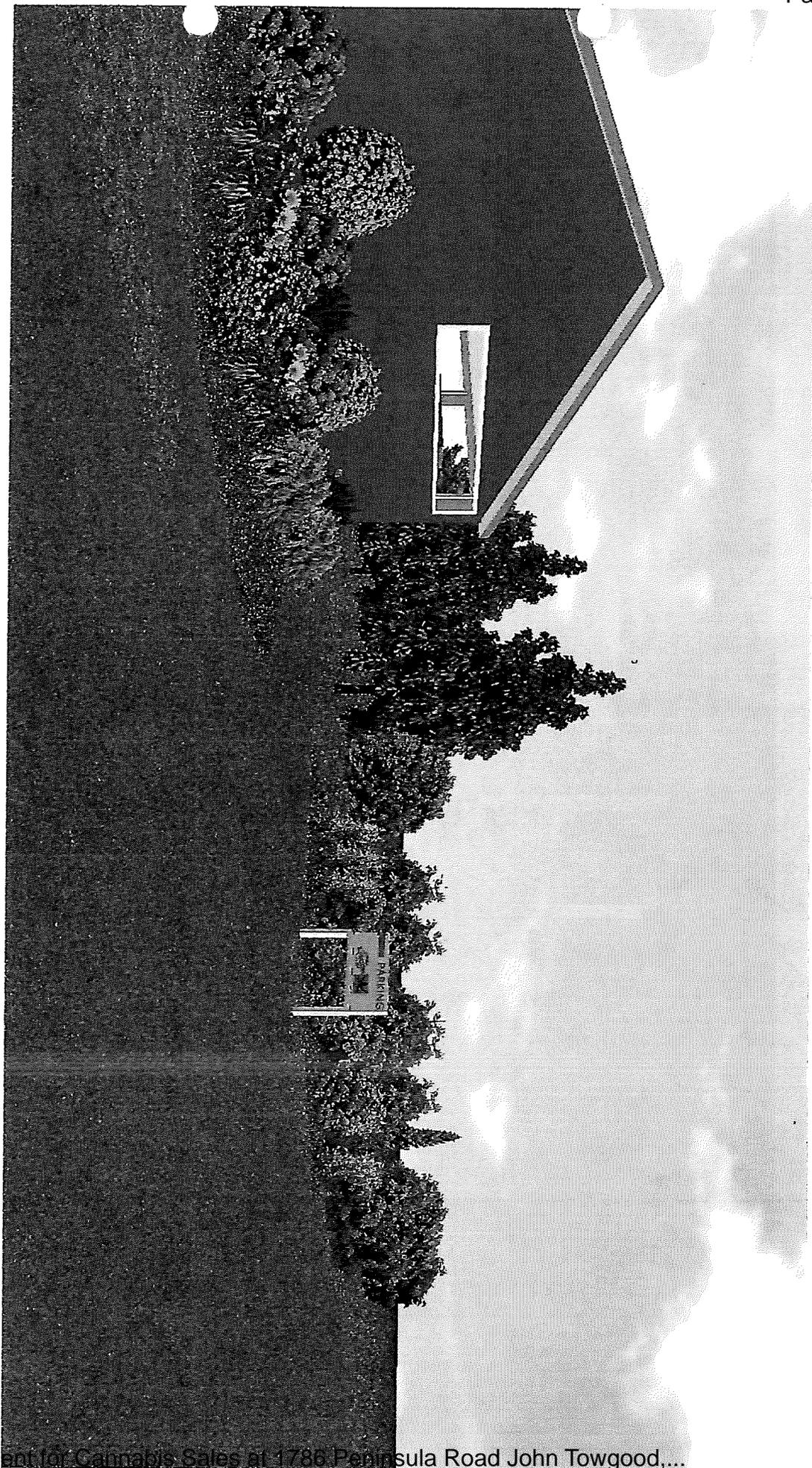
Rd



Northwest Facing view on Larch Street



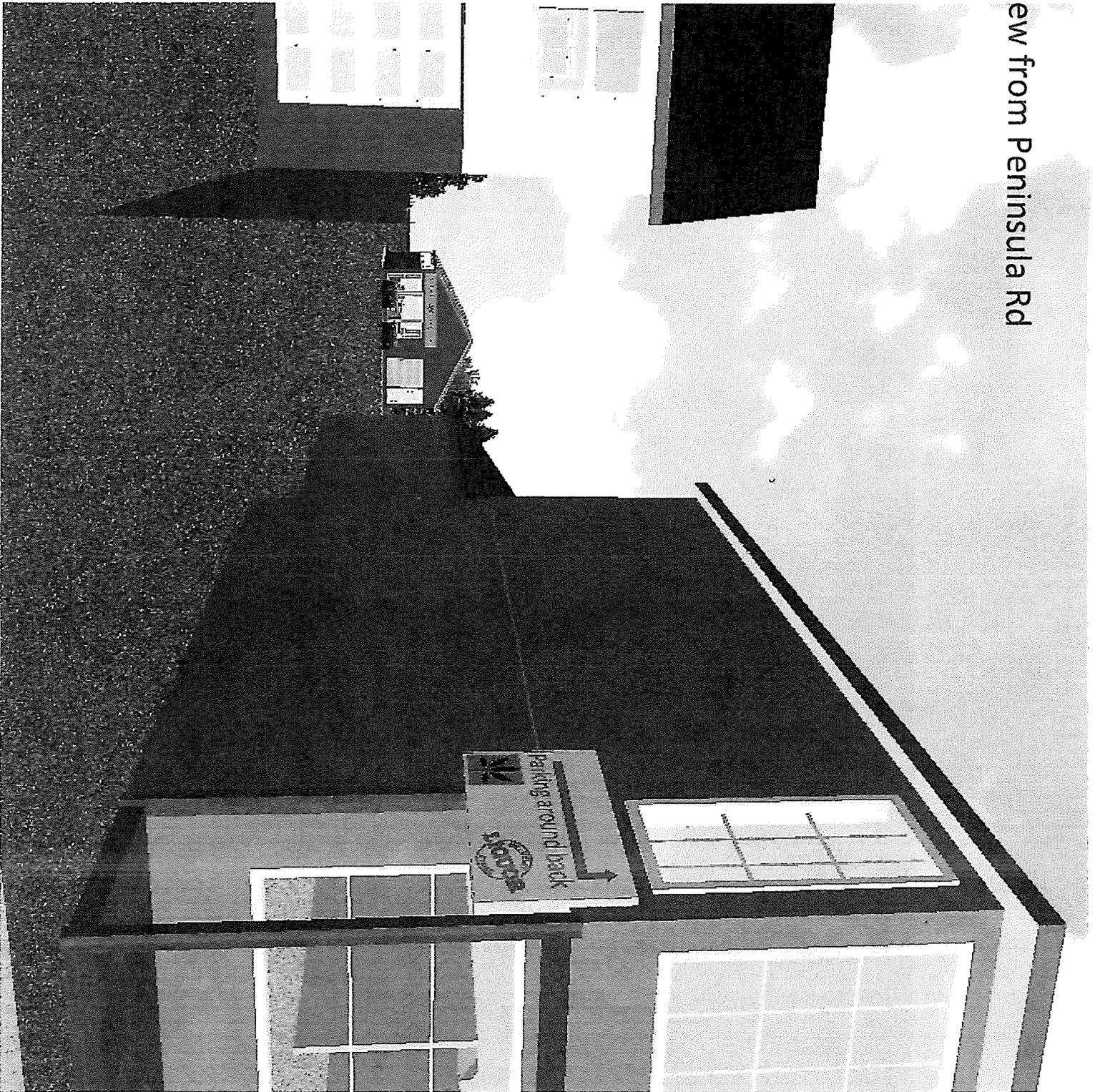
South East Facing view on Larch street



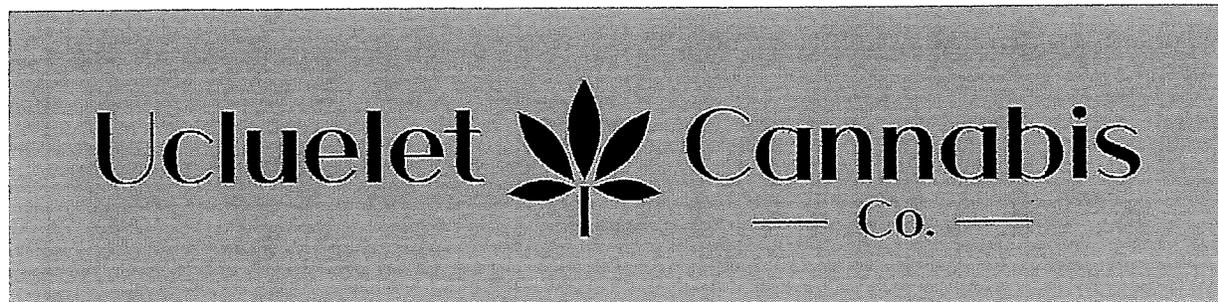
Store Front from Courtyard 1786 Peninsula Rd



View from Peninsula Rd



**36x 120 in Store front sign**



24x48in Parking sign Larch street



36x60 in Parking sign on Southeast side of liquor store building



36x60in Parking sign on northwest side of liquor store building



Dear Mayor and Council,

Date Dec 16<sup>th</sup>

As a neighbour of 1786 Peninsula Road, I am signing this to show my support for the rezoning application to allow for a Cannabis Retail Store. The applicant has shown me a site plan, a rendering and explained store operations to me.

I, Taylor Morgan agree with the rezoning application.

Address Unit # 1 1794 BAY

Tennant

Owner or Tenant

Signature [Signature]

Dear Mayor and Council,

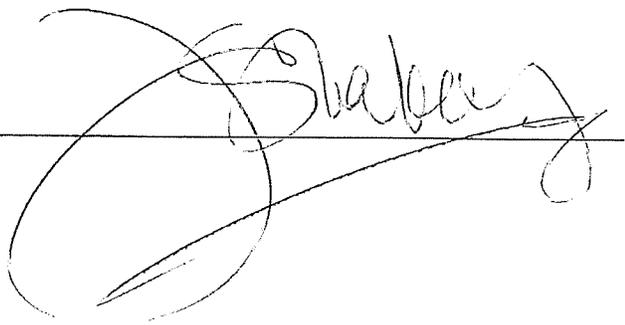
Date Dec 16/18

As a neighbour of 1786 Peninsula Road, I am signing this to show my support for the rezoning application to allow for a Cannabis Retail Store. The applicant has shown me a site plan, a rendering and explained store operations to me.

I, JUDY B SHELLEY agree with the rezoning application.

Address 876 A  
1800 BAY ST  
WILLOWDALE BC

Owner or Tenant

Signature 

Dear Mayor and Council,

Date 17 DEC/2018

I CRISTINE MARTIN the owner, tenant of  
1720 LARCH RD.

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

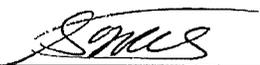
Signature Cristine Martin

Dear Mayor and Council,

Date Dec 17, 2018

I Shawn Mills the owner tenant of  
1626 Larch Rd

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

Signature 

Dear Mayor and Council,

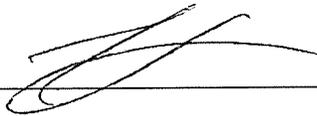
Date Dec 16 2018

As a neighbour of 1786 Peninsula Road, I am signing this to show my support for the rezoning application to allow for a Cannabis Retail Store. The applicant has shown me a site plan, a rendering and explained store operations to me.

I, Tod Henry agree with the rezoning application.

Address 1638 Larch Rd.  
Ucluelet

Owner of Tenant

Signature 

Dear Mayor and Council,

Date Dec 16/ 2018

I, Jessica Beard the owner ~~(tenant)~~ of  
1740 Bay Street

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

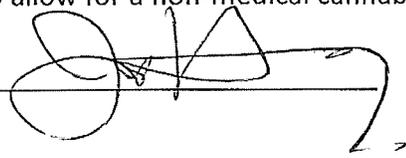
Signature Jessica Beard

Dear Mayor and Council,

Date Dec 16, 2018

I, Jim Harvey the owner/tenant of  
1766 Bay St Ucluelet

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

Signature 

Dear Mayor and Council,

Date Dec 16 / 2018

I Andrew the owner/ tenant of  
1786 Peninsula Road Ucluelet BC

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

Signature Andrew

Dear Mayor and Council,

Date Dec. 16, 2018

I Jesse Ashwell / Ellen Perkins the owner (tenant) of  
1794 Bay St

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

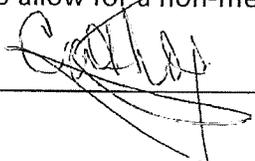
Signature 

Dear Mayor and Council,

Date 16/12/18

I, Cathy Donovan the owner/tenant of  
1719 Bay St.

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

Signature 

Dear Mayor and Council,

Date 16-12-18

I DIETRICH LECLERC the ~~owner~~ tenant of  
1765 BAY ST. TENANT

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

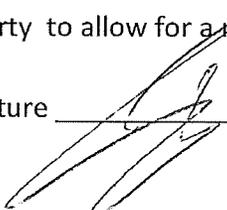
Signature 

Dear Mayor and Council,

Date 16-12-18

I Jason Corbett the owner tenant of  
1722 Bay Street

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

Signature 

Dear Mayor and Council,

Date Dec 16 / 18 .

I Darren Dickenson the owner/tenant of  
1741 Bay St.

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

Signature 

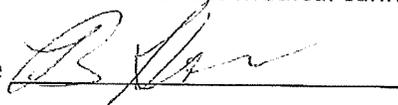
Dear Mayor and Council,

Date Dec 16/18

I Bernadette Herbert the owner/tenant of  
1753 Bay St.

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

Signature

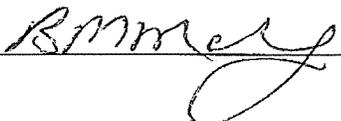


Dear Mayor and Council,

Date Dec 16/2018.

I BELINDA MULVEY the owner/tenant of  
1710 HOLLY CRESCENT

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

Signature 

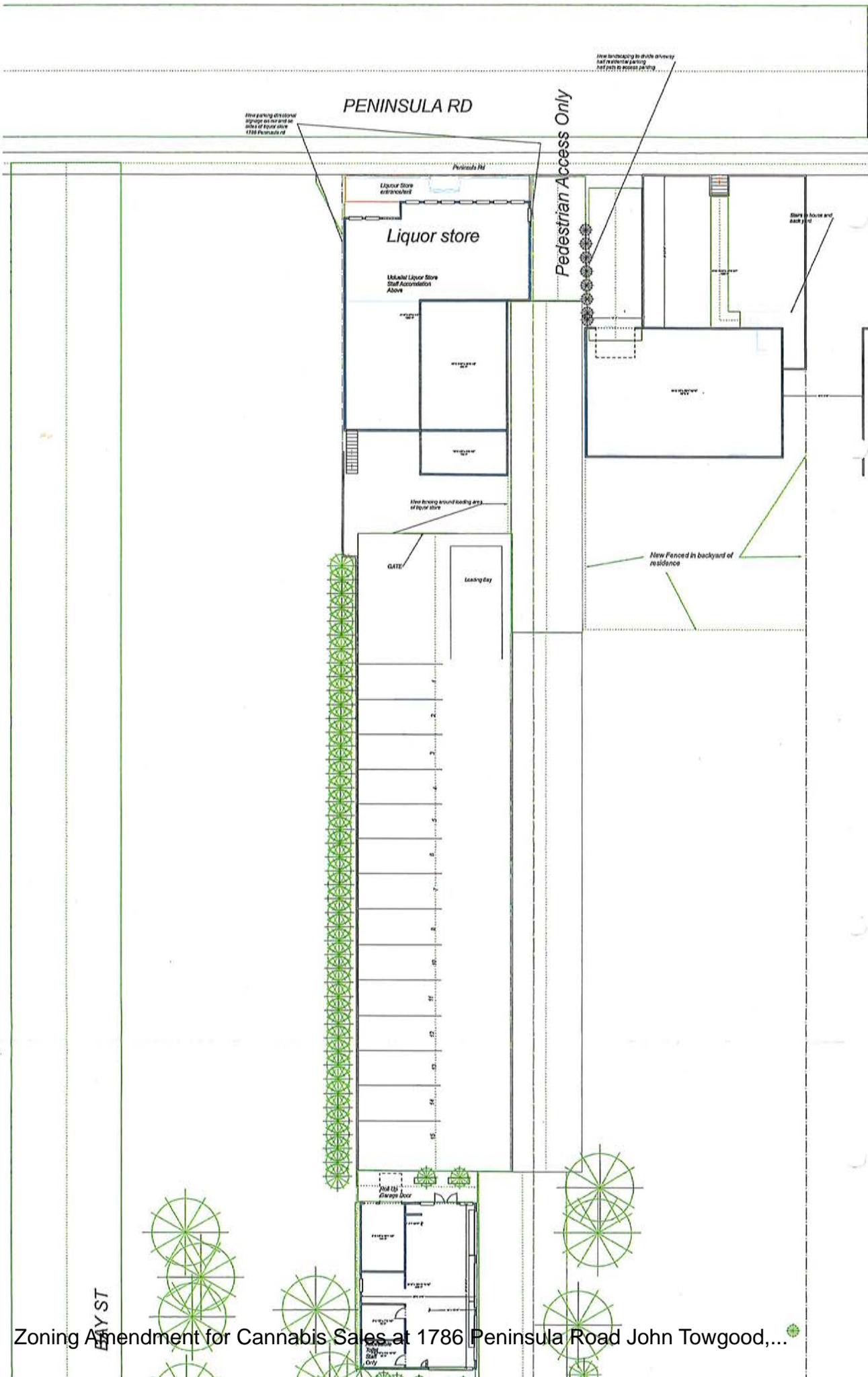
Dear Mayor and Council,

Date DEC 17 2018

I RODNEY GRAMM the owner ~~owner~~ tenant of  
1776 PENINSULA Rd. UCLUELET B.C.

a neighbour of 1786 Peninsula Road Ucluelet, have no objections to the rezoning of this property to allow for a non-medical cannabis retail location.

Signature RJG









## STAFF REPORT TO COUNCIL

Council Meeting: July 9, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3360-20-RZ18-11

**SUBJECT:** ZONING AMENDMENT FOR CANNABIS SALES AT 1685 PENINSULA ROAD

**REPORT NO:** 19- 94

**ATTACHMENT(S):** APPENDIX A – APPLICATION FOR 1685 Peninsula Road

### **RECOMMENDATION:**

1. **THAT** Council, with regard to the requested zoning amendment to add *Cannabis Sales* as a permitted use on a portion of the property at 1685 Peninsula Road:
  - a. direct Staff to prepare a zoning amending bylaw for further consideration;
  - b. indicate to the applicant that the following should be submitted before a public hearing would be scheduled for the bylaw:
    - i. detailed plans and application for a Development Permit for the form and character of changes to the property; and,
    - ii. written confirmation of the applicant’s commitment to contributing to the funding of new curb, gutter, sidewalk and landscaped boulevard works to improve pedestrian safety along the length of the property frontage.
2. **THAT** Council indicate that final adoption of a zoning amendment bylaw to authorize Cannabis Sales would be subject to receiving confirmation that the proponent has received licensing approval from the provincial Liquor and Cannabis Regulation Branch.

### **PURPOSE:**

To provide Council with information on an application to amend Zoning Bylaw No. 1160, 2013, (the “Zoning Bylaw”) to allow *Cannabis Sales* at 1685 Peninsula Road, Plan VIP3486, District Lot 282, Clayoquot Land District, Except Plan RW 2126, That Part bounded on the NW by PCL C DD83737I on the NE BY PL11055 & PL4011 on the SE by PCL J DD141236I & on the SW by Peninsula RD as shown on PL3486 (the “Subject Property”).



Figure 1 – Subject Property

**BACKGROUND:**

This application for *Cannabis Sales* was received January 29, 2019. For more general information on Cannabis Sales and associated legislation please see the preceding general report on Cannabis Sales in this agenda.

**DISCUSSION:**

This application proposes to locate the proposed *Cannabis Sales* in an existing storage building located on the lower level to the rear of the subject property; 1685 Peninsula (Figure 2).



Figure 2 – Subject Building

The subject property currently contains five buildings and is home to Barry's Drug Store, the Jigger's mobile vending food truck and multiple buildings used as storage. The property has two distinct levels connected by two single-lane access roads running down the side yard property lines. The top level, which is the Peninsula Road frontage, has one building containing two commercial spaces: the Barry's Drug Store and the indoor seating/washrooms for the Jigger's mobile vending use. The lower portion contains four buildings which are used as storage or are vacant. The subject building located to the north-west of the property, on the lower level (the former home of a framing shop) was to be a sound studio for Ukee Radio - but the Building Permit (BP) for that use was never completed.

Since this is a rezoning, a review of the available files was done to establish the status of subject building. The lower level area was rezoned in 1993 to allow for storage warehouses and a DP was approved in February 1994 for the lower level for the three storage buildings, parking, and landscaping (See Figure 3). One of the buildings indicated on the DP is the subject building but shown in a slightly different location on site.

It should also be noted that it appears the landscaping and delineated parking indicated in the DP were never completed. The subject building was transported to site by a "moving permit" in 1993, but there is no indication that a building permit for the foundation or servicing of that building was applied for or that an occupancy of any kind was received.

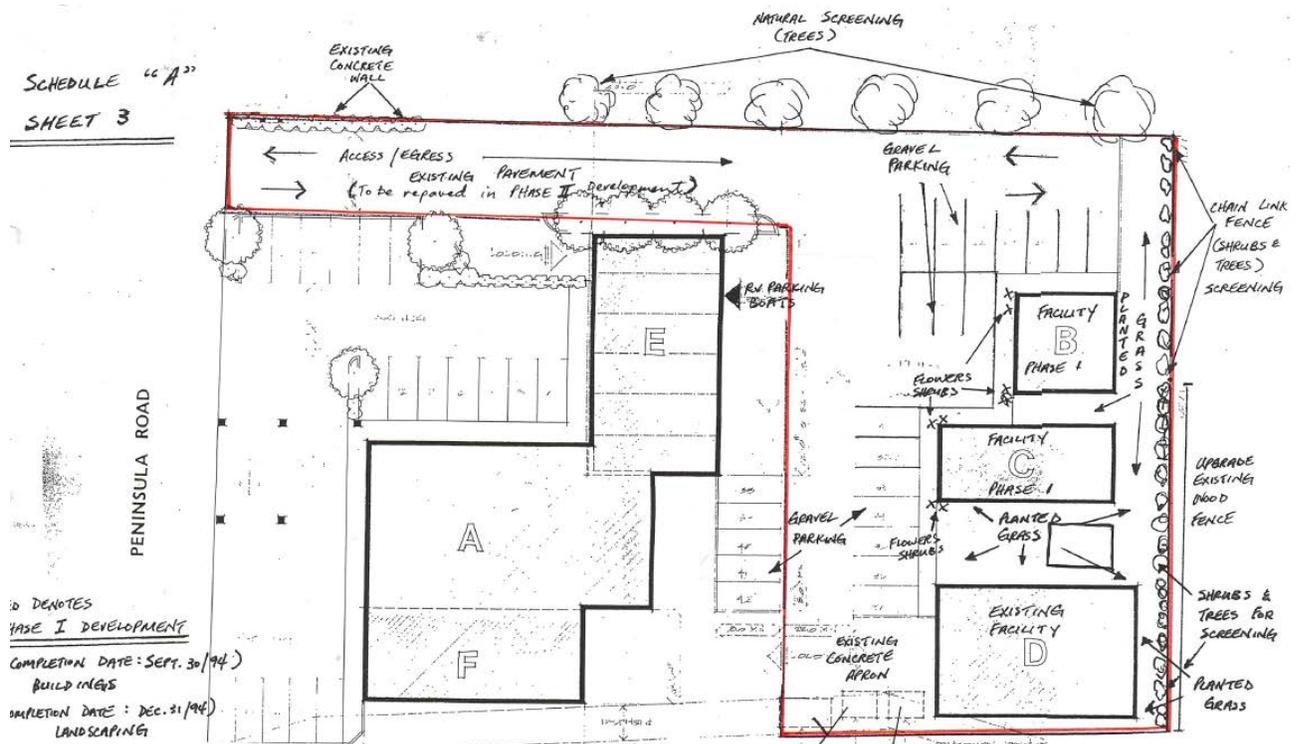


Figure 3 - 1994 DP Plan

To summarize, the foundation of subject building was not approved under the BP, the landscaping and the parking delineation proposed in the 1993 DP were never completed and no occupancies were given for any of the buildings.

### Zoning

The subject property is currently zoned CS-1 and this zone has a variety of possible commercial uses with *Retail* being the closest use to *Cannabis Sales*. The Cannabis Sales is defined in the Zoning Bylaw as follows:

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

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

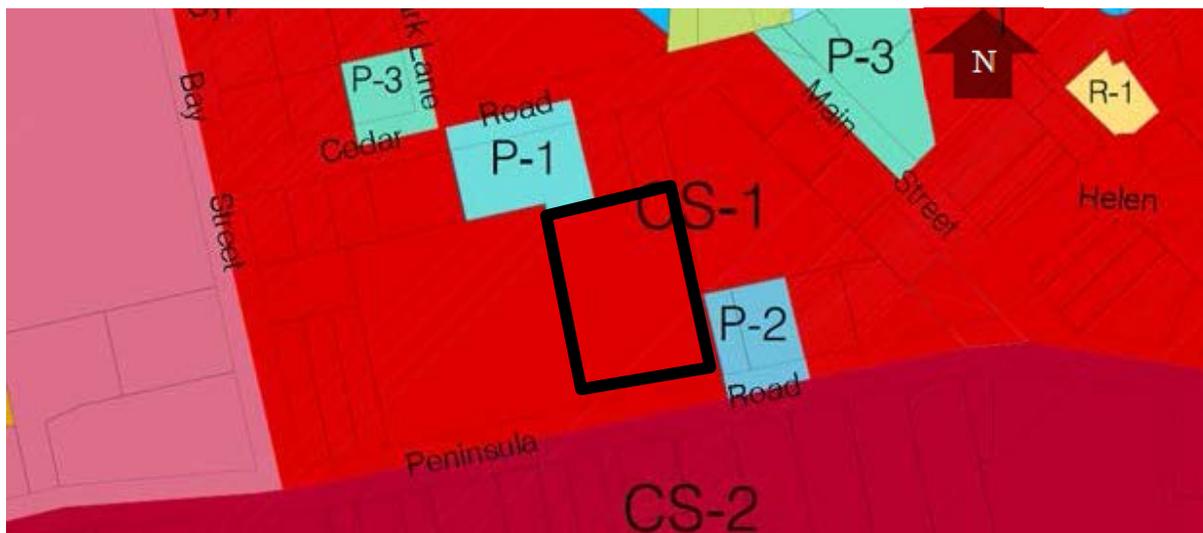


Figure 4 - Zoning Map excerpt

### Official Community Plan

The Official Community Plan (OCP) designates the subject property as the Village Square Development Permit Area (DPA No.1) which is established for the following purposes:

- revitalization of an area in which a commercial use is permitted; and
- establishment of objectives for the form and character of development in the resort region.

The Village Square is Ucluelet’s commercial core and is designated to have the highest density. A key objective of DPA No.1 is to assist the revitalization of the Village Square to enhance and create a form and character that befits this core area.

Another key planning consideration is the walkability of the Village core. Currently the core consists of a large block bound by Bay Street, Cedar Road, Main Street, and Peninsula Road. This large key block currently has no public pedestrian access, hindering the free movement of a successful commercial area. The current OCP envisions the breakup of this block as shown in the following image (Figure 5).

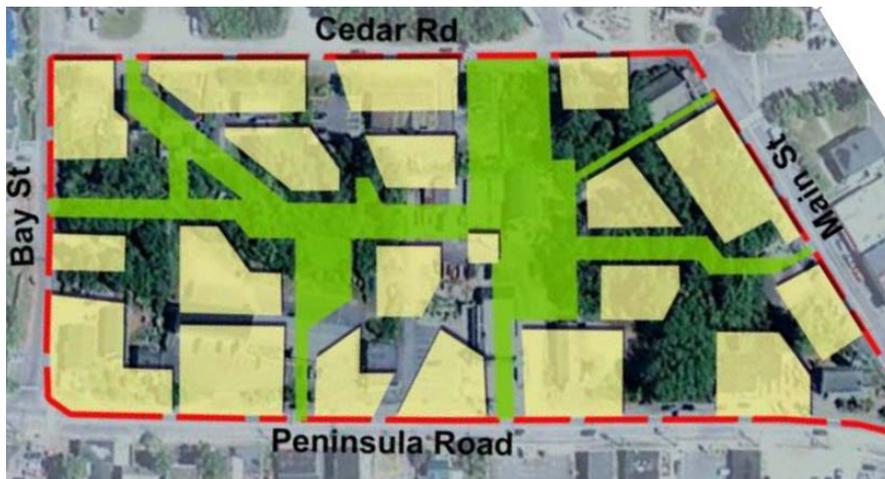


Figure 5 – 2011 OCP DP Image

With the recent purchase and design of the Cedar Road parking lot, that OCP plan can now be looked at with greater clarity. The following sketch (Figure 6) illustrates how the block may evolve with better access over time, and attempts to retain the site’s significant trees, create shared access to business and public parking, create strong pedestrian movement at multiple mid-block points, and maximize the commercial street frontages.

As indicated below, the location of the subject building works with this vision. Although the OCP contemplates a higher density ground-floor commercial with multi-family residential above, this proposal only contemplates the upgrading of the current building, landscaping, and definition of the parking areas.



Figure 6 – draft sketch

### Revitalization and Form and Character

The proposed building is in a poor state of repair and lacks a building permit for its foundation. Since the proposed Cannabis Sales use is a “change of use”, the building will need to be brought up to the standard of the current building code. From a review of the exterior of the building and from the drawings on file, Staff consider that the building will need to be substantially rebuilt.

The applicant has stated that a structural review of the building will be conducted, and necessary upgrades will be completed. The applicant also indicated that they will upgrade or replace the exterior materials of the building to make the building conform to the applicable form and character DP guidelines. The applicant has also shown that they will install an accessibility ramp to access the unit. This work will form part of the Development Permit and a full and complete DP application will be required to describe the rebuild of the building and landscaping, prior to a public hearing, if the proposal progresses to that stage.

### Parking and Pedestrian Access and Frontage Upgrades

The subject buildings vehicle access will be off Peninsula Road down a paved one-way lane running downhill along the south-east property line and egress will be by the paved one-way lane running along the north-west property line. The subject property’s Peninsula Road frontage does not have curbing, traffic bump outs, landscaping, or sidewalks.

The property has three access points which is more than desirable for a commercial property. Currently all three access points do not have enough width for two-way traffic and are not signed as one-way.

The internal circulation has a paved one-way ingress to the lower level and a one-lane paved egress with a very steep incline. There is no defined internal parking and there is no dedicated internal pedestrian routes or paths.

As a rezoning is a discretionary Council decision, it is appropriate for pedestrian and vehicle movement on, off, and through the property to be considered and secured when possible. It is also important to consider the costs to the applicant and ensure any upgrade requests are appropriate for what is being proposed.

Staff have worked with the applicant to bring the proposal to a supportable level that considers improvements appropriate to this rezoning request. The following sketch reflects the result of those conversations (Figure 7).

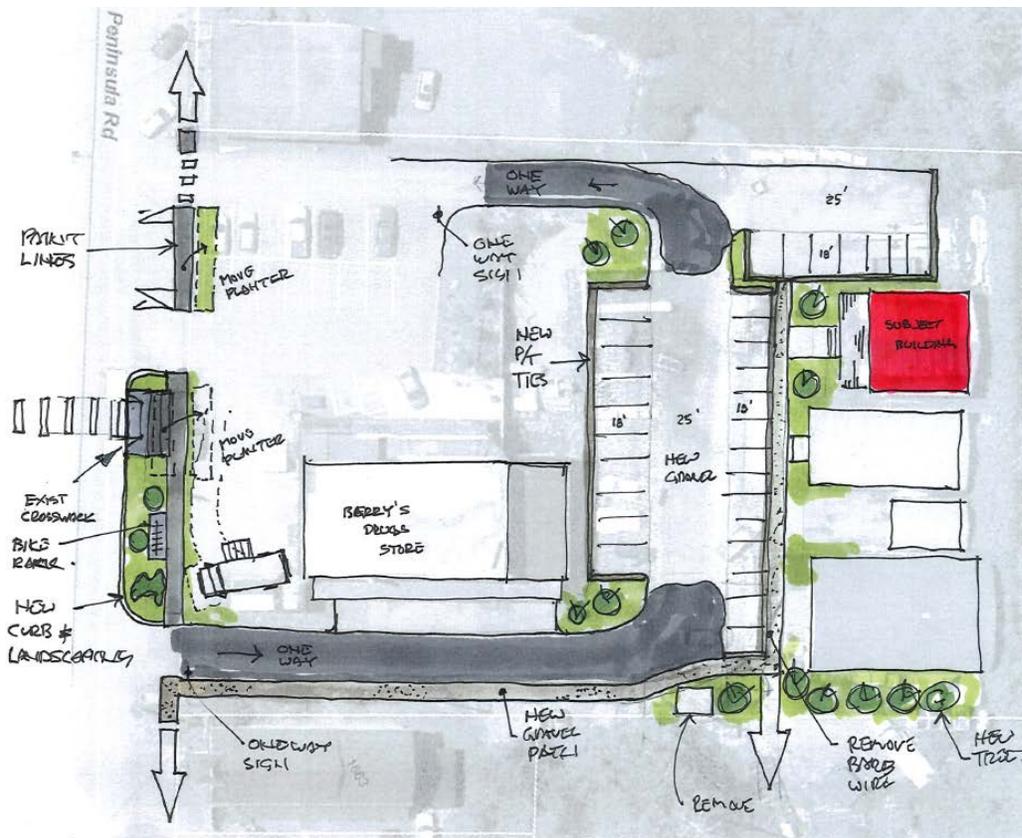


Figure 7 – Staff Sketch

The applicant is proposing to define the lower area with timber delineated parking areas with new gravel topping and add a gravel sidewalk/path to lead from Peninsula Road along the south-east property line to the subject building. The lower area will be landscaped with native species trees and shrubs as indicated above.

The applicant is offering to provide a public pedestrian and vehicle Statutory Right-of-Way (SRW) in the name of the District of Ucluelet over the south-east lane. The applicant is also proposing to contribute \$20,000 to add a gravel path from Peninsula Road to the District parking lot (half the cost of 40m x \$1000/m). In addition, the applicant has offered to contribute \$23,500 toward frontage upgrades on Peninsula Road consistent with Figure 5. Staff envision an initial walkway, landscaping, and minimal curbing in place to allow pedestrian movement across the Peninsula Road frontage. Considering the offer of the SRWs, the proposed landscaping and building upgrades, and the pathway contributions offered, Staff consider this an appropriate level of contribution for this rezoning request.

The applicant has also stated that they are interested in further developing the lower level to a higher density in the future, and it would be appropriate to request contribution toward the full frontage upgrades at that time.

A storm sewer currently runs from Peninsula Road to the District's Cedar Road Parking lot. The related SRW plan was registered at land titles but was never registered on title of the subject property. The applicant is offering to allow that plan to be registered on the title of the subject property as part of this rezoning.

**MITIGATE THE IMPACT TO THE NEW USE:**

The location of the subject building can be considered a low-key location. Upgrades to the landscaping and the building will be crucial to ensuring this Cannabis retail proposal would be a positive addition to the community.

**NET PUBLIC BENEFIT:**

The proposed street improvements, the upgrades to the building, the new landscaping and the securing of the pedestrian, vehicle, and storm sewer SRW presents a clear public benefit.

**LIQUOR AND CANNABIS REGULATION BRANCH APPROVAL:**

This proposal has not been approved by the Liquor and Cannabis Regulation Branch (LCRB) at the time of the writing of this report. Staff recommend that final adoption of any rezoning bylaw for Cannabis Sales be subject to receiving confirmation of licensing approval from the LCRB.

**REQUIRED DISTANCES:**

The following chart lists the minimum distances from the locations specified in the April 24, 2018 Council report:

School grounds (Min 300m)	500m
Public playground Fraser Lane (Min 300m)	230m
Licensed daycare facilities (Min 300m)	590m
Ucluelet Community Centre (Min 300m)	990m
Ucluelet Aquarium (Min 300m)	220m
Municipal Hall (Min 300m)	200m
Tugwell Sports Fields (Min 150m)	1100m

It should be noted that these minimum distances are not legislated distances and Council can weigh the relative importance of these distances against the merits of each application.

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

Should the application proceed, staff time will be required to process this Zoning Bylaw Amendment and associated permits, including giving notice of a Public Hearing. Staff will also need to manage the design and construction of the path and frontage improvements.

**FINANCIAL IMPACTS:**

The District will need to budget for the other half of the cost to design and construct the path from Peninsula Road to the District Parking lot, and any cost over \$20,000 to construct frontage improvements on Peninsula Road. These improvements to the public realm were already anticipated and are subject to municipal budget processes.

**POLICY OR LEGISLATIVE IMPACTS:**

The addition of Cannabis Sales to a commercial zoning would be considered consistent with the Official Community Plan as *Cannabis Sales* is considered a commercial use. A set of drawings appropriate for Development Permit approval would be provided prior to scheduling a public

hearing, with the DP approval being considered at the time of bylaw adoption, if the application proceeds to that point.

**SUMMARY**

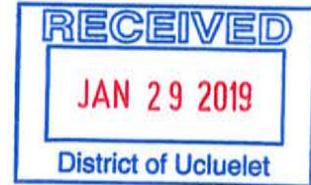
The revitalization of the subject property and the securing of vehicle, pedestrian, and storm sewer rights-of-way present a direct benefit for the community.

**OPTIONS REVIEW:**

Staff recommend that the application proceed to the bylaw stage, including gathering public comment at a public hearing. Alternatively, Council could direct one of the following:

3. **THAT** Council give notice of its intent to consider issuing a Temporary Use Permit for *Cannabis Sales* on the property at 1685 Peninsula Road at this time, and reserve consideration of a zoning amendment bylaw to a future date once the use has an established track record in this location.
4. **THAT** Council reject the application.
5. **THAT** Council provide alternative direction to Staff and/or the applicant.

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



15/Jan/2019

To  
The District of Ucluelet  
200 Main St.  
Ucluelet BC V0R3A0

Dear Mayor and Council,

I'm writing this letter for your consideration on behalf of Ukee Square Holdings Ltd., the property owning company for 1685 Peninsula Road, in support of its development application for Commercial Rezoning for Retail Cannabis Business.

As a property with a current CS-1 zoning within the Village Square region of the District, I believe the current rezoning request perfectly compliments the existing businesses on the property and perfectly aligns with policy 3.59 of 2018 OCP - to be the focal point for commercial and socio-economic activity in Ucluelet and policy 3.52 of the same - new retail, service and office development shall be concentrated in the Village Square designation to maximise pedestrian access for employees and customers and maintain the vitality of the village core.

Also, the proposed building is an ideal location meeting the recommendations in Report 18-35. The property is in compliance with suggested distances from places of importance with low-key storefront design and signage reflecting the character of the Ucluelet streetscape and surrounding commercial properties. The proposed building is quite accessible, yet private, with ample parking. Moreover, the store approval on this property also benefits community by facilitating adjacent pedestrian access to the city owned parking lot, improved downtown connection and a possible further future expansion on property that may bring in additional retail spaces and work/artist spaces to the Village Square.

With many positive attributes and subsequent community benefits, I respectfully request the Council to consider this letter in making a decision and it would be great to have an approval for one Retail Cannabis Business on this property.

Thank You for your time and consideration.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read "V. Sajja".

V.Sajja

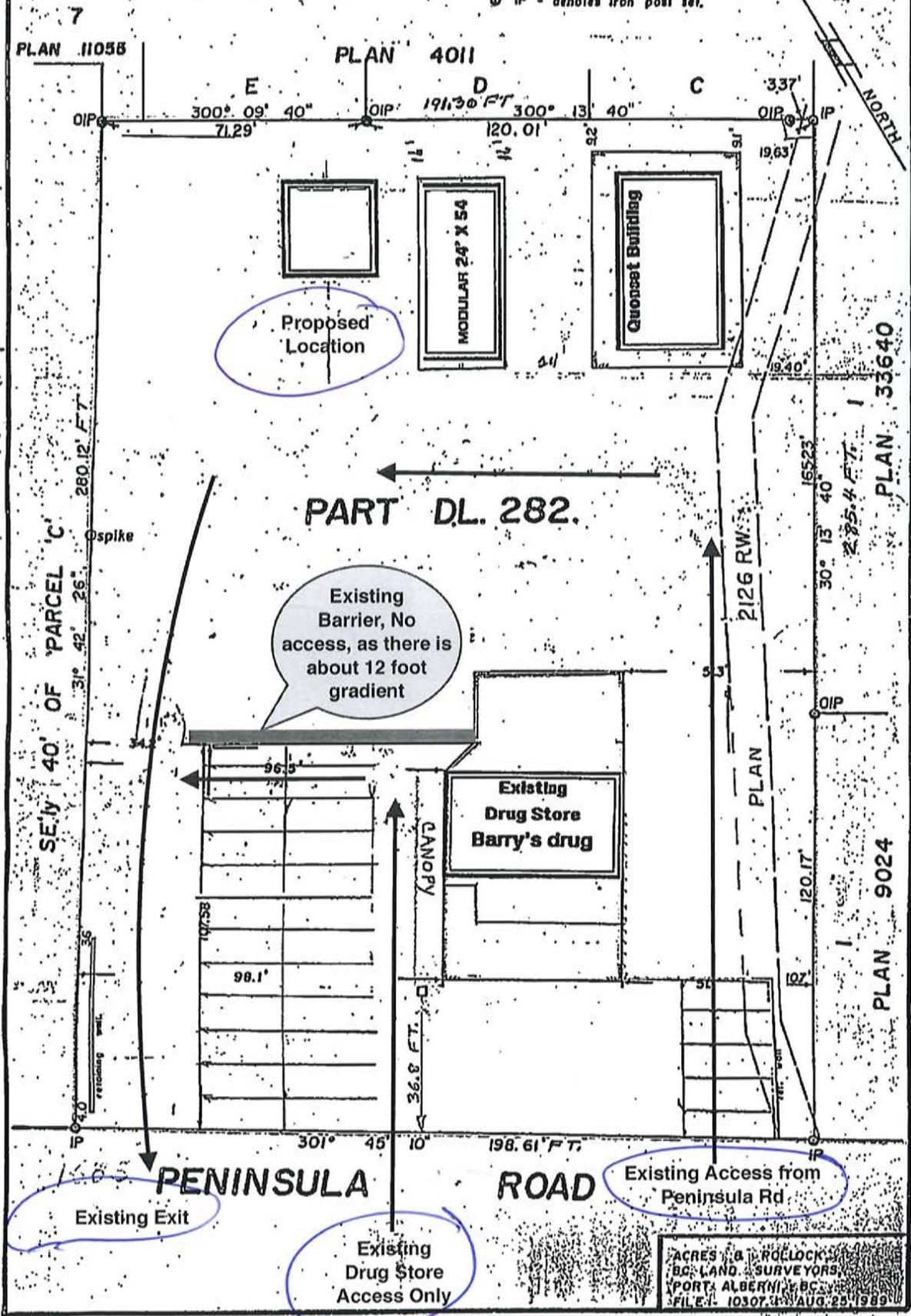
For Ukee Square Holdings Ltd.

# SKETCH PLAN OF PART OF DISTRICT LOT 282, CLAYOQUOT DISTRICT.

SCALE - 1" = 30'

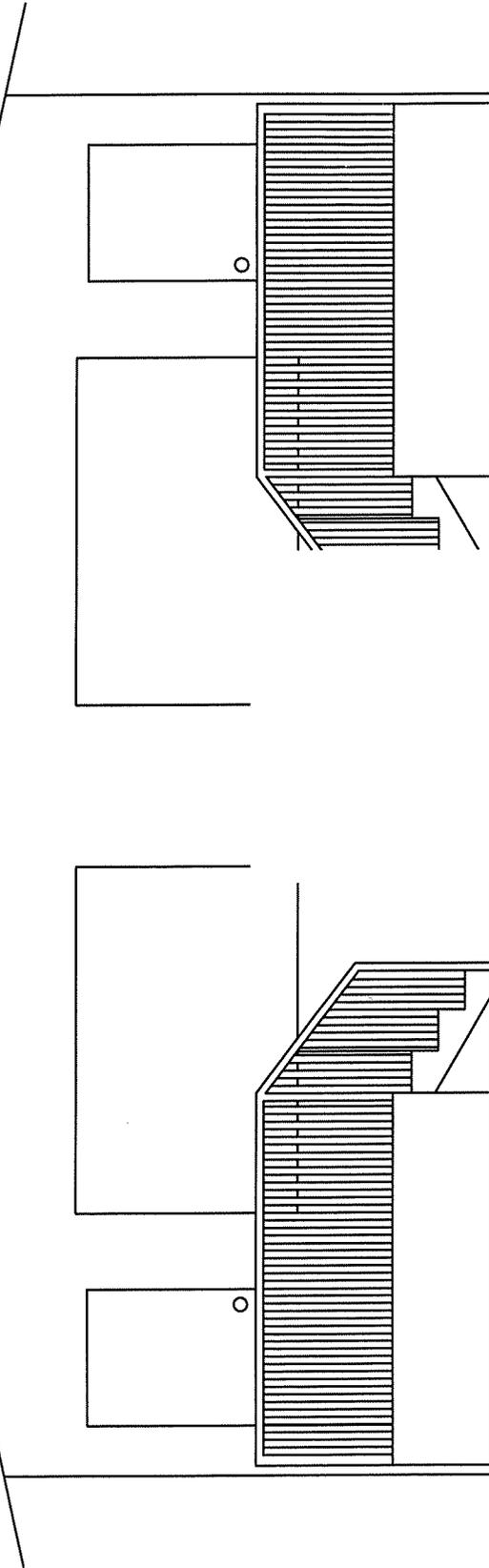
### LEGEND:-

- ⊙ OIP - denotes iron post found
- ⊙ IP - denotes iron post set.

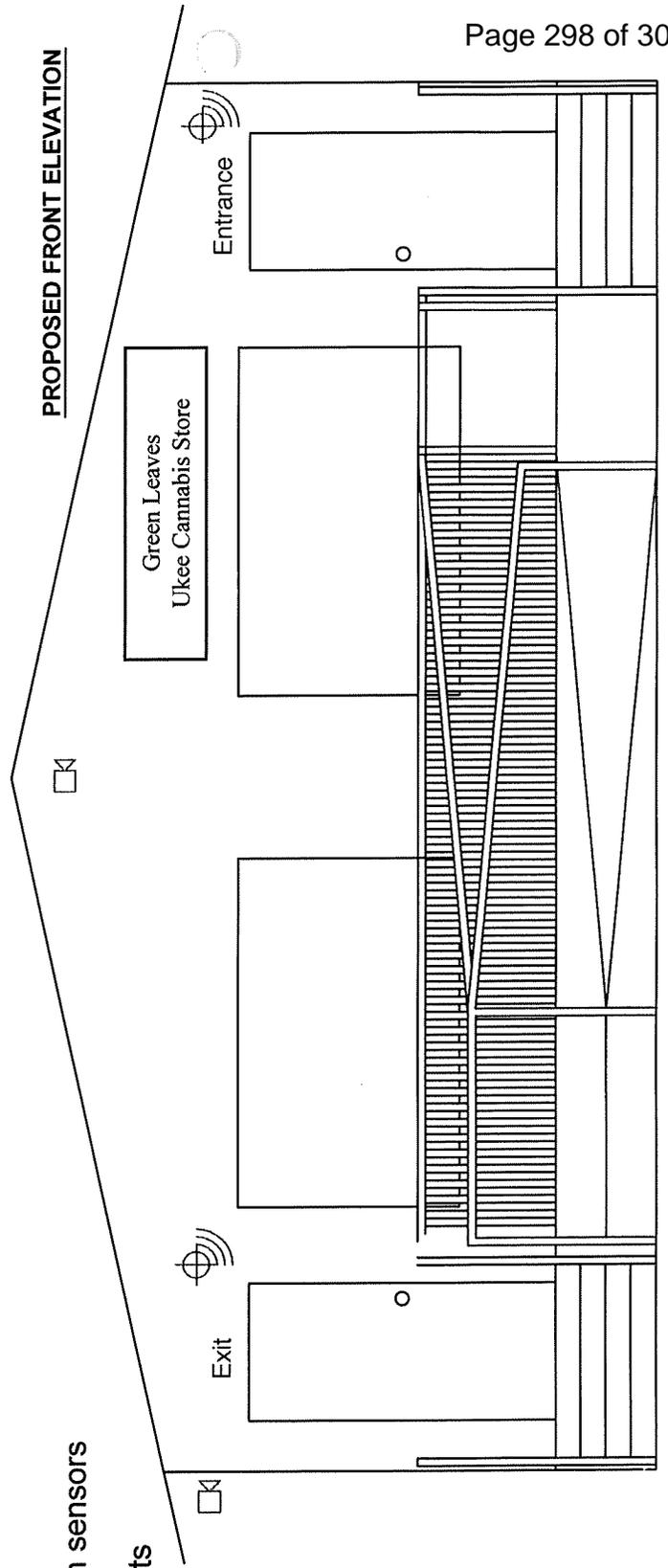


ACRES & ROLLOCK  
 BC LAND SURVEYORS  
 PORT ALBERTA, BC  
 FILE # 10307, AUG. 25, 1989

EXISTING FRONT ELEVATION



PROPOSED FRONT ELEVATION



security cameras with sensors

motion activated lights

1685 PENINSULA ROAD - LOWER BUILDING	
DECEMBER 13, 2018	
Prepared by PROPER MEASURE™ MID ISLAND for the exclusive use of "CUSTOMER". These plans are intended for preliminary design purposes only and are not suitable for construction. All critical measurements must be verified. Private resale or modification of floor plans to a third party by any individual or entity other than Proper Measure Mid Island is strictly prohibited.	
AREA (SQ. FT.)	919
<b>TOTAL</b>	<b>919</b>

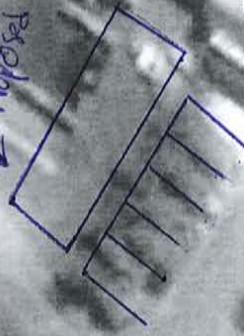


40 m

**Legend**

-  1685 Peninsula Rd
-  Approx Location Future building
-  Barrys Pharmacy

*Proposed 2 storey building  
(Future plan)*



1685 Peninsula Rd

**Untitled Map**

Write a description for your map.

Zoning Amendment for Cannabis Sales at 1685 Peninsula Road John Towgood,...

Google Earth

© 2013 Google  
Image © 2019 DigitalGlobe





## STAFF REPORT TO COUNCIL

Council Meeting: JULY 9, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, CORPORATE CLERK

**FILE NO:** 3900-25

**SUBJECT:** BYLAW TO REPEAL COMMISSIONS

**REPORT NO:** 19-90

**ATTACHMENT(S):** APPENDIX A - DISTRICT COMMUNITY ENGAGEMENT REPORT – REPORT NO 19-75  
APPENDIX B – DRAFT BYLAW NO. 1250, 2019

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

1. **THAT** Council give First, Second, and Third Reading to the “Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019”.

### **PURPOSE:**

The purpose of this report is to introduce a repealing bylaw intended to discontinue the Recreation Commission and the Harbour Advisory Commission (HAC).

### **BACKGROUND:**

At the June 11, 2019 Regular Meeting, Council reviewed the District of Ucluelet Engagement Update Report (Appendix A) and adopted the following resolutions:

1. *THAT Council request staff plan a Community Town Hall with a focus on engagement for the Fall of 2019; and*
2. *THAT Council direct staff to discontinue the Harbour Advisory Commission and the Parks and Recreation Commission.*

The Recreation Commission was established by the “Ucluelet Recreation Commission Establishment By-law No. 669, 1995”. HAC was established by the “Ucluelet Harbour Advisory Commission Bylaw No. 847, 2001”.

### **TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS:**

Demand on staff time and resources will be reduced with the proposed bylaw repeal.

### **FINANCIAL IMPACTS:**

There will be Council Remuneration costs savings associated with Council Liaisons no longer attending Commission meetings. Some staff overtime cost savings will also be realized.

**POLICY AND LEGISLATIVE IMPACTS:**

If adopted, Bylaw No. 1250, 2019 will discontinue the Recreation Commission and HAC by repealing their establishing bylaws.

**OPTIONS REVIEW:**

1. **THAT** Council give First, Second, and Third Reading to the “Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019”.
2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Joseph Rotenberg, Corporate Clerk  
Marlen Lagoa, Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer



## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 11, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0540-01

**SUBJECT:** DISTRICT COMMUNITY ENGAGEMENT UPDATE

**REPORT NO:** 19-75

**ATTACHMENT(S):** NONE

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

1. **THAT** Council request staff plan a Community Town Hall with a focus on engagement for the Fall of 2019; and
2. **THAT** Council direct staff to discontinue the Harbour Advisory Commission and the Parks and Recreation Commission.

### **PURPOSE:**

The purpose of this report is to provide background on current District engagement practices and summarize some discussion points for future considerations.

### **BACKGROUND:**

Since 2017, the District of Ucluelet has looked to improve its engagement with the community regarding current and proposed initiatives. Several existing methods of garnering community input were in place but required some improvements and increased resources.

The following is a list of methods currently used by the District to receive input from, and provide updates to, the Ucluelet community.

1. **Correspondence to Mayor and Council** – Local residents, businesses, and associations regularly provide input via letters, or email (info@ucluelet.ca), addressing Mayor and Council. This correspondence is shared directly with Council and most items are placed on the next Council agenda for discussion, as needed.
2. **Email Group** – The District manages an email listserv (Ukee Mail) that currently has 794 subscribers. Regular notices of events, disruptions, and input requests are sent through this email group.
3. **Social Media** – The Ucluelet Community is very active on social media, particularly Facebook. The District manages its own Facebook page which currently has 1,470 followers. In addition, there is also an active community page (Ucluelet Community Board) that currently has over 1,500 followers and shares District information.
4. **Project Based Engagement** – Online and open house engagement methods are used to gather feedback on specific projects or plans throughout the year. Some recent example includes the

Official Community Plan development in 2018, the annual budgeting process, and partnering with BC Transit with a dual open house on April 4, 2019.

5. **Council Liaisons** – Prior to 2019, Council members were assigned as liaisons for more than 30 community organizations and societies. This practice has been discontinued and Council now encourages these societies to come and speak directly with Council regarding updates or requests from their organizations. Council has also held two all-societies meetings since the start of their term. The District has also looked to improve communication with, and between, societies by establishing a centralized email list that allows community groups to provide updates with each other and Council.
6. **Advisory Committees** – The District currently has two committees of Council, the Harbour Advisory Commission and the Parks and Recreation Commission. These committees both meet to discuss specific issues but also have different formats from each other. The Harbour Advisory Commission reviews current issues related to the harbour and provides comment to the Harbour Authority (Council). The Parks and Recreation Committee reviews current issues for their area, but also have previously been allocated funds to initiate and lead projects. The committees have not met in 2019.

#### **DISCUSSION:**

There are several items worthy of discussion to improve engagement at the District. The ability for staff to effectively deliver improved engagement service is directly related to the availability of resources. Effective communication with the community must be clear, accurate, and with purpose. To achieve this for the spectrum of communication methods listed above, substantial amounts of staff time is required. Staff proposes that a Community Town Hall meeting in the Fall of 2019 to update the public on the status of current projects and provide an opportunity to comment on engagement practices provided in the Background of this report.

At this time, based on the observations in 2018, Staff are recommending that the benefits of the advisory committees to the District can be achieved in other ways. Staff believe that encouraging direct engagement with Council and the Harbour Authority is a much more effective use of resident, Staff, and Council time and resources. These committees also require additional staff time in the form of meeting planning, agenda setting, minute taking, and 2-3 staff members attending meetings. If needed, select committees (temporary) can be appointed by Council to discuss specific initiatives.

One potential consideration for the District is to conduct a satisfaction survey regarding District services. A public survey was used to gather community feedback on how the Barkley Community Forest funds should be spent. The District received 181 responses which is a very high level of feedback. Community surveying is a tool that the District could consider using more frequently.

#### **OPTIONS REVIEW:**

1. **THAT** Council request staff plan a Community Town Hall with a focus on engagement for the Fall of 2019. **(Recommended)**
2. **THAT** Council direct staff to discontinue the Harbour Advisory Commission and the Parks and Recreation Commission. **(Recommended)**
3. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Mark Boysen, Chief Administrative Officer

**DISTRICT OF UCLUELET****Bylaw No. 1250, 2019**

A bylaw to repeal the Ucluelet Recreation and Harbour Advisory Commission establishment bylaws.

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**WHEREAS** the “Ucluelet Recreation Commission Establishment By-law No. 669, 1995” establishes a commission known as the Ucluelet Recreation Commission and the “Ucluelet Harbour Advisory Commission Bylaw No. 847, 2001” establishes a commission known as the Ucluelet Harbour Commission; and,

**WHEREAS** Council wishes to discontinue the Ucluelet Harbour Advisory Commission and the Ucluelet Recreation Commission;

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

1. This bylaw may be known and cited for all purposes as the “Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019”.
2. The “Ucluelet Recreation Commission Establishment By-law No. 669, 1995” and any amendments thereto are hereby repealed.
3. The “Ucluelet Harbour Advisory Commission Bylaw No. 847, 2001” and any amendments thereto are hereby repealed.

**READ A FIRST TIME** this \*\* day of \*\*\*, 2019.

**READ A SECOND TIME** this \*\* day of \*\*\*, 2019.

**READ A THIRD TIME** this \*\* day of \*\*\*, 2019.

**ADOPTED** this \*\* day of \*\*\*, 2019.

**CERTIFIED CORRECT;** of the "Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019".

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Mayco Noël  
Mayor

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Mark Boysen  
Corporate Officer

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

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Mark Boysen  
Corporate Officer