



REGULAR MEETING OF COUNCIL
Tuesday, October 13, 2020 @ 3:30 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 Ucluelet First Nation, on whose traditional territories the District of Ucluelet operates.

3. NOTICE OF VIDEO RECORDING

Audience members and delegates are advised that this proceeding is being conducted partially via Zoom and broadcast on the District of Ucluelet's YouTube Channel. Zoom and YouTube may store data on foreign servers.

For more information about how to attend the meeting by Zoom and the YouTube broadcast please visit <https://ucluelet.ca/community/district-of-ucluelet-council/communicating-with-council>.

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5. APPROVAL OF AGENDA

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BC
Re: Surfrider Update

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- 12.2 Councillor Lara Kemps
Deputy Mayor April - June 2020
- 12.3 Councillor Jennifer Hoar
Deputy Mayor July - September 2020
- 12.4 Councillor Rachelle Cole
Deputy Mayor October - December 2020
- 12.5 Mayor Mayco Noël

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DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, September 8, 2020 at 3:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, and Kempes,
 Staff: Mark Boysen, Chief Administrative Officer
 Bruce Greig, Manager of Community Planning
 Donna Monteith, Chief Financial Officer (Attending Via Zoom)
 Abby Fortune, Manager of Recreation & Tourism (Attending Via Zoom)
 Joseph Rotenberg, Manager of Corporate Service
 Nicole Morin, Corporate / Planning Clerk

Regrets: Councillor McEwen

1. CALL TO ORDER

The meeting was called to order at 3:30 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3. NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that this proceeding is being video recorded and broadcast on YouTube. The Mayor further advised that part of the meeting was conducted via Zoom which may store data on foreign servers.

4. ADDITIONS TO AGENDA

4.1 Addition to Agenda Item No. 12.2. "Application for a Mobile Vending Business License at 1708 Peninsula Road."

- add the following correspondence after Page 176 of the Agenda as appendix C and D to the report:
 2020-09-08 Food Cart Letter to Council
 2020-09-08 ANAF Planter Plan

5. APPROVAL OF AGENDA

5.1 September 8, 2020 Regular Agenda

2020.172.REGULAR **It was moved by Councillor Cole and seconded by Councillor Kempes**

THAT Council approve the September 8, 2020 Regular Agenda as amended.

CARRIED.

6. ADOPTION OF MINUTES

6.1 August 12, 2020 Special Council

2020.173.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**
THAT Council adopt the August 12, 2020 Special Council Meeting Minutes as presented.
CARRIED.

6.2 August 13, 2020 Special Council

2020.174.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**
THAT Council adopt the August 13, 2020 Special Council Meeting Minutes as presented.
CARRIED.

6.3 August 18, 2020 Regular Council

2020.175.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**
THAT Council adopt the August 18, 2020 Regular Council Meeting Minutes as presented.
CARRIED.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. MAYOR'S ANNOUNCEMENTS

Mayor Noël commended the community on their adoption of COVID-19 protocols throughout the summer and acknowledged challenges on the back roads in the region.

9. PUBLIC INPUT, DELEGATIONS & PETITIONS

9.1 Public Input

There was no public input.

9.2 Delegations

Markus Rannala, James Inkster, Nick Holatko, Ucluelet Mountain Bike Association (UMBA)
Re: Letter of Permission from Council for Barkley Community Forest

Donna Monteith, Chief Financial Officer, left the meeting before this presentation began.

Markus Rannala, Executive Director, and Nick Holatko, Treasurer, presented on behalf of the Ucluelet Mountain Bike

Association (UMBA). UMBA's objective is to develop and maintain mountain bike trails in the Barkley Community Forest. The Delegation outlined the ecological suitability of the site, economic and community benefits of mountain biking trails, engagement with First Nation Governments, the conceptual layout of the trails, costs, and a timeline for the development of the trails.

The delegates requested the following from Council:

1. Written support sent to Barkley Community Forest, authorizing a formal land use agreement.
2. Written support authorizing the release of \$183,000 from the Barkley Community Forest Dividend to complete Year 1, phases 1 through 7, of the Barkley Community Forest Bike Trail Master Plan.
3. \$18,300 annual maintenance budget from the District of Ucluelet.

Council recommended that UMBA work with Tourism Ucluelet and consider a board model that ensures District interest are represented.

Donna Monteith, Chief Financial Officer, returned to the meeting after this Delegation concluded.

10. CORRESPONDENCE

10.1 Waste Reduction Week 2020

Jessie Christopherson, Recycling Council of British Columbia

2020.176.REGULAR **It was moved by Mayor Noël and seconded by Councillor Cole**

THAT Council declares October 19-25, 2020, Waste Reduction Week in the District of Ucluelet.

CARRIED.

11. COUNCIL COMMITTEE REPORTS

11.1 Councillor Marilyn McEwen

Deputy Mayor January - March 2020

11.2 Councillor Lara Kemp

Deputy Mayor April - June 2020

- Attended bi-monthly COVID-19 Recovery Task Force Meeting and announced that the "Show Your Love for the West Coast" campaign launched on September 3.

- August 31 - Attended West Coast Local Labour Indicators Project Working Group. The study will provide a community specific indicator for the labour force.

11.3 Councillor Jennifer Hoar
Deputy Mayor July - September 2020

- Masks are now mandatory at the Co-op. Encouraged residents to be kind Co-op staff and keep everyone safe.
- Will attend the Wild Pacific Trail Society Meeting on September 9, 2020.

11.4 Councillor Rachelle Cole
Deputy Mayor October - December 2020

- Noted discussions at the ACRD regarding West Main and the camping in that area.

11.5 Mayor Mayco Noël

- Noted media coverage on the "Show Your Love for the West Coast" campaign.

12. REPORTS

12.1 Ucluelet Economic Development Corporation 2020 Annual Report
Joseph Rotenberg, Manager of Corporate Services

2020.177.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**

THAT Council approve recommendation 1 of the report item "Ucluelet Economic Development Corporation 2020 Annual Report" which states:

1. ***THAT Council directs the District of Ucluelet's authorized signatories to execute the Shareholder's Resolution in lieu of the 2020 Annual General Meeting for the Ucluelet Economic Development Corporation.***

CARRIED.

12.2 Application for a Mobile Vending Business License at 1708 Peninsula Road
John Towgood, Planner 1

Bruce Greig, Manager of Community Planning, presented this report. He noted the late item from the Army Navy Air Force (ANAF) and explained that this is a business license application for mobile vending at the property at 1708 Peninsula Road. He further explained that the Development Permit (the "DP") on the property only allows one mobile vending unit, so the new unit will replace mobile vending unit currently operating on the property known as Cheezus. Mr. Greig also noted the

DP is for a year-round food truck.

Council noted the outstanding DP requirement related to landscaping improvements at the ANAF and discussed the associated landscaping plans.

2020.178.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**

THAT Council approve recommendation 1 of the report item "Application for a Mobile Vending Business License at 1708 Peninsula Road" which states:

1. ***THAT*** Council approve the issuance of a business license to Brandon and April Thompson for Mobile Vending on Lot: 1, Plan: VIP5190, Clayoquot District (1708 Peninsula Road) to operate in a location previously approved for Mobile Vending on July 10, 2018 by Development Permit No. 3050-20-DP18-04.

CARRIED.

13. LEGISLATION

13.1 Freedom of Information Bylaw Update

Joseph Rotenberg, Manager of Corporate Services

Mr. Rotenberg presented this report. He noted that the proposed bylaw names the Manager of Corporate Services, rather than Council, as the Head for the purpose of the *Freedom of Information and Protection of Privacy Act*.

2020.179.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Cole**

THAT Council approve recommendation 1 of the report item "Freedom of Information Bylaw Update" which states:

1. ***THAT*** Council give first, second and third reading to District of Ucluelet Council Freedom of Information and Protection Bylaw No. 1279, 2020.

CARRIED.

14. OTHER BUSINESS

14.1 Liquor and Cannabis Regulation Branch Temporary Expansion of Food Primary and Liquor Primary License

Council discussed limiting the recommendation to temporarily expand food primary and liquor primary licenses to six months rather than recommending that it be extended to October 31, 2021.

Bruce Greig, Manager of Community Planning, indicated that Council will have to provide direction regarding whether to extend the temporary Development Permits currently associated with the temporary expanded

service areas allowed by the Liquor and Cannabis Regulation Branch.

2020.180.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**

***THAT** the District of Ucluelet indicate to the Liquor and Cannabis Regulation Branch (LCRB) that the temporarily expanded service areas for food primary, liquor primary and manufacturing licensees should be extended for another year, until October 31, 2021.*

CARRIED.

15. QUESTION PERIOD

There were no questions.

16. CLOSED SESSION

16.1 Procedural Motion to Move In-Camera

***THAT** the meeting be closed to the public in order to address agenda items under Section 90(1)(c),(e),(i),(k), and 90(2)(b) of the Community Charter.*

2020.181.REGULAR **It was moved by Mayor Noël and seconded by Councillor Cole**

***THAT** the meeting be closed to the public in order to address agenda items under Section 90(1)(c),(e),(i),(k), and 90(2)(b) of the Community Charter.*

CARRIED.

17. ADJOURNMENT

17.1 The meeting was adjourned at 5:33 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, September 8, 2020 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, September 15, 2020 at 5:00 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Hoar, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Donna Monteith, Chief Financial Officer
 Joseph Rotenberg, Manager of Corporate Services

Regrets: Councillor Cole

1. CALL TO ORDER

The meeting was called to order at 5:00 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3. ADDITIONS TO AGENDA

There were no additions to the Agenda.

4. APPROVAL OF AGENDA

4.1 September 15, 2020 Special Council Meeting Agenda

2020.046.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor Kemps**
 THAT Council approve the September 15, 2020 Special Council Meeting
 Agenda as presented.

CARRIED.

5. REPORTS

5.1 Tax Sale - Appointment of Municipal Bidders
Donna Monteith, Chief Financial Officer

Ms. Monteith presented this report and noted that there will not be a tax sale this year as all delinquent accounts have been paid.

2020.047.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**
 THAT Council approve recommendations 1, 2 and 3 of report item "Tax Sale -
 Appointment of Municipal Bidders" which state:

THAT Council:

1. *Appoint the Chief Administrative Officer, and in the absence of the*

CAO, the Director of Community Planning, to be the authorized person to bid on the District's behalf during the annual tax sale pursuant to Section 648 of the Local Government Act;

- 2. Approve that the maximum bid on each, or selected tax sale parcels, shall not exceed 50% of the current year assessed value, as calculated by the BC Assessment Authority; and*
- 3. Approve the use of 75% of the funds available in the Land Sale Reserve Fund plus the unrestricted surplus funds required to bid up to 50% of the current year assessed value.*

CARRIED.

6. ADJOURNMENT

The meeting was adjourned at 5:05 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Tuesday, September 15, 2020 at 5:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, September 29, 2020 at 3:30 PM

Present: **Chair:** Councillor Hoar
 Mayor: Mayor Noël (attended Via Zoom)
 Council: Councillors Cole, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Donna Monteith, Chief Financial Officer
 Bruce Greig, Manager of Community Planning
 Abby Fortune, Manager of Recreation and Tourism (attended via Zoom)
 Joseph Rotenberg, Manager of Corporate Services

Regrets:

Page

1. CALL TO ORDER

The meeting was called to order at 3:30 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3. NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the meeting was being video recorded and broadcast on YouTube. Audience members and delegates were also advised that Zoom was being used to conduct this meeting and Zoom may store data on foreign servers.

4. ADDITIONS TO AGENDA

4.1 Add a "Correspondence" section as Item 7 to this Agenda and renumber the remaining Agenda Items accordingly.

4.2 Add "District of Ucluelet Meeting Request," a draft letter from Mayor Noël to the Honourable Bernadette Jordan, Minister of Fisheries, Oceans and Canadian Coast Guard, as Correspondence Agenda Item 7.1.

4.3 Add "At-Sea Observers," a draft letter from Mayor Noël to Rebecca Reid, Regional Director General (DFO Pacific), as Correspondence Agenda Item 7.2.

5. APPROVAL OF AGENDA

5.1 September 29, 2020 Special Council Meeting Agenda

2020.048.SPECIAL It was moved by Councillor Cole and seconded by Councillor McEwen

THAT Council approve the September 29, 2020 Special Council Meeting Agenda as amended.

CARRIED.

6. MAYOR'S ANNOUNCEMENTS

Councillor Hoar chaired this meeting as the Mayor attended via Zoom. Councillor Hoar noted that September 30, 2020 is Orange Shirt Day which promotes awareness of the residential school system and missing and murdered indigenous women.

7. CORRESPONDENCE

7.1 District of Ucluelet Meeting Request 5 *Mayco Noël, District of Ucluelet, Mayor*

2020.049.SPECIAL It was moved by Councillor Cole and seconded by Councillor McEwen

THAT Council direct Staff to submit the meeting request letter to the Minister of Fisheries, Oceans and Canadian Coast Guard.

CARRIED.

[2020-09-25 DFO - DRAFT Meeting Request](#)

7.2 At-Sea Observers 7 *Mayco Noël, District of Ucluelet, Mayor*

Council discussed the risk associated with At-Sea Observers travelling between communities during the COVID-19 pandemic.

2020.050.SPECIAL It was moved by Councillor McEwen and seconded by Councillor Cole

THAT Council direct Staff to submit the "At-Sea Observer" letter to the Regional Director General, of Fisheries and Oceans Canada, Pacific Rim.

CARRIED.

[2020-09-28 DFO - DRAFT At-Sea Observers](#)

8. PUBLIC INPUT

There was no input at this time.

9. REPORTS

9.1 Community Emergency Preparedness Fund - Evacuation Route Planning Grant *Rick Geddes, Fire Chief*

2020.051.SPECIAL It was moved by Councillor Cole and seconded by Councillor McEwen

THAT Council approve recommendation 1 and 2 of report item "Community

Emergency Preparedness Fund - Evacuation Route Planning Grant" which state:

1. **THAT** Council supports the activities outlined in the District of Ucluelet 2020 grant application to the UBCM Community Emergency Preparedness Fund Evacuation Route Planning Grant.
2. **THAT** Council will provide overall grant management if the District of Ucluelet is awarded the UBCM Community Emergency Preparedness Fund Evacuation Route Planning Grant.

CARRIED.

9.2 Tree Removal on the Corner of Peninsula Road and Hemlock Street John Towgood, Planner 1

Council discussed the reasoning behind the proposed tree removal which are located on District of Ucluelet property.

2020.052.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Cole**

THAT Council approve recommendation 1 of report item "Tree Removal on the Corner of Peninsula Road and Hemlock Street" which states:

1. **THAT** Council authorize the removal of four fir street trees located on the northwest corner of Peninsula Road and Hemlock Street, subject to the proposed new landscaping and replanting on the boulevard by the adjacent West Coast Motel business.

CARRIED.

10. OTHER BUSINESS

There was no other business.

11. QUESTION PERIOD

There were no questions.

12. CLOSED SESSION

Procedural Motion to Move In-Camera:

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(e) and 90(2)(b) of the *Community Charter*.

12.1 Procedural Motion to Move In-Camera

2020.053.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor Cole**

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(e) and 90(2)(b) of the *Community Charter*.

CARRIED.

13. ADJOURNMENT

The meeting was adjourned at 5:55 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting

held on Tuesday, September 29, 2020 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO



28 September 2020

The Honourable Bernadette Jordan
 Minister's office
 200 Kent St.
 Station 15N100
 Ottawa Ontario, K1A 0E6
 Via Email: min@dfo-mpo.gc.ca

File No: 0530-01 GEN

Dear Minister Jordan,

RE: District of Ucluelet Meeting Request

District of Ucluelet Council would like to request a meeting with you this fall to discuss some important topics for our community. As tourism becomes an increasing economic focus for our community, there is an opportunity to collaboratively discuss issues that would support this transition. Our key discussion points for our meeting request include:

1. Regulation of International Recreational Tourist Fishers

While the pandemic has been challenging for all communities, it has provided an opportunity to validate pre-pandemic concerns. One key example for Ucluelet is the impact of American recreational fishermen operating their own vessels in our waters. With international travel restrictions, we have now seen DFO allow for increased fishing quotas for our local fisherman. It is our belief that the low level of enforcement on overfishing by these visitors, prior to the pandemic, needs to be addressed once COVID impacts are reduced and before borders are reopened.

2. Future of Federal Properties

The District would like to highlight the importance of considering divestiture of DFO assets to local governments. In particular, we would like to discuss the potential divestiture of the Amphitrite Coast Guard Building to the District and the positive community impact a building like this could have. DFO also has harbour assets of interest which are a part of our community's current fabric and history.

We wish we could host you here in our beautiful town, but this is not the time for additional travel. Hopefully a virtually meeting will be possible with our Council members.

Thank you for considering our request.

Sincerely,

Mayor Noël
 Mayor, District of Ucluelet

District of Ucluelet . Life on the Edge®
 200 Main Street, PO BOX 999, Ucluelet, British Columbia V0R 3A0
 (250) 726-7744 • Fax (250) 726-7335 • info@ucluelet.ca • www.ucluelet.ca



September 28, 2020

Rebecca Reid
Regional Director General
DFO, Pacific Region
401 Burrard Street
Vancouver, BC, V6C 3S4

File No: 0530-01 GEN

Dear Ms. Reid:

RE: At-Sea Observer Program

Ucluelet is an isolated community with limited health care resources and access to health care facilities. During this current Covid19 Pandemic the community is taking all necessary steps, consistent with Provincial Health Authority guidelines, to minimize the potential for transmission and spread of the corona virus. This includes ensuring that our community's primary employers like Ucluelet Harbour Seafoods and the commercial groundfish trawl fleet do not increase Covid19 risks to our community.

It has come to our attention that DFO is considering resuming the use of at-sea observers in the groundfish trawl fishery. While we support the need for fishery independent data collection for the proper management of our public resources, we don't believe this needs to risk public health and safety when an electronic monitoring option is available to the Department. At-sea observers do not live in Ucluelet. Rather, they travel to our community from all parts of the Province. Furthermore, there is a high turnover of the generally young observer staff, resulting in new trainees being deployed on a regular basis and making it difficult to maintain safe bubbles and minimize the risk to our community. For this reason we ask DFO to work with the groundfish trawl industry and the contracted service providers Archipelago Marine Research and Vericatch to find solutions to the data collection and monitoring problems without requiring the resumption of at-sea observers.

It is clear from the alarming increasing trends in Provincial Covid19 cases and hospitalizations that the Pandemic is still a serious matter. We must remain vigilant at protecting our communities, especially since a second wave is predicted this fall and the risks of exposure and transmission will increase.

Thank you for your attention to this matter. I am available to discuss this with you at any time.

Sincerely,

Mayco Noël
Mayor of Ucluelet

District of Ucluelet . *Life on the Edge*®
200 Main Street, PO BOX 999, Ucluelet, British Columbia V0R 3A0
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CITY OF PORT MOODY

OFFICE OF THE MAYOR

September 8, 2020

The Honourable John Horgan, Premier of British Columbia
 PO BOX 9041 STN PROV GOVT
 Victoria, BC V8W 9E1

To Premier John Horgan,

At the February 25, 2020 Regular Meeting of Council, the City of Port Moody passed the following resolution:

RC20/140 Moved, seconded, and CARRIED

THAT the following resolution regarding dedication of 1% of PST to local governments for consistent and ongoing support of local finances be endorsed by the City of Port Moody Council and forwarded to the Premier of British Columbia, the Ministers responsible for Municipal Affairs and Housing, and Finance, and the Association of Lower Mainland Local Government Association (LMLGA) Annual Convention, the Union of British Columbia Municipalities (UBCM) Annual Convention, and member local governments and regional districts within the LMLGA and UBCM regions, requesting favourable consideration and resolutions of support as recommended by the report dated February 14, 2020 from Councillors Amy Lubik and Diana Dilworth:

WHEREAS due to downloading of responsibilities, local governments are increasingly reliant on granting systems that are not reliable in the long term and unequitable due to staff resources for small local governments compared to larger municipalities;

AND WHEREAS increased predictable revenue sharing arrangement reflects shared interests between municipalities and the Province, including policing, recreation, transit, and the environment;

THEREFORE BE IT RESOLVED THAT the Province of British Columbia allocate an amount equivalent to 1% of BC's Provincial Sales Tax (PST) to local governments across British Columbia as part of ongoing cost-sharing agreements.

Local Governments are expected to do more and more, from housing to food security to climate change preparation to emergency services, despite the decreasing of transfers from other areas of government. Grant programs, through Provincial and Federal levels of government, are more likely to be successfully applied for by local governments that have enough staff resources, putting small local governments at a disadvantage. These are also often a onetime infusion of

cash, not ongoing support. Since 2002, local governments are increasingly responsible for services and infrastructure, while still only receiving a minimal percentage of tax dollars.

Local Governments continually face growing backlogs of services and infrastructure repairs, which often require either higher property taxes, debt, or both. New, predictable and obtainable revenue streams are needed. A dedication of 1% of PST to local governments would provide this much needed relief, and there are models that can be followed from other provinces in order to meet the needs of our residents.

Enacted in 1948, British Columbia's Provincial Sales Tax (PST) is a 7% retail sales tax that applies when a taxable good or service is purchased, acquired or brought into BC, unless a specific exemption applies. The PST, in the 2019/2020 fiscal year was projected to result in \$7,586,000,000 income, approximately 13% of the provincial governments overall income.

There are successful models we can follow in BC. A percentage of PST dedicated to local governments has been established in Saskatchewan [1], resulting in record revenue sharing for local governments to be used for social good and the massive backlog of replacements, repairs, and upgrades to the infrastructure community members rely upon. This program is also being put into place in Quebec as of 2019 [2].

Therefore we are seeking your support for the dedication of 1% of PST to local governments for consistent and ongoing support of local finances. We hope you will join us in supporting the above resolution.

Sincerely,



Mayor Rob Vagramov
City of Port Moody

CC: Ministers of Municipal Affairs and Housing, Honourable Selina Robinson
Minister and Finance, Honourable Carole James
Union of British Columbia Municipalities

[1] <https://globalnews.ca/news/6499777/saskatchewan-municipalities-revenue-sharing-suma-scott-moe/>

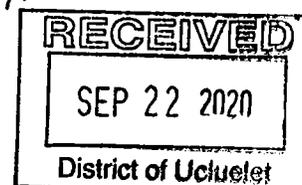
[2] http://www.finances.gouv.qc.ca/documents/Autres/en/AUTEN_updateNov2019.pdf



National Defence

4th Canadian Ranger Patrol Group
 JCR Company
 PO Box 17000, Stn Forces
 Victoria, BC V9A 7N2

Filecode: 0530-01 GEN Council Correspondence In
 X-Ref:
 Forwarded to: J. Rotenberg / M. Boyson
 Physical Electronic



1920-1-3 (OC JCR Coy)

14 September 2020

His Worship Noël Mayco
 Mayor of Ucluelet
 PO Box 999
 200 Main Street
 Ucluelet, BC V0R 3A0

COMMUNITY SUPPORT –
JUNIOR CANADIAN RANGERS

Dear Mr. Mayor,

The Ucluelet Junior Canadian Ranger (JCR) Patrol has been established and conducting experiential learning youth development in your community since 2008. Due to COVID-19, and the need to not be a transmission vector for the virus, all JCR training was cancelled as of March 15th. With the reduction in the threat of the virus, and in keeping with the provincial reopening plan and higher military direction, it is our intent to restart local JCR training in alignment with the school year, in early September.

JCR training consists of regular evening meetings during the school year, community-based activities which may occur on a weekend, and then overnight camping style activities which occur outside of the community. It is our intent to restart at least the first two categories of training, and if the restrictions allow, the third.

Each JCR Patrol has an Instructor who works for me. In your JCR Patrol's case, the Instructor is Warrant Officer Fraser Thompson, who is based in Victoria, BC. Part of our mandate is to visit the JCR Patrol up to three times a year to work with the patrol adults to support the JCRs training needs, conduct logistical and administrative verifications, and to help them engage the community, if required. Due to COVID-19, I ask you to confirm that a visit of my staff member to your community would be acceptable, understanding that all preventative health measures would be complied with.

In order to operate successfully, the JCR Patrol needs three key requirements to be met. Firstly, we need the support of community leadership, to include the provision of a meeting location. Secondly, we need the support of the community at large, to provide a sufficient number of interested adults to support the leaders of the patrol and be the link to the wider community. Lastly, we need the support of the local Canadian Ranger patrol

to provide two leaders. Please see the enclosed file which identifies many of the tangible and intangible benefits communities get in having a JCR Patrol.

I request that you re-confirm your support of your JCR Patrol in a return letter or via email. Should you wish more information, I refer you to the national JCR website: www.jcr-rjc.ca or the 4 CRPG Facebook page www.facebook.com/4CRPG which has information about our unit (across the four western provinces) and on both CR and JCR activities. Myself and my staff are available over the phone, via email, or via a Zoom or Facetime meeting, to provide further information should you need.

Should I not be available, alternate contacts are: Captain Christopher DeMerchant, 250-514-6160 or via email to Christopher.demerchant@forces.gc.ca or MWO Dan Hryhoryshen, 250-888-8599 or via email to Dan.hryhoryshen@forces.gc.ca .

Thank you for your continued support of the Ucluelet JCR Patrol, and of the youth development needs in your community.

Yours sincerely,



S.D. Macdonald
Major
Officer Commanding JCR Company
250-208-2647
EMail: scott.macdonald2@forces.gc.ca

Enclosure: Benefits to having a JCR Patrol in a Community

CC: OC BC CR Company
PC Ucluelet CR Patrol
PL Ucluelet JCR Patrol
TDO
JCRI

BENEFITS OF HAVING A JCR PATROL IN A COMMUNITY

The following benefits of having a JCR Patrol in a community have been identified and are for the use of CRPG staff, Canadian Ranger Patrol leaders, and local community leaders.

1. JCR Patrols continue to provide training in Ranger, Life, and Traditional skills - the three circles of learning in the JCR program.
2. A JCR Patrol helps train and educate the youth in local traditions and customs.
3. Many adults have had an opportunity to help in the development of local youth through the JCR Patrol's guiding Adult Committee.
4. JCR Patrols provide youth with a structured learning environment that is safe from harassment and abuse.
5. The JCR Patrol teach the JCRs about their community and encourage them to support it, volunteer, and be good citizens.
6. A JCR Patrol focusses on providing the JCRs the important skills of being safe, living, and surviving on the land.
7. The JCR Patrol instills a sense of pride and belonging among the youth, possibly resulting in a lessening of social issues.
8. The JCR Patrol develops future community leaders.
9. Healthy lifestyle choices are supported by JCR Patrols, making healthier communities.
10. Having a JCR Patrol has led to economic benefits to the community as CRPG staff visit to attend training three times per year.
11. The JCR Patrol has a cadre of well-adjusted, skilful and community-minded young adults, which provide tangible benefits to their community.
12. Adult leaders of the JCR Patrol have been provided specialty training that may benefit the community.
13. Canadian Ranger Patrols benefit by having two additional part time paid positions created for the leaders of the JCR Patrol.
14. Canadian Rangers benefit by keeping their skills up to date through providing training and mentoring in Ranger Skills to the JCR Patrol.
15. Canadian Ranger Patrols benefit by having young adults prepared to join the Canadian Rangers once they finish as a JCR at age 19.



Jonathan X. Côté
Mayor

September 15, 2020

The Honourable John Horgan, MLA
Premier of British Columbia
West Annex, Parliament Buildings
Victoria, BC V8V 1X4

Via Email: Premier@gov.bc.ca

Dear Premier,

Re: Universal access to no-cost prescription contraception

At a meeting on September 14, 2020, New Westminster City Council passed the following resolution:

WHEREAS cost is a significant barrier to people accessing contraception, particularly to people with low incomes, youth, and people from marginalized communities; and

WHEREAS providing free prescription contraception has been shown to improve health outcomes for parents and infants by reducing the risks associated with unintended pregnancy, and is likely to reduce direct medical costs on the provincial health system; and

WHEREAS contraceptive methods such as condoms or vasectomies are available at low cost, no cost, or are covered by BC's Medical Services Plan, whereas all contraceptive methods for people with uterus (such as birth control pills, intrauterine devices, or hormone injections) have high up-front costs, making access to contraception unequal and gendered;

Office of the Mayor

Corporation of the City of New Westminster

511 Royal Avenue, New Westminster, BC • Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594

www.newwestcity.ca

Universal Access to No-Cost Prescription Contraception Jonathan X. Cote,...

THEREFORE BE IT RESOLVED

THAT the City of New Westminster write to the Provincial Minister of Finance, the Provincial Minister of Health, the Premier of BC, and the local MLA supporting universal no-cost access to all prescription contraception available in BC under the Medical Services Plan; and

THAT this letter be forwarded to all BC municipalities asking to write their support as well.

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote
Mayor

Cc: Hon. Carole James, Minister of Finance, FIN.Minister@gov.bc.ca
Hon. Adrian Dix, Minister of Health, HLTH.Minister@gov.bc.ca
Hon. Judy Darcy, MLA, New Westminster, judy.darcy.MLA@leg.bc.ca
Jas Johal, MLA, Richmond-Queensborough, jas.johal.MLA@leg.bc.ca
All BC Municipalities

Office of the Mayor

Corporation of the City of New Westminster

511 Royal Avenue, New Westminster, BC • Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594

www.newwestcity.ca

***Barkley Community Forest
Corporation***
B.C. F. C.

PO Box 707, 1971 Peninsula Road, Ucluelet, BC, V0R 3A0

October 5, 2020
District of Ucluelet
Box 999, 200 Main St.
Ucluelet, BC V0R 3A0

Attn: Mayor and Council

Dear Mayor and Council:

As you know the Barkley Community Forest Corporation (BCF), a partnership between the District of Ucluelet and the Toquaht Nation, is exploring the possibility of establishing a system of mountain bike trails within the community forest lands. BCF understands that outdoor recreation is one of the main attractions on the west coast and a key component of the local lifestyle. Our community forest agreement management plan (www.barkleyforest.ca/forest-management-plan) identifies recreation and tourism opportunities as objectives to fulfill our goals and guiding principles. For example,

“6.5.3 Strategies to meet objectives

- Facilitate the development of recreation infrastructure (trails, campgrounds, etc) to aid in the growth of the vibrant recreation and tourism industries.”

During the Barkley Community Forest Annual General Meeting in June, partners were updated on the Bike Park Masterplan prepared by Golden Dirt Trails, as well as a Mountain Bike Trail Network Proposal submitted to BCF by the newly formed Ucluelet Mountain Bike Association. Both partners verbally supported BCF’s efforts to introduce user friendly mountain bike trails.

In order to facilitate this BCF needs to receive authorization from the Ministry of Forest, Lands, Natural Resource Operations and Rural Development. This is done through a formal “Proposal for Construction or Maintenance of Trails or Recreation Facilities on Crown Land” process. Part of the proposal needs to include letters of support. We would like to request that you provide a letter of support for a mountain bike trail system to be constructed and maintained within the Barkley Community Forest.

Thank you for your time.

Sincerely,



Terry Smith, BCF Chair
On behalf of the Directors



District of Ucluelet

2020 Audit Service Plan
Report to Mayor and Council
December 31, 2020

Cory Vanderhorst, CPA, CA
T: (250) 734-4319
E: cory.vanderhorst@mnp.ca



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September 24, 2020

To the Mayor and Council of District of Ucluelet

Dear Mayor and Council:

We are pleased to present our Audit Service Plan for District of Ucluelet (the "District"). In this plan we describe MNP's audit approach, our engagement team, the scope of our audit and a timeline of anticipated deliverables. We are providing this Audit Service Plan to Mayor and Council on a confidential basis. It is intended solely for the use of Mayor and Council and is not intended for any other purpose. Accordingly, we disclaim any responsibility to any other party who may rely on this report.

Our audit will include an audit of the District's consolidated financial statements for the year ended December 31, 2020, prepared in accordance with Canadian public sector accounting standards. Our audit will be conducted in accordance with Canadian generally accepted auditing standards.

At MNP, our objective is to perform an efficient, high quality audit which focuses on those areas that are considered higher risk. We adhere to the highest level of integrity and professionalism. We are dedicated to maintaining open channels of communication throughout this engagement and will work with management to coordinate the effective performance of the engagement. Our goal is to exceed Mayor and Council's expectations and ensure you receive outstanding service.

Our Engagement Letter is the formal written agreement of the terms of our audit engagement as negotiated with management and outlines our responsibilities under Canadian generally accepted auditing standards.

We look forward to discussing our Audit Service Plan with you and look forward to responding to any questions you may have.

Sincerely,

A handwritten signature in black ink that reads 'MNP LLP' in a cursive, slightly stylized font.

MNP LLP
Chartered Professional Accountants

AUDIT SERVICE PLAN OVERVIEW

To make strategic business decisions with confidence, your stakeholders and Mayor and Council of the District need relevant, reliable and independently audited financial information. But that's not all. You need an audit team that can deliver insight beyond the numbers and enhance the District's strategic planning and implementation processes so you can embrace new opportunities while effectively managing risk. Our audit strategy is risk based, and considers the limitations and opportunities you encounter each day, allowing our recommendations to be implemented with greater ease. Committed to your success, MNP delivers meaningful, reliable financial information to not only help you fulfill your compliance obligations, but also to achieve your key strategic goals.

Our Audit Service Plan outlines the strategy we will follow to provide the District's Mayor and Council with our Independent Auditor's Report on the December 31, 2020 consolidated financial statements.

TOPICS FOR DISCUSSION

We are committed to providing superior client service by maintaining effective two-way communication. Topics for discussion include, but are not limited to:

- Changes to your business operations and developments in the financial reporting and regulatory environment
- Business plans and strategies
- Any other issues and/or concerns
- Documents comprising the annual report, and their timing of issuance
- Fraud, including how fraud could occur, the risk of fraud and misstatement, and any actual, suspected or alleged fraud
- The management oversight process
- Your specific needs and expectations

KEY CHANGES AND DEVELOPMENTS

Based on our knowledge of the District and our discussions with management, we have noted the recent developments set out below. Our audit strategy has been developed considering these factors.

ISSUES AND DEVELOPMENTS	SUMMARY
 NEW REPORTING DEVELOPMENTS	<ul style="list-style-type: none"> • PS 3280 Asset Retirement Obligations (New) • PS 3400 Revenue (New)
 NEW ASSURANCE DEVELOPMENTS	<ul style="list-style-type: none"> • CAS 540 Auditing Accounting Estimates and Related Disclosures (New)
 IMPACT OF COVID-19 ON OUR AUDIT	<ul style="list-style-type: none"> • COVID protocols

Detailed information on Key Changes and Developments are included as Appendix A.

THE MNP AUDIT APPROACH

Mayor and Council is responsible for approval of the consolidated financial statements and District policies, and for monitoring management's performance. Mayor and Council should consider the potential for management override of controls or other inappropriate influences, such as earnings management, over the financial reporting process. Mayor and Council, together with management, is also responsible for the integrity of the accounting and financial reporting systems, including controls to prevent and detect fraud and misstatement, and to monitor compliance with relevant laws and regulations.

Effective discharge of these respective responsibilities is directed toward a common duty to provide appropriate and adequate financial accountability, and quality financial disclosure.

Key responsibilities of MNP and management are outlined in the Engagement Letter (see attached). More detailed discussion about MNP's audit process is provided in Appendix B.

AUDIT MATERIALITY

Materiality is an important audit concept. It is used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. Specifically, a misstatement or the aggregate of all misstatements in consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures) is considered to be material if it is probable that the decision of the party relying on the consolidated financial statements, who has reasonable understanding of business and economic activities, will be changed or influenced by such a misstatement or the aggregate of all misstatements.

The scope of our audit work is tailored to reflect the relative size of operations of the District and our assessment of the potential for material misstatements in the District's consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures). In determining the scope, we emphasize relative audit risk and materiality, and consider a number of factors, including:

- The size, complexity, and growth of the District;
- Changes within the organization, management or accounting systems; and
- Concerns expressed by management.

The scope of our audit work is tailored to reflect the relative size of operations of the District and our assessment of the potential for material misstatements in the District's consolidated financial statements as a whole

Judgment is applied separately to the determination of materiality in the audit of each set of consolidated financial statements (and, if applicable, for particular classes of transactions, account balances or disclosures) and is affected by our perception of the financial information needs of users of the consolidated financial statements. In this context, it is reasonable to assume that users understand that consolidated financial statements are prepared, presented and audited to levels of materiality; recognize uncertainties inherent in the measurement of amounts based on the use of estimates, judgment and consideration of future events; and make reasonable economic decisions based on the consolidated financial statements. The foregoing factors are taken into account in establishing the materiality level.

We propose to use \$290,000 as overall materiality for audit planning purposes.

GROUP AUDIT - SIGNIFICANT COMPONENTS

As group auditor, we are responsible for obtaining an understanding of District's components and their environments sufficient to identify those components that are significant due to either individual financial significance to the group or because it is likely to include significant risks of material misstatement of the group financial statements.

TIMING OF THE AUDIT

Based on the audit planning performed and areas of audit risks identified, the following timelines for key deliverables have been discussed and agreed upon with management:

KEY DELIVERABLE	EXPECTED DATE
Delivery of December 31, 2020 Audit Service Plan to Mayor and Council	October 2020
Interim procedures	November 26, 2020 to November 27, 2020
Year-end fieldwork procedures	March 22, 2021 to March 26, 2021
Draft year-end consolidated financial statements to be discussed with management	April 2021
Presentation of December 31, 2020 Audit Findings Report to Mayor and Council	April 2021
Presentation of Management Letter to Mayor and Council	April 2021
Issuance of Independent Auditor's Report	April 2021

AUDIT TEAM

In order to ensure effective communication between Mayor and Council and MNP, we outline below the key members of our audit team that will be responsible for the audit of the District and the role they will play:

TEAM MEMBERS	CONTACT INFORMATION
Cory Vanderhorst, CPA, CA, Engagement Partner	E: Cory.Vanderhorst@mnp.ca
Debbie Bass, CPA, CA, Concurring Partner	E: Debbie.Bass@mnp.ca
Louise Blomer, CPA,, Engagement Manager	E: Louise.Blomer@mnp.ca

In order to serve you better and meet our professional responsibilities, we may find it necessary to expand our audit team to include other MNP professionals whose consultation will assist us to evaluate and resolve complex, difficult and/or contentious matters identified during the course of our audit.

Any changes to the audit team will be discussed with you to ensure a seamless process and that all concerned parties' needs are met.



FEES AND ASSUMPTIONS

DESCRIPTION	2020 ESTIMATE	2019 ACTUAL
Base audit fee as per our fee quote dated September 5, 2019	\$ 25,250	\$ 26,500
1325Disbursements	\$ 1,263	\$ 1,325
Total	\$ 26,513	\$ 27,825

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the engagement partner, so a mutually agreeable solution can be reached.

Invoices will be rendered as work progresses in accordance with the following schedule:

DESCRIPTION	AMOUNT
Progress billing #1 on delivery of the audit service plan	\$ 12,625
Progress billing #2 at the start of year-end fieldwork	\$ 6,313
Final billing – upon release of auditor's report	\$ 6,312
Total	\$ 25,250

APPENDIX A – KEY CHANGES AND DEVELOPMENTS

We would like to bring to your attention the following accounting and auditing developments, which may have some impact on your financial reporting.

ISSUES AND DEVELOPMENTS SUMMARY

NEW REPORTING DEVELOPMENTS

PS 3280 Asset Retirement Obligations (New)

In August 2018, new PS 3280 *Assets Retirement Obligations* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new PS 3280 establishes standards on how to account for and report a liability for asset retirement obligations (ARO). As asset retirement obligations associated with landfills are included in the scope of new PS 3280, PS 3270 *Solid Waste Landfill Closure and Post-Closure Liability* will be withdrawn.

The main features of this standard are as follows:

- An ARO represents a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs increase the carrying amount of the related tangible capital asset and are expensed in a rational and systematic matter.
- When an asset is no longer in productive use, the associated asset retirement costs are expensed.
- Measurement of the ARO liability should result in the best estimate of the amount required to retire a tangible capital asset at the financial statement date.
- Subsequent measurement of the ARO liability results in either a change in the carrying amount of the related tangible capital asset or an expense. The accounting treatment depends on the nature of the remeasurement and whether the asset remains in productive use.
- The best method to estimate the liability is often a present value technique.

This standard is effective for fiscal years beginning on or after April 1, 2021. Early adoption is permitted.

PS 3400 Revenue (New)

In November 2018, new PS 3400 *Revenue* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new PS 3400 establishes standards on how to account for and report on revenue by distinguishing between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations. The main features of this Section are as follows:

- Performance obligations are enforceable promises to provide specific goods or services to a specific payor.
- Performance obligations can be satisfied at a point in time or over a period of time.
- The new standard outlines five indicators to determine if the revenue would be recognized over a period of time.
- Revenue from a transaction with a performance obligation(s) is recognized when, or as, the entity has satisfied the performance obligation(s).
- Revenue from transactions with no performance obligation is recognized when a public sector entity has the authority to claim or retain an inflow of economic resources and a past event that gives rise to a claim of economic resources has occurred.

Further editorial changes have also been made to other standards as a result of the issuance of PS 3400.

This Section is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

NEW ASSURANCE DEVELOPMENTS

CAS 540 Auditing Accounting Estimates and Related Disclosures (New)

In March 2019, the Auditing and Assurance Standards Board (AASB) revised and replaced CAS 540 *Auditing Accounting Estimates, Including Fair Value Accounting Estimates, and Related Disclosures*. The revised CAS 540 incorporates changes to establish more robust requirements and appropriately detailed guidance to foster audit quality by driving auditors to perform appropriate procedures in relation to accounting estimates and related disclosures.

This revised CAS:

- Introduces the concept of inherent risk factors, including estimation uncertainty, complexity, subjectivity and others;
- Introduces a separate assessment of inherent risk and control risk for accounting estimates;
- Explicitly recognizes the spectrum of inherent risk;

APPENDIX A – KEY CHANGES AND DEVELOPMENTS (continued from previous page)

- Enhances requirements for risk assessment procedures related to obtaining an understanding of the entity and its environment, including internal control;
- Introduces objectives-based work effort requirements to design and perform further audit procedures to respond to assessed risks of material misstatement;
- Enhances the “stand-back” requirements by adding an evaluation of corroborative and contradictory audit evidence obtained regarding the accounting estimates;
- Enhances requirements to obtain audit evidence about whether the disclosures are reasonable; and
- Includes a requirement to consider matters regarding accounting estimates when communicating with those charged with governance.

As a result of issuing revised CAS 540, the following standards have been amended to clarify the auditor’s responsibilities regarding auditing accounting estimates and related disclosures:

- CAS 500 *Audit Evidence*;
- CAS 700 *Forming an Opinion and Reporting on Financial Statements*; and
- CAS 701 *Communicating Key Audit Matters in the Independent Auditor’s Report*.

Further editorial changes have also been made to other standards as a consequence of revising CAS 540.

The revised CAS 540 is effective for audits of financial statements for periods beginning on or after December 15, 2019. Earlier application is permitted.

IMPACT OF COVID-19 ON OUR AUDIT

MNP's COVID protocols are based on recommendations by the Province of British Columbia. At the date of this Audit Service Plan we are adhering to the following:

Social Distancing;

No Non-Essential Attendance at External Business Development, Conferences or Training;

No Non-Essential Business Travel and;

International Travel - Self-Isolation for 14 days.

Wherever possible, we use our Client Portal website to facilitate transfer of documents and requests for information. This allows for ease of sharing documents without a file size restriction, while maintaining security and confidentiality over your documents and information. During the height of COVID, we performed our audits remotely, using email, phone, and the Client Portal to share information. Meetings were held virtually on a variety of platforms, including Teams and Zoom, and we were able to complete and deliver our usual high-quality audits.

In the current "reopening" scenario, we have started doing fieldwork visits again. Before our team members attend field work, we will be sending out a questionnaire to ascertain if it is safe for our team to be onsite as well as to learn your current COVID protocols. The safety of your team and ours is paramount at all times. All team members will be apprised of the City's protocols before we arrive onsite. If the Province increases restrictions related to COVID we are prepared to perform field work remotely.

APPENDIX B – THE AUDIT PROCESS

OUR PLAN

Our overall audit strategy is risk-based and controls-oriented. Assessment and identification of risk is performed continuously throughout the audit process. We focus on the risks that have a potential impact on the financial accounting systems and subsequent financial reporting.

Our overall audit strategy does not, and is not intended to involve the authentication of documents, nor are our team members trained or expected to be experts in such authentication. Unless we have reason to believe otherwise, we accept records and documents as genuine. The subsequent discovery of a material misstatement resulting from fraud does not, in and of itself, indicate a failure to comply with Canadian generally accepted auditing standards.

AUDIT PROCEDURES

To meet our responsibilities in accordance with Canadian generally accepted auditing standards, our audit examination includes:

- Obtaining an understanding of the entity and its environment, including its controls, in order to identify and assess the risk that the consolidated financial statements contain material misstatements due to fraud or misstatement;
- Assessing the adequacy of and examining, on a test basis, the key controls over significant transaction streams and over the general organizational and computer environments;
- Assessing the systems used to ensure compliance with applicable legislative and related authorities pertaining to financial reporting, revenue raising, borrowing, and investing activities;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
- Assessing the appropriateness and consistency of accounting principles used and their application;
- Assessing the significant estimates used by management; and,
- Assessing the entity's use of the going concern basis of accounting in the preparation of the consolidated financial statements.

As part of our planning process, we will also undertake to inform Mayor and Council of concerns relating to management's implementation and maintenance of controls, and the effects of any such concerns on the overall strategy and scope of the audit. These concerns might arise from the nature, extent and frequency of management's assessments of controls in place to detect fraud and misstatement, and of the risk that the consolidated financial statements may be misstated; from a failure by management to appropriately address significant deficiencies in controls identified in prior audits; and, from our evaluation of the District's control environment, and management's competence and integrity.

APPENDIX B – THE AUDIT PROCESS (continued from previous page)

OVERALL RELIANCE

CONTROL RELIANCE LEVEL	LOW/NONE	MODERATE	HIGH
DESCRIPTION	Where we cannot rely on controls because they are weak or absent, or where it is deemed to be more efficient to carry out a high level of direct substantive tests of details. Audit evidence is primarily obtained through detailed verification procedures and sufficient substantive tests of details.	Where there are some deficiencies in systems application or procedural controls, or where it is deemed to be inefficient to test systems application controls, but where we can test and rely on the management monitoring systems in place to detect and correct material misstatements in the financial reporting systems. Testing of controls is supplemented with a moderate level of substantive tests of details.	Where a high degree of control is in place in the areas of management monitoring controls AND systems application and procedural controls. Our audit work focuses on testing both management monitoring and systems application and procedural controls, and is supplemented with a low level of substantive tests of details.
PLANNED RELIANCE		—	—

For the December 31, 2020 audit, we are planning to place low reliance on the District's accounting systems. This level of reliance is consistent with the prior year and will involve mainly substantive tests of details.

The amount of substantive work will be reduced for cycles where there are controls in place that MNP can test and rely on.

As part of our audit work we will update our understanding of the entity and its environment, including the controls relevant to our audit of the principal transaction cycles, sufficient to identify and assess the risks of material misstatement of the consolidated financial statements resulting from fraud or misstatement. This will be accomplished through inquiries with management and others within the entity, analytical procedures and observation and inspection. Furthermore, we will consider whether effective controls have been established to adequately respond to the risks arising from the use of IT or manual systems and test the operation of those controls to an extent sufficient to enable us to reduce our substantive work. Our review of the District's controls will not be sufficient to express an opinion as to their effectiveness or efficiency.



Although we will provide Mayor and Council with any information about significant deficiencies in internal control that have come to our attention, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

APPENDIX B – THE AUDIT PROCESS (continued from previous page)**INHERENT LIMITATIONS IN THE AUDITING PROCESS**

An auditor cannot obtain absolute assurance that material misstatements in the consolidated financial statements will be detected due to factors such as the use of significant judgment regarding the gathering of evidence and the drawing of conclusions based on the audit evidence acquired; the use of testing of the data underlying the consolidated financial statements; inherent limitations of controls; and, the fact that much of the audit evidence available to the auditor is persuasive, rather than conclusive in nature.

Because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, the auditor cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The likelihood of not detecting material misstatements resulting from management fraud is greater than for employee fraud, because management is in a position to manipulate records, present fraudulent information or override controls.

We will inform the appropriate level of management or Mayor and Council with respect to identified:

- Misstatements resulting from errors, other than clearly trivial misstatements;
- Fraud, or any information obtained that indicates that fraud may exist;
- Evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations, other than that considered inconsequential;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatement; and
- Related party transactions that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

Our concern as auditors is with material misstatements, and thus, we are not responsible for the detection of misstatements that are not material to the consolidated financial statements taken as a whole.

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About MNP LLP

MNP is a leading national accounting, tax and business consulting firm in Canada. We proudly serve and respond to the needs of our clients in the public, private and not-for-profit sectors. Through partner-led engagements, we provide a collaborative, cost-effective approach to doing business and personalized strategies to help organizations succeed across the country and around the world.





STAFF REPORT TO COUNCIL

Council Meeting: October 13, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

FILE NO: 3360-20-RZ19-05

SUBJECT: REVISED COVENANT AND OPTION TO PURCHASE - LOT 13 MARINE DRIVE **REPORT NO:** 20-112

APPENDICES: APPENDIX A – NOTICE

APPENDIX B – OPTION TO PURCHASE

APPENDIX C – MASTER DEVELOPMENT AGREEMENT (MDA) MODIFICATION AGREEMENT

RECOMMENDATIONS:

1. **THAT** Council accept the proposed Option to Purchase from APMC Holdings as sufficient assurance that the proposed development of affordable housing on Lot 13 will occur in an acceptable time frame;
2. **THAT** Council approve the modification of Master Development Agreement and Covenant EX125879, concurrent with the registration of the Use and Development Covenant and the Option to Purchase, to document that 33 affordable units have been created on Lot 13 for future consideration and calculation of the development potential on other lands currently owned by Weyerhaeuser Company Ltd.; and,
3. **THAT** Council indicate that the offer to provide funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households would remain valid until September 1, 2025, and would be payable upon the owner obtaining a final occupancy permit for the last of the 33 houses to be built on the proposed lots.

BACKGROUND & DISCUSSION:

The adoption of Ucluelet Zoning Amendment Bylaw No. 1269, 2020, by Council at its April 28, 2020, meeting rezoned the property known as Lot 13 Marine Drive (Lot 13, District Lot 283, Clayoquot Land District, Plan VIP84686) to the new R-5 Compact Single-Family Residential zone.

On June 24, 2020, as authorized by Council the District entered into a Master Partnering Memorandum of Understanding with BC Housing. In the agreement the parties agree to work together when developing affordable housing under the Affordable Home Ownership (AHOP) program within the community.

The developer, Andrew McLane of APMC Holdings LTD, has submitted revised plans and additional materials in support of a Development Permit application for the proposed subdivision.

Council will recall that a draft No Subdivision Covenant (to be registered at the time a DP is issued and the MDA is modified) included an Option to Purchase proposed by the applicant. Initially, in general terms, the developer proposed that if they did not reach the threshold of registering the subdivision within two years, the agreement would then give the District the option to purchase Lot 13 for \$33.

As noted in the staff report to Council, received as a late item for the April 28, 2020, meeting:

“Agreement by the District to provide “credit” to Weyerhaeuser Corporation by amending the Master Development Agreement would be tied to the registration of the No Subdivision Covenant and Option to Purchase. Essentially, the option is intended to provide assurance to the community that the affordable housing development will proceed as proposed, with a clear incentive for the developer and a defined alternative outcome should the development not proceed. With the assurance provided by the Option to Purchase, staff recommend that Council is in a position to consider adopting the zoning amendment bylaw.”

The draft MDA Modification Agreement is attached in Appendix ‘C’. With the new DP materials, Mr. McLane has also submitted a revised proposal for the Option to Purchase (see **Appendix ‘B’**). The Option is now separated out from the Covenant document. In general terms, the new proposal would give the District the option to purchase Lot 13 for the same nominal fee (\$1 per future lot), if the developer does not reach a new threshold (somewhat short of subdivision) within 3 years. Under the new proposal, the option would be suspended once the developer has a mortgage for construction financing with BC Housing registered on the title of Lot 13. BC Housing requires the developer to obtain 17 pre-sales before they will provide financing for the construction. The assurance being offered to the District rests on a degree of trust that once they have a stake in the project, BC Housing would act as a type of backstop to ensure the project is completed, should the developer fail to proceed.

The developer initially hoped to provide a letter from BC Housing clarifying their role once they have a stake in the project; however, BC Housing is currently unable to provide a letter or participate in a meeting on a development proposal until after the upcoming Provincial election.

Because the Option to Purchase relates to the timing accepted by the District for modification of the Master Development Agreement (MDA) on other lands owned by Weyerhaeuser Co. Ltd., and the amount of bonus density available for Weyerhaeuser to develop those lands, the municipal solicitors advised that a degree of public notification should be done prior to Council considering acceptance of this change to the Option to Purchase being proposed by the developer. Such notice has been published for the past two weeks (see **Appendix ‘A’**).

At its April 28, 2020, meeting Council passed the following motion:

2020.075

“THAT Council indicate that the offer for the municipality to contribute \$320,000 to support the development of affordable housing on Lot 13 would remain valid until December 1st, 2021, subject to the developer obtaining all other necessary approvals.”

At the time, it was expected that the District's contribution would be in the early stages of the project. The applicant is now proposing, to simplify matters and remove the need to secure that contribution against the property's title, that instead the District's contribution be essentially a reimbursement after final occupancy is obtained on all the affordable units.

CONCLUSION:

The Option provides some assurance that the development will proceed in a timely manner. The MDA Modification is critical to the land transferring to APMC Holdings so that they can develop the proposed 33-lot housing. Council is in a position to consider these elements; staff understand that if the motions proposed at the outset of this report are adopted, the land transfer can proceed. The agreements (Covenant, Option and MDA Modification) would be registered concurrently with the transfer of the land.

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



Appendix A

THE DISTRICT OF UCLUELET

**NOTICE OF CHANGE TO OPTION TO PURCHASE AND
MASTER DEVELOPMENT AGREEMENT MODIFICATION**

Pursuant to section 94 of the *Community Charter*, the District of Ucluelet gives notice that Council will be considering changes to an Option to Purchase initially offered by ACMC Holdings LTD as part of the rezoning application for a 33-unit affordable housing development on Lot 13, District Lot 283, Clayoquot District, Plan VIP84686 ("Lot 13" Marine Drive).

In general terms, the Option to Purchase is being offered by ACMC Holdings LTD as an assurance that the proposed development of affordable housing will be completed within a defined timeframe, or else the District would have the option to purchase the property for a nominal price. This assurance was offered as an enticement for Council to agree to amend the Master Development Agreement (MDA) which applies to other lands owned by Weyerhaeuser Company LTD (future phases of their OceanWest development) at the time Council agrees to issue a Development Permit for Lot 13. The MDA grants a density bonus when affordable housing has been provided. ACMC Holdings LTD is proposing that the terms of the Option to Purchase be amended from the original proposal, generally as follows:

- The District could exercise its option after a period of 3 years (originally proposed 2 years); and,
- The Option to Purchase would be suspended once the developer has obtained financial support – registered against the title of Lot 13 – from BC Housing (originally proposed to be suspended once the subdivision was registered with the Land Title and Survey Authority).

Council will consider the proposed changes to the Option to Purchase and the modification of the MDA at its regular meeting at the Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet, BC, on October 13, 2020 at 3:30 pm. At this meeting, persons who consider they are affected by the proposed changes will be allowed to make representations to Council and will be afforded a reasonable opportunity to be heard or to present written submissions. For information on how to participate in the meeting remotely, please contact Joseph Rotenberg, Corporate clerk, at jrotenberg@ucluelet.ca

A copy of the Option to Purchase and Master Development Agreement will be available for viewing at the Municipal Hall, 200 Main Street, Ucluelet, BC, from September 30, 2020, to October 13, 2020, during the District's COVID-19 office hours of 1:00 pm to 4:00 pm Mondays to Friday, except holidays. These documents will also be available on the municipal website at www.ucluelet.ca, and attached to the staff report published in the Council agenda on the Friday before the October 13th meeting.

Dated this 25th day of September, 2020.

Mark Boysen, Corporate Officer

LAND TITLE ACT
FORM C (Section 233) CHARGE
GENERAL INSTRUMENT - PART 1 Province of British Columbia

Appendix B

PAGE 1 OF 10 PAGES

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

Michele Buick, Legal Assistant

HEATH LAW LLP, Barristers & Solicitors

200 - 1808 Bowen Road

Nanaimo

BC V9S 5W4

Tel: (250) 824-2080

File: 54807-1

Deduct LTSA Fees? Yes

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

027-473-538

LOT 13, DISTRICT LOT 283, CLAYOQUOT DISTRICT, PLAN VIP84686

STC? YES

3. NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

Option to Purchase

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) Filed Standard Charge Terms D.F. No.

(b) Express Charge Terms Annexed as Part 2

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

ACMC HOLDINGS LTD. (INC. NO. 1106229)

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

DISTRICT OF UCLUELET

200 MAIN STREET

UCLUELET

V0R 3A0

BRITISH COLUMBIA

CANADA

7. ADDITIONAL OR MODIFIED TERMS:

n/a

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

Execution Date

Transferor(s) Signature(s)

Y	M	D
20		

ACMC HOLDINGS LTD. by its
authorized signatory:

Andrew McLane

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Grei...

Officer Signature(s)

Execution Date

Transferor / Borrower / Party Signature(s)

Y M D

20

The District of Ucluelet by its authorized signatory(ies):

Name: _____

Name: _____

DRAFT

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Grei...

TERMS OF INSTRUMENT – PART 2**OPTION TO PURCHASE**

THIS AGREEMENT dated for reference the ____ day of _____, 2020.

BETWEEN:

DISTRICT OF UCLUELET

Box 999
200 Main Street
Ucluelet BC V0R 3A0

(the “District”)

AND:

ACMC HOLDINGS LTD. (Inc. No. BC1106229)

584 Beach Road
Qualicum Beach, BC V9K 1K7

(the “Owner”)

BACKGROUND:

- A. The Owner is the registered owner in fee simple of land more particularly described as: PID:027-473-538, Lot 13, District Lot 283, Clayoquot District, Plan VIP84686 (“the Land”).
- B. The Owner wishes to grant to the District an Option to Purchase the Land on the terms set out in this Agreement.

In consideration of \$10 now paid by the District to the Owner and in consideration of the covenants and conditions hereinafter contained to be observed and Performed by the Owner and the District and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the Owner and the District), the Owner and the District hereby covenant and agree with each other as follows:

1.0 OPTION TO PURCHASE LOT 13

- 1.1** The Owner hereby grants to the District the sole and exclusive irrevocable option to purchase the Land (the “Option”), free and clear of all liens, charges and encumbrances except those, if any, set out in the title search print for the Land attached hereto as Schedule A (the “Permitted Encumbrances”), for the purchase price and on the terms set out in this Agreement.

- 1.2** Subject to Section 1.4 herein, the Option may be exercised by or on behalf of the District at any time after September 1, 2023 (the "Option Date") by the District delivering written notice to the Owner, to the Owner's mailing address as indicated on the then-current title to the Land or at such other email address or at such other postal address that the Owner has provided to the District in writing.
- 1.3** The Option may only be exercised if, on or before the Option Date, the Owner has not subdivided the Land generally as illustrated on the plan attached hereto as Schedule B and in accordance with a Use and Development of Land Covenant to be submitted for concurrent registration with this Option. For certainty, neither the acceptance of an application to subdivide the Land nor the issuance by the District's Approving Officer of any form of preliminary approval to subdivide the Land will constitute a subdivision for the purpose of the right of the District to exercise this Option.
- 1.4** The Option shall expire on August 31st, 2030 (the "Expiry Date"). If the Option is not exercised by the Expiry Date, it will be null and void and no longer binding on the parties.
- 1.5** If the Owner grants to British Columbia Housing Management Corporation or its designated alternate a mortgage securing the minimum principal sum of \$500,000.00 (the "Mortgage"), and registers the Mortgage as a charge on title to the Land in priority over any other pending or registered financial charges, then this Option to Purchase will be null and void and no longer binding on the parties so long as the Mortgage remains as a charge on the title to the Land.
- 1.6** The District may elect not to exercise the Option for any reason.
- 1.7** If the District exercises the Option, this Agreement will become a binding agreement for the purchase and sale of the Land, which shall be completed upon the terms and conditions contained in this Agreement.

2.0 TERMS OF PURCHASE AND SALE

- 2.1** The purchase price (the "Purchase Price") for the Land will be the sum of thirty-three (\$33.00) Dollars, and there will be no adjustments to the Purchase Price.
- 2.2** The purchase of the Land by the District will be completed on the date chosen by the District (the "Completion Date"), such date to be not later than sixty (60) Business Days after the District gives to the Owner its notice of intention to exercise the Option.
- 2.3** On the Completion Date, the Owner will convey the Land to the District subject to the registered charges on title to the Land at the time of registration of this Agreement, and free and clear of all mortgages and other financial liens, charges, and encumbrances.
- 2.4** Following payment of Purchase Price to the Owner on the Completion Date, the Owner will give vacant possession of the Land to the District.

- 2.5** The Owner covenants and agrees that it will, from and after the date of the application to register this Agreement in the LTO, take or cause to be taken all proper steps and actions and corporate proceedings to enable the Owner to vest a good and marketable title to the Land in the District on the Completion Date, free and clear of all liens, charges, encumbrances, defects in title, equities or claims of every nature and kind except for the Permitted Encumbrances and to enable the Owner to carry out the sale of the Land and to execute and deliver this Agreement as valid and binding obligations of the Owner.
- 2.6** The Owner hereby represents and warrants to the District that the following are true and accurate on the date the Owner executes this Agreement and will be true on the Completion Date:
- a) the Owner has the legal capacity, power, and authority to grant the Option and perform all of the Owner's obligations under this Agreement;
 - b) if the Owner is a corporation, the Owner has taken all necessary or desirable actions, steps, and other proceedings to approve or authorize, validly and effectively, the entering into, and the execution, delivery, and performance of this Agreement;
 - c) if the Owner is a corporation, the Owner is in good standing with the Registrar of Companies for British Columbia and has made all necessary filings with the Registrar as required by the applicable legislation;
 - d) if the Owner is a corporation, the Owner is duly incorporated and validly existing under the laws of British Columbia and has the power and capacity to enter into and carry out the transactions provided for in this Agreement;
 - e) the Owner has good, safe holding, and marketable title to the Land;
 - f) the Owner is a resident of Canada within the meaning of the *Income Tax Act* (Canada) and will provide the District with a statutory declaration of this, in the District's form, at least ten (10) days before the Completion Date (the "Statutory Declaration").
- 2.7** The Owner hereby represents and warrants to, and covenants and agrees with the District as at the Completion Date that:
- a) the Owner has no indebtedness or obligation to any person which might at the Completion Date or afterwards constitute a lien, charge, or encumbrance on the Land;
 - b) the Owner has not used the Land or permitted any use of the Land to store, manufacture, dispose of, emit, spill, leak, generate, transport, produce, process, release, discharge, landfill, treat, or remediate any explosive, radioactive material, asbestos, urea formaldehyde, chlorobiphenyls, hydrocarbon, underground tank, pollution, contamination, hazardous substance, corrosive substance, toxic substance, special waste, waste, or matter of any kind which is or may be harmful to human safety or health or to the environment, including anything the storage, manufacture,

- disposal, emission, discharge, treatment, generation, use, transport, remediation, or release into the environment of which is now or at any time after the execution of this Agreement prohibited, controlled, regulated, or licensed under any laws applicable to the Land ("Contaminant");
- c) the Owner has not caused or permitted the storage, manufacture, disposal, emission, spilling, leakage, treatment, generation, transportation, production, processing, release, discharge, landfilling, treatment or remediation of any Contaminant in, on, under, or from the Land; and
 - d) the Owner has at all times used the Land in compliance with all laws relating to Contaminants and to the environment.
- 2.8** The Owner shall indemnify and save harmless the District and each of its elected and appointed officials, officers, directors, employees and agents, and their heirs, executors, administrators, personal representatives, successors, and assigns, from and against any and all actions, causes of action, liabilities, demands, losses, damages, costs (including remediation costs and costs of compliance with any law, and fees and disbursements of professional advisors), expenses, fines and penalties, suffered or incurred by the District or any other listed above by reason of or related to or connected with:
- a) a breach of any representation or warranty, covenant or agreement of the Owner set forth in this Agreement;
 - b) any Contaminants on the Land arising during the ownership of the Owner;
 - c) any wrongful act, omission, or negligence of the Owner or a person for whom the Owner is responsible in law.

The obligation to indemnify and save harmless will survive the transfer of the Land or any termination of this Agreement.

- 2.9** Before the Completion Date, the District will deliver to the Owner's solicitors for execution by the Owner:
- a) a Form A Transfer transferring the fee simple title to the Land to the District (the "Transfer"); and,
 - b) the Statutory Declaration; and

at least three (3) days before the Completion Date, the Owner must deliver to the District's solicitors the above documents, duly executed by the Owner and in registrable form, on undertakings consistent with this Agreement.

- 2.10** On the Completion Date, the District will:

- a) cause its solicitors to apply to register the Transfer in the LTO; and
 - b) after application has been made to register the Transfer, and upon receipt of a satisfactory post-index search of the title to the Land indicating that in the normal course of LTO procedure the District will become the registered owner of the Land free and clear of all mortgages and other financial liens, charges, and encumbrances, the District will pay to the Owner the Purchase Price.
- 2.11** The Land will be at the Owner's risk until 12:00 noon on the Completion Date and will thereafter be at the risk of the District. In the event of loss or damage to the Land occurring before the completion of the closing on the Completion Date by reason of fire, tempest, lightning, earthquake, flood or other act of God, explosion, riot, civil commotion, insurrection or war, the District, at the District's option, may cancel its purchase of the Land.
- 2.12** The District, its agents and employees, have the license, conditional on providing forty-eight (48) hours prior written notice to the Owner, to enter upon the Land from time to time prior to the Completion Date, at the District's sole risk and expense, for the purpose of making reasonable inspections, surveys, tests and studies of the Land.
- 2.13** The District will pay:
- a) any property transfer tax payable by it under the *Property Transfer Tax Act*;
 - b) LTO registration fees in connection with the transfer of the Land to the District;
 - c) the District's legal fees and disbursements, but not the Owner's; and
 - d) any goods and services tax payable in respect of transfer of the Land under the *Excise Tax Act* (Canada) and if the District is registered for the purposes of GST, instead of paying GST to the Owner, the District will provide the Owner with its certificate that it will account directly for any and all GST.

TITLE SEARCH PRINT

File Reference: 219073

2020-01-24, 10:46:29

Requestor: MICHELE BUICK

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN****

Land Title District VICTORIA
 Land Title Office VICTORIA

Title Number CA3645656
 From Title Number FB154817

Application Received 2014-03-25

Application Entered 2014-04-10

Registered Owner in Fee Simple
 Registered Owner/Mailing Address: WEYERHAEUSER COMPANY LIMITED, INC.NO. A91273
 500 - 925 WEST GEORGIA STREET
 VANCOUVER, BC
 V6C 3L2

Taxation Authority Ucluelet, District of

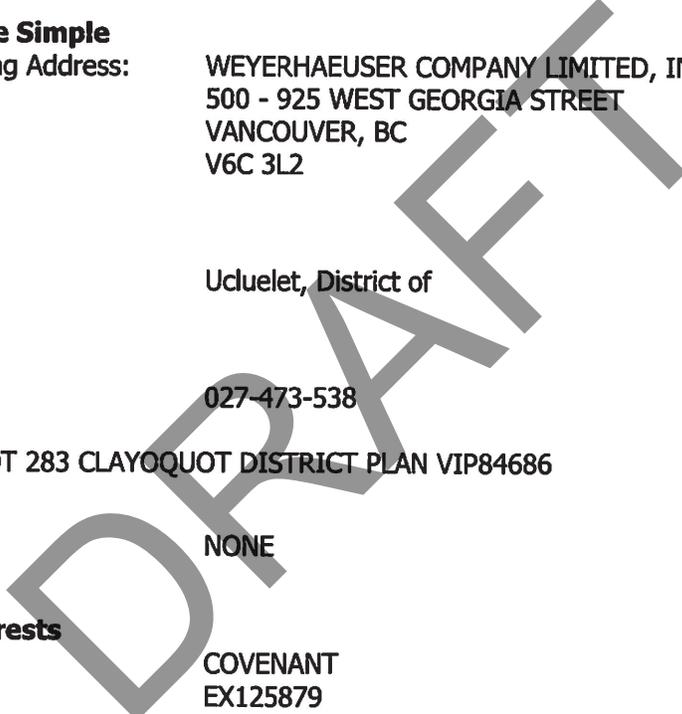
Description of Land
 Parcel Identifier: 027-473-538
 Legal Description:
 LOT 13 DISTRICT LOT 283 CLAYOQUOT DISTRICT PLAN VIP84686

Legal Notations NONE

Charges, Liens and Interests

Nature: COVENANT
 Registration Number: EX125879
 Registration Date and Time: 2005-10-03 10:02
 Registered Owner: DISTRICT OF UCLUELET
 Remarks: INTER ALIA
 MODIFIED BY FB49737
 MODIFIED BY FB439221

Nature: MODIFICATION
 Registration Number: FB49737
 Registration Date and Time: 2007-05-18 13:33
 Remarks: INTER ALIA
 MODIFICATION OF EX125879



TITLE SEARCH PRINT

2020-01-24, 10:46:29

File Reference: 219073

Requestor: MICHELE BUICK

Nature: COVENANT
 Registration Number: FB154804
 Registration Date and Time: 2008-03-14 13:09
 Registered Owner: DISTRICT OF UCLUELET
 THE CROWN IN RIGHT OF BRITISH COLUMBIA
 Remarks: INTER ALIA

Nature: COVENANT
 Registration Number: FB154853
 Registration Date and Time: 2008-03-14 13:12
 Registered Owner: DISTRICT OF UCLUELET
 Remarks: INTER ALIA

Nature: COVENANT
 Registration Number: FB154873
 Registration Date and Time: 2008-03-14 13:17
 Registered Owner: DISTRICT OF UCLUELET

Nature: COVENANT
 Registration Number: FB154877
 Registration Date and Time: 2008-03-14 13:17
 Registered Owner: DISTRICT OF UCLUELET
 Remarks: INTER ALIA

Nature: STATUTORY BUILDING SCHEME
 Registration Number: FB154882
 Registration Date and Time: 2008-03-14 13:19
 Remarks: INTER ALIA

Nature: EASEMENT
 Registration Number: FB238771
 Registration Date and Time: 2008-12-24 12:05
 Remarks: PART IN PLAN VIP86122; APPURTENANT TO LOT 19,
 PLAN 31775

Duplicate Infeasible Title NONE OUTSTANDING

Transfers NONE

Pending Applications NONE

PLANTING NOTES

- ALL LANDSCAPE INSTALLATION AND MAINTENANCE SHALL MEET OR EXCEED THE MOST RECENT STANDARDS SET OUT BY THE CANADIAN NURSERY LANDSCAPE ASSOCIATION (CNLA) CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS (CSLA) CANADIAN LANDSCAPE STANDARD.
- TREES SHALL BE PLANTED DURING THE DORMANT SEASON (OCTOBER - APRIL).
- LANDSCAPE MAINTENANCE SHALL MEET OR EXCEED THE MINIMUM REQUIREMENTS SET OUT IN TABLE T.1.4.2, MAINTENANCE LEVELS - LEVEL 5 BACKGROUND & NATURAL OF THE CANADIAN LANDSCAPE STANDARD.
- ESTABLISHMENT MAINTENANCE SHALL MEET THE REQUIREMENTS SET OUT IN SECTION 1.3 ESTABLISHMENT MAINTENANCE OF THE CANADIAN LANDSCAPE STANDARD. ALL PROPOSED PLANT MATERIAL SHALL BE MAINTAINED BY THE OWNER FOR THE THREE YEAR MAINTENANCE PERIOD FROM THE TIME SUBSTANTIAL COMPLETION TO ENSURE PLANT ESTABLISHMENT AND TO MAINTAIN PLANT VIGOR.
- RECOMMENDED MAINTENANCE PROCEDURES & FREQUENCIES:

PROCEDURE:	FREQUENCY:
HAND WATERING	WEEKLY OR AS REQUIRED DURING FIRST GROWING SEASON
INSPECTION	3 TIMES PER YEAR
LITTER REMOVAL	3 TIMES PER YEAR
WEED REMOVAL (INSIDE & AROUND ENCLOSURE)	3 TIMES PER YEAR
INVASIVE PLANT ERADICATION AND CONTROL	3 TIMES PER YEAR
REPAIR	AS REQUIRED
- ALL PLANT MATERIAL SHALL MATCH SPECIES AS INDICATED ON THE PLANTING LEGEND. PLANT MATERIAL QUALITY, TRANSPORT AND HANDLING SHALL COMPLY WITH CNLA/CSLA STANDARDS FOR NURSERY STOCK.
- CONTACT THE DISTRICT OF UCLUELET FOR APPROVAL OF ANY PLANT SUBSTITUTIONS. NO SUBSTITUTIONS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL BY THE DISTRICT.
- EXCAVATED PLANT PITS SHALL HAVE POSITIVE DRAINAGE. PLANT PITS WHEN FULLY FLOODED WITH WATER SHALL DRAIN WITHIN ONE HOUR AFTER FILLING.
- PROPERTIES FOR GROWING MEDIUM SHALL MEET OR EXCEED SECTION 6 GROWING MEDIA OF THE BCNA/BCSLA STANDARD FOR:
 LEVEL 5 "BACKGROUND" AREAS:
 GROWING MEDIUM TYPE: 3L (TREES)
 SOIL DEPTHS: 600mm (24") X 1.5X ROOTBALL DIAMETER
- MULCH SHALL BE NON-COMPOSTED BARK MULCH PER SECTION 1.0 MULCHING OF THE CNLA/CSLA LANDSCAPE STANDARD INSTALLED AT A 75mm DEPTH X 1.5m DIAMETER OVER PLANTING PIT.

DEER BROWSE PROTECTION

- INSTALL CIRCULAR ENCLOSURE AROUND DRIP LINE OF ALL TREES.
- ENCLOSURE SHALL BE CONSTRUCTED OF 50mm X 100mm (2" X 4") PINE WIRE AT A MINIMUM HEIGHT OF 1.5m (5').
- SUPPORT WIRE ENCLOSURE WITH (2) 75mm X 2.4m (3" X 8") ROUND MACHINE POINTED PRESSURE TREATED LANDSCAPE STAKES PER TREE. EMBED STAKES 765mm (30") MINIMUM.
- PRESSURE TREATMENT SHALL BE PER CSA STANDARD OBO S, URINIS A WOOD PRESERVATIVE NON TOXIC TO SURROUNDING PLANT MATERIAL AND WILDLIFE.
- SECURE WIRE TO STAKES WITH (3) GALVANIZED STAPLES PER STAKE
- REMOVE ENCLOSURES IN (3) YEARS OR WHEN TREES HAVE REACHED 2.4m (8') IN HEIGHT.

TREE MANAGEMENT LEGEND

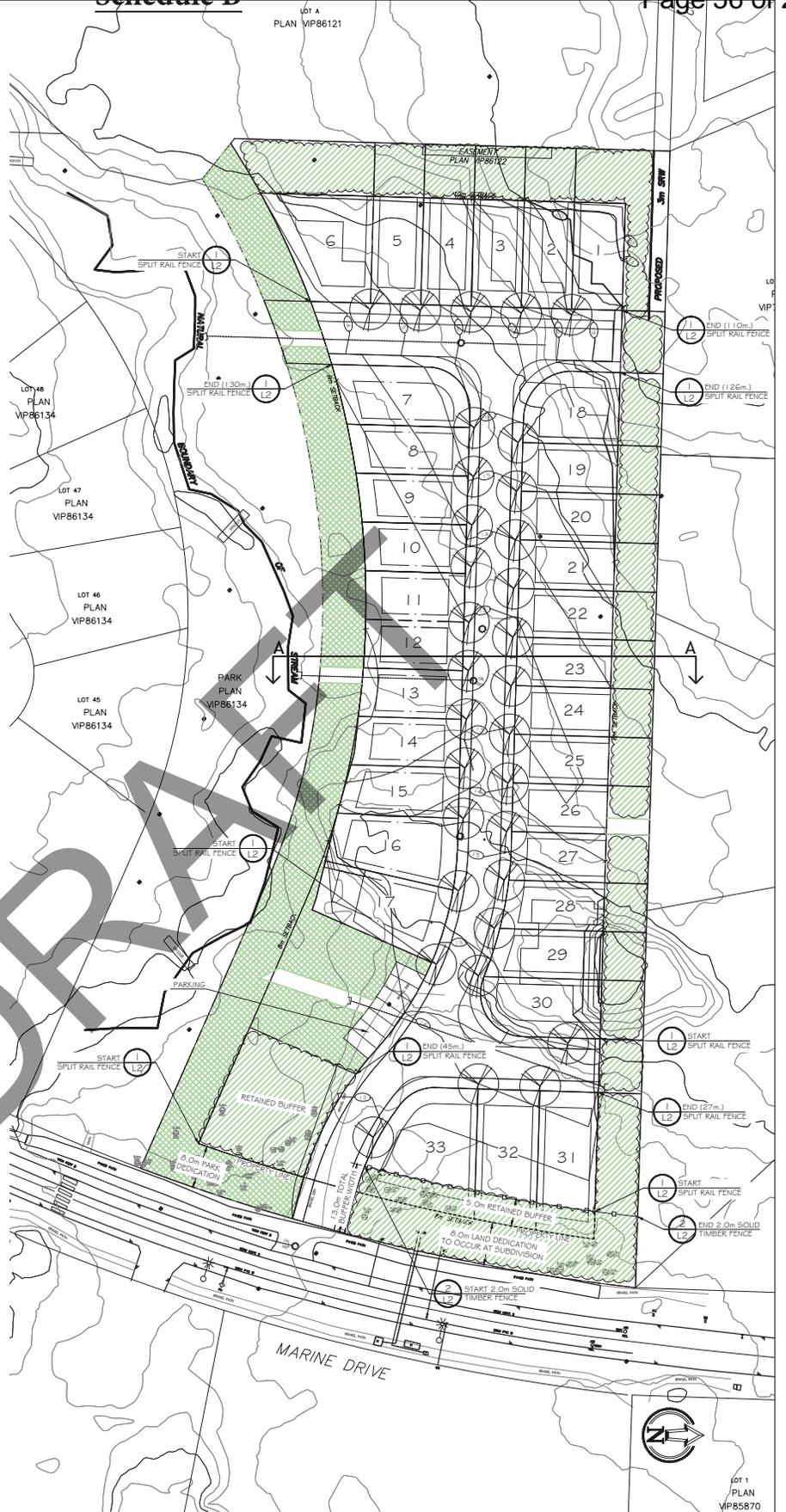
SYMBOL	BOTANICAL / COMMON NAME	SIZE	SPACING	QTY.
SIGNIFICANT TREES TO BE RETAINED AND PROTECTED DURING CONSTRUCTION				
	PICEA SITCHENSIS SITKA SPRUCE	0.35-1.30 DBH	SEE PLAN	6
BUFFER TREES TO BE RETAINED AND PROTECTED DURING CONSTRUCTION				
			SEE PLAN	
			SEE PLAN	
INTERNAL STREET TREES (SUBJECT TO SUBDIVISION APPROVAL OF OFF SITE WORKS)				
	50% CORNUS NUTALLI PACIFIC DOGWOOD	2.0m	*APPROX. 9.0m O.C. (1 PER LOT)	16
	50% CRATAEGUS DOUGLASHII BLACK HAWTHORN			16
*PRECISE TREE LOCATIONS TO BE SELECTED IN THE FIELD BY THE PROJECT ENGINEER TO AVOID CONFLICT WITH CIVIL WORKS.				

GRADING LEGEND

SYMBOL	DESCRIPTION
	PROPOSED 1m FORMLINE
	PROPOSED 5m FORMLINE
	PROPOSED 10m FORMLINE
	APPROXIMATE LOCATION AND EXTENT OF BOULDER WALLS AS REQUIRED TO PROVIDE LEVEL FOUNDATION LOCATIONS FOR INDIVIDUAL LOTS. WALLS WILL BE CONSTRUCTED USING ON-SITE BLACK ROCK FROM EXCAVATION WORKS. WALLS SHOULD NOT EXCEED A SLOPE RATIO OF 1:1 OR 40%. THE SPECIFIC LOCATION AND DESIGN OF BOULDER WALLS OVER 1.2M SHALL BE DESIGNED AND APPROVED BY THE PROJECT ENGINEER OF RECORD DURING SUBDIVISION WORKS.

LAYOUT LEGEND

SYMBOL	DESCRIPTION
	PROPERTY LINE
	PROPERTY SETBACK LINE
	DETAIL NUMBER
	SHEET NUMBER



REVISION SCHEDULE		
#	Date	NOTES
0	JULY 2020	DP REVIEW DRAWINGS
1	AUGUST 2020	REISSUED FOR DP
2	SEPT 2020	REISSUED FOR DP
3	30SEPT2020	REISSUED FOR DP

LANDSCAPE PRESERVATION	
Date:	SEPTEMBER 30, 2020
Drawn:	CM
Checked:	STAFF
Scale:	1:200 metric
Project Number:	19-0239
DRAWING NUMBER:	L1 of 3

Lot 13 - Ucluelet
 A. McLane
 District of Ucluelet, BC

THIS DRAWING IS NOT VALID UNLESS IT IS USED IN CONJUNCTION WITH THE LANDSCAPE PRESERVATION PLAN AND THE LANDSCAPE ARCHITECT'S REPORT. ANY CHANGES TO THIS DRAWING SHALL BE MADE BY THE LANDSCAPE ARCHITECT. THIS DRAWING IS THE PROPERTY OF MACDONALD GRAY AND WILL BE RETURNED TO THEM UPON COMPLETION OF THE PROJECT.

macdonald gray
 814 Shorewood Drive, Parksville, BC V8P 1S1
 TEL: 250-248-3089 EMAIL: macgray@telus.net
 www.macdonald-gray.ca

Appendix C

MASTER DEVELOPMENT AGREEMENT AMENDING AGREEMENT

This Amendment is made effective _____, 2020

AMONG:**DISTRICT OF UCLUELET**

(the "**District**")

AND**WEYERHAEUSER COMPANY LIMITED**

(the "**Developer**")

WHEREAS:

- A. The parties hereto are parties to a Master Development Agreement dated for reference September 28, 2005 (the "**Master Development Agreement**"), which is attached as Schedule A to a covenant first registered in the Land title Office under charge number EX125879, and modified by charge numbers FB49737 and FB439221 (the "MDA Covenant");
- B. The parties wish to amend the terms of the Master Development Agreement as set out herein, and to modify the MDA Covenant accordingly.

NOW THEREFORE in consideration of the premises and agreements contained in this Amending Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties agree with each other as follows:

1. All references in this Amending Agreement to a designated Article, Section, paragraph, or other subdivision, or to a Schedule, are to the designated Article, Section, subsection, paragraph or other subdivision of or Schedule to the Master Development Agreement, and capitalized terms, not defined herein shall have the meaning given in the Master Development Agreement, unless otherwise specifically stated.
2. The Master Development Agreement is amended by:
 - (a) Adding as Schedule __ to the MDA, the Option to Purchase attached to this Amending Agreement Schedule A; and,
 - (b) inserting the following new Section after Section 7.5:
 - (c) "7.5A Notwithstanding any requirement relating to Affordable Housing units set out in this Part 7, or in any other provision of this Master Development Agreement, provided that the Developer or any subsequent owner of land described as PID: 027-473-538, Lot 13 District Lot 283 Clayoquot District Plan VIP84686 ("**Lot 13**"),

grants to the District an option to purchase Lot 13, substantially in the form attached as Schedule __ (the "Option") and registers, or causes to be registered, the Option as a charge against the title to Lot 13, then for the purpose of this Part 7 the Developer shall be deemed to have provided 33 Affordable Housing units. The District will, at the request of the Developer review the final, registrable, form of such Option, and provide written confirmation, prior to the registration of the same, that the final form is in compliance with the District's requirements under this Section and that the provisions of this Section will be triggered upon registration of said final form of Option"

3. This Amending Agreement may be executed by the parties hereto in as many counterparts as may be necessary, and each such agreement so executed will be deemed to be an original and, provided that all of the parties have executed a counterpart, such counterparts together will constitute a valid and binding agreement, and notwithstanding the date of execution will be deemed to bear the date as set forth below. Such executed copy may be transmitted by telecopy, facsimile or other electronic method of transmission, and the reproduction of signatures by facsimile or other electronic method of transmission will be treated as binding as if originals.

[Signature Pages Follow]

DRAFT

IN WITNESS WHEREOF the parties hereto have executed this Amending Agreement as of the date first set out above.

DISTRICT OF UCLUELET

Per: _____

WEYERHAEUSER COMPANY LIMITED

Per: _____

DRAFT



STAFF REPORT TO COUNCIL

Council Meeting: October 13, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

FILE NO: 1855-03 UBCM

SUBJECT: UBCM HOUSING NEEDS REPORTS 2020 PROGRAM
– PLANNING GRANT FOR 2021 WEST COAST HOUSING NEEDS ASSESSMENT

REPORT NO: 20-109

ATTACHMENT(S): APPENDIX A – GRANT APPLICATION AND BUDGET

RECOMMENDATION(S):

1. **THAT** District of Ucluelet Council supports the West Coast Housing Needs Assessment project and approves the primary grant applicant, the District of Tofino, to apply for, receive, and manage the funding from a UBCM Housing Needs Report grant on behalf of the District of Ucluelet.

PURPOSE/DESIRED OUTCOME:

This report seeks Council's endorsement of a grant application to the Union of British Columbia Municipalities for a West Coast Housing Needs Assessment, plus endorsement for the District of Tofino to act as the primary grant applicant and provide overall grant management for this sub-regional project.

BACKGROUND:

Recent amendments to the [Local Government Act](#) obligates municipalities to develop a Housing Need Assessment (HNA) every five years, the deadline for the first HNA to be completed is spring of 2022.

LGA 585.2 A local government must prepare housing needs reports in accordance with this Division.

A grant program managed by UBCM was developed to support local governments in the creation of HNA's. The deadline for submission of the grant application is October 16, 2020. Staff understand that this may be the final intake under the UBCM grant program.

DISCUSSION:

Staff have been working with Tofino and the Alberni Clayoquot Regional District (Area C) to develop a regional HNA since the West Coast functions as a single housing and employment system. As part of a regional approach, staff are keen to explore options that could allow for the inclusion of First Nations communities.

The West Coast Housing Need Assessment has been identified in the 2021 to 2025 Financial Plan. The cost of the plan is estimated at \$70,000 split between Tofino and Ucluelet. Ucluelet's portion of the project is \$35,000 and is tentatively funded as follows:

Appendix A

Housing Needs Reports Program 2020 Application Form

Please complete and return the application form and all required attachments. All questions are required to be answered by typing directly in this form. If you have any questions, contact lgps@ubcm.ca or (250) 952-9177. Due to the COVID-19 pandemic, the Spring 2020 intake was postponed. The new application deadline is October 16, 2020.

SECTION 1: Applicant Information	AP- <i>(for administrative use only)</i>
Local Government: District of Tofino and District of Ucluelet	Complete Mailing Address: 121 Third Street, Box 9, Tofino BC V0R 2Z0
Contact Person: Aaron Rodgers	Position: Manager of Community Sustainability
Phone: 2507267838	E-mail: arodgers@tofino.ca

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

SECTION 2: <u>For Regional Projects Only</u>
<p>1. Identification of Planning Areas. For all regional projects, please list all of the planning areas included in this application (partnering municipalities, electoral areas, and local trust areas). If any planning areas are outside of the primary applicant's jurisdiction, please identify the partnering local governments. Refer to Section 3 in the <i>Program & Application Guide</i> for more information and requirements for regional projects.</p> <p>District of Tofino and District of Ucluelet</p>
<p>2. Rationale for regional project. Please provide a rationale for developing Housing Needs Reports as a regional project, including how this approach will support improved understanding of housing needs and cost-efficiencies in the total grant request.</p> <p>The District of Tofino developed a Housing Needs Assessment Report in 2015 that considered housing issues from the perspective of Tofino. The development of the report highlighted the interconnectedness of Tofino, Ucluelet, Alberni-Clayoquot Regional District (ACRD) Area "C" and 6 neighbouring First Nations in a number of sectors most notable being housing. There is a significant amount of travel between all communities for jobs and housing needs. A joint project between the two employment centres of the west coast subregion will provide a fuller understanding of housing in the area and hopefully lead to new solutions to tackle longstanding housing issues. As well, it is expected that the two municipalities will partner with the ACRD to ensure that the Area "C" Housing Needs Report is considered from the subregional perspective. Finally, it is expected that the overall cost per municipality of the Housing Needs Report may be reduced.</p>

SECTION 3: Project Summary

3. Title & Area of the Project.

Project Title: West Coast Housing Needs Report

Planning areas (municipalities, electoral areas, and local trust areas) that will be included in the report: District of Tofino, District of Ucluelet.

4. Project Cost & Grant Request.

Total Project Cost: \$70,000.00 Total Grant Request: \$30,000.00

Have you applied for or received funding for this project from other sources? If yes, please list:

No

5. Project Summary. Provide a summary of your project in 150 words or less.

A joint initiative between Ucluelet and Tofino to develop a west coast subregional housing report to provide a fuller understanding of the interconnected housing issues in the area. It is expected that the report will identify new solutions to tackle longstanding housing issues and develop a base from which to move forward with regionally focused housing projects.

SECTION 4: Detailed Project Information**6. Existing Housing Needs Reports.** If any of the planning areas included in this application already have a completed Housing Needs Report (or similar), please identify the name and date of the report(s).

Tofino Affordable Housing Needs Assessment - 2015

7. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4 and 5 of the *Program & Application Guide* for funding requirements and eligibility.

The District of Tofino and the District of Ucluelet will seek to hire a professional housing consultant to develop the report through a competitive procurement process (most likely a Request for Proposals). Following the hiring of the successful proponent the consultant will undertake the following process (or something similar).

The successful proponent will develop a study that is based on quantitative information supported by qualitative data. The West Coast Housing Needs Report will draw the quantitative data from existing sources such as census data, existing District reports and studies, surveys, 2020 Land Use Analysis, Area "C" Housing Needs Report and the Clayoquot Biosphere Trust's "Vital Signs" report.

The West Coast Housing Needs Report will contain three key components:

- (a) Current Need Analysis;
- (b) Newly Arising Need (Demand) Analysis; and
- (c) Supply Analysis.

The current need analysis will seek to identify households in the community that currently lack their own housing or live in inadequate housing for a variety of reasons, and cannot afford the housing they need in the local housing market without some assistance. In simple terms, the current need analysis seeks to answer the question of who in the community needs affordable housing immediately.

The newly arising need (demand) analysis is a forward-looking view of the need question. Specifically, it relies on the projected or potential short- to medium-term household composition of the community to estimate the future need for affordable housing in the community. Together, the current and newly arising need analyses would allow the Districts to put forward a project that is better able to accommodate the present and future affordable housing needs of the communities

The supply analysis determines the ability of the communities to meet current and future affordable housing needs by examining the existing housing stock and anticipated additions. By stacking the need analyses against the supply situation, Ucluelet and Tofino will be able to gain a better insight into the level of shortage or glut of affordable housing in the community, as well as the scale and form that a future projects could take — all of which are critical factors that must be understood before an affordable housing project can be considered.

- 8. Data Collection, Compilation & Analysis.** Do you intend to collect data (either qualitative or quantitative, i.e. community-based surveys) in addition to the datasets that will be made available at no cost via the Ministry of Municipal Affairs & Housing? If so, please describe what specific data you intend to collect and how you intend to use this information?

Tofino and Ucluelet expect to collect a significant amount of information from existing datasets, recent studies (2020 Land Use Study), Tofino Housing Corporation reports, Island Health, and neighbouring communities including the ACRD and local First Nations.

The data that is collected will form the basis from which to develop housing policies, programs and projects for the region. Both Districts are very familiar with the sensitivity of such information and will ensure that any data collected is managed under FOIPPA regulations.

- 9. Community Consultation & Public Engagement.** Please indicate how you intend to consult, engage, or collaborate with the following and what specific role they will play in the proposed activities. If possible, please identify the specific agencies or organizations you intend to work with.

Neighbouring local governments: The District of Tofino and the District of Ucluelet are each others' neighbouring municipality and will act as joint leads on the project. This approach reflects similar joint projects that the Districts have partnered on over the last couple of years. The Districts will also be connecting with the ACRD and Area "C" to ensure that this important area is considered.

First Nations and local Indigenous organizations: The west coast communities of Hesquiat, Ahousaht, Opitsaht, Ty-Histannis, Esowista, Hitacu and Macoah (all located in Area "C") will all be considered in the regional study as best befits their needs and wants. In addition, the study will seek to understand the housing needs of urban indigenous persons in the region.

Non-profit service providers, health authorities, and/or post-secondary institutions: Non-profit service providers that will be consulted include the Tofino Housing Corporation, Clayoquot Biosphere Trust, Island Health, Alberni-Clayoquot Health Network (ACHN), and the West Coast Resource Society.

Non-profit or for-profit development sector: Consultations with this sector will include the two Chambers of Commerce, resort operators and other large employers, Tourism Tofino and Tourism Ucluelet. Working with these types of groups is important to understand demand both now and in the future

Vulnerable populations (e.g. individuals experiencing homelessness, those at risk of experiencing homelessness, youth, seniors, new immigrants or refugees, etc.): Project staff and/or consultants will work directly with the ACHN and service providers to ensure vulnerable populations are provided the best opportunity to provide input into the housing needs report.

Other:

10. Capacity Building. Please describe any training and/or capacity building activities you plan to undertake to support your local government's ability to complete and make use of future housing needs reports.

The Districts of Tofino and Ucluelet will involve District staff at a variety of levels through the development of the housing assessment, with the intention of building institutional understanding and capacity. Staff will be working closely with the successful consultant to understand the process and tools used in data collection and analysis

11. Additional Information. Please share any other information you think may help support your submission.

SECTION 4: Required Attachments

Please submit the following with your application:

- Council, Board, or Local Trust Committee Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management;
- Detailed project budget;
- For regional projects only:* Each partnering local government must submit a Council, Board, or Local Trust Committee resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf;

Resolutions from partnering applicants must include the language above.

- Optional: Up to five letters of support as evidence of partnership or collaboration with community organizations and/or other local groups.

Submit the completed Application Form and all required attachments as an e-mail attachment to lgps@ubcm.ca and note "October 2020 Housing Needs Reports" in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.

SECTION 5: Signature. Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place).	
Name: Aaron Rodgers	Title: Manager of Community Sustainability
Signature: 	Date: 2020-09-30

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

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

DRAFT WEST COAST HOUSING NEEDS REPORT

The draft budget for the proposed West Coast Housing Needs Report is intended to address the following three items.

1. **Current Need Analysis.** Quantitative research will include collation and analysis of existing reports, census data and other relevant information sources, including demographic and economic profiles and forecasts. Any shortcomings of the existing housing stock in terms of availability, condition and cost, as well as the requirements and preferences of residents and other stakeholders, including employers, will be identified through interviews, surveys and/or meetings. The resulting picture will enable the identification of housing needed by local residents and seasonal workers, i.e. the ideal housing stock to meet current community needs. This will be evaluated against the results of the Supply Analysis (see below) to help quantify and prioritize housing needs.
2. **Newly Arising Need Analysis.** Population and economic forecasts will also be reviewed in conjunction with resident, employer and stakeholder intentions for the future. The objective is to identify potential new affordable housing needs for the medium term, inform future planning and development decisions and enable decision-makers to continue to serve the community as it grows.
3. **Supply Analysis.** The consultant will develop a profile of the existing housing inventory to include form, location, tenure and affordability benchmarks. A review of permit activity and developer and stakeholder intentions will provide an additional basis on which to develop a forecast of planned near-term additions to the West Coast housing supply. This strand of the work will permit a determination of what if any 'gaps' exist between the current and forecasted supply and the identified needs, in order to establish priorities and provide guidance for affordable housing development decisions.

	Tasks	Comments	Estimated Cost
Phase 1	Data Gathering and Preliminary Assessment	<p>Review existing data (quantitative)</p> <ul style="list-style-type: none"> - Built environment - Population (existing/future) - Existing tenures <p>Develop and distribute surveys.</p> <p>Conduct interviews with stakeholders and all neighbouring communities.</p> <ul style="list-style-type: none"> - First Nations - Area C - Local businesses and employers - Local health authority - Housing Authorities - Education providers - Local Government staff 	\$16,000
Phase 2	Community Consultation	<p>Broad community consultation.</p> <ul style="list-style-type: none"> - Ground truth data - Understand community reality (stories) - Council input 	\$20,000
Phase 3	Data Analysis	<p>Synthesize data from previous phases.</p> <ul style="list-style-type: none"> - Expose issues and gaps - Identify trends - Identify pressing needs - Identify actions 	\$14,000

Phase 3	Reporting and Presentations	<p>Report.</p> <ul style="list-style-type: none"> - Development of final report as per grant requirements. - Address use of HNA in future OCP's - Presentation to Council and the Community 	\$18,000
	Materials, supplies communications		\$2,000
Total			\$70,000



STAFF REPORT TO COUNCIL

Council Meeting: October 13, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

FILE NO: 3060-20-DP20-11

**SUBJECT: LOT 13 MARINE DRIVE – DEVELOPMENT PERMIT
FOR AFFORDABLE HOUSING**

REPORT NO: 20-111

ATTACHMENT(S): APPENDIX A – DEVELOPMENT PERMIT 3060-20- DO20-11
APPENDIX B – APPLICATION MATERIALS

RECOMMENDATIONS:

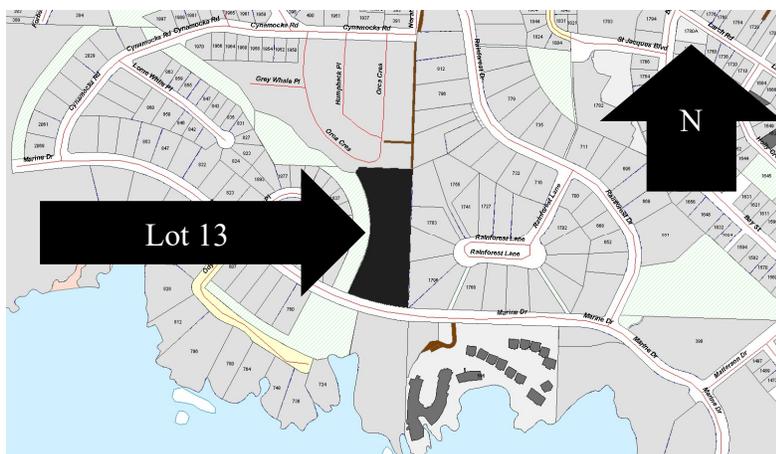
1. **THAT** Council authorize issuance of Development Permit 3060-20-DP20-11 for a proposed 33-lot affordable development on Lot 13, District Lot 283, Clayoquot Land District, Plan VIP84686;
2. **THAT** Council authorize discharge of Restrictive Covenant FB154877 from the title of Lot 13 which restricts development on site within the riparian areas defined next to streams “AB” and “AC”;

PURPOSE:

The purpose of this report is to present the application for a Development Permit (DP) **DP20-11** from ACMC Holdings Ltd. for a proposed affordable housing development on Lot 13, District Lot 283, Clayoquot District, Plan VIP844686 (**Lot 13**).

BACKGROUND:

Initial reports on this application were considered by Council at its meetings on November 26, 2019; March 17, 2020; and April 28, 2020, meetings. On April 28, 2020, Council adopted the Zoning Amendment Bylaw No. 1269, 2020, and Housing Agreement Bylaw No., 1270, 2020. On June 24, 2020, the District entered into an *Affordable Home Ownership Program Master Partnering Memorandum of Understanding* with BC Housing. The applicant has now submitted plans and more detailed information in support of a DP application.



Site Context

DISCUSSION:**Past Resolutions**

At its March 17, 2020, meeting, Council passed the following pertinent motions:

2020.047

THAT Council indicate support to consider the following at the time that more detailed plans and studies are provided by the developer when applying for a Development Permit for the proposed 33-lot subdivision:

- a. approval for the proposed greenspace buffer setback of 8m from the east property line of Lot 13 as it would apply to proposed lots 5 through 19, despite the terms of Restrictive Covenant FB154853 currently registered on title which stipulate a 10m greenspace buffer on that side, subject to submission of an acceptable replacement greenspace covenant with buffer specifications and maintenance restrictions for the future owners of the proposed lots;
- b. approval to discharge Restrictive Covenant FB154877 from the title of Lot 13 which restricts development on site within the riparian areas defined next to streams "AB" and "AC", subject to submission of an acceptable rain water management plan for the quantity and quality of runoff discharged to the adjacent stream "1" from the proposed development on Lot 13;

2020.048

THAT Council indicate the following additional information should be provided with a future Development Permit application for the proposed 33-lot subdivision:

- a. grading plans showing the existing and proposed site grades, limits of disturbance and proposed erosion protection measures during construction;
- b. runoff calculations and detailed drainage design, with review and recommendation by a Qualified Environmental Professional on measures for protection water quality and habitat downstream;
- c. servicing plans based on the site grading;
- d. detailed landscape plans for road frontages, pathways and park spaces, including tree protection measures and proposed relocation measures for the existing gazebo adjacent to Marine Drive in the vicinity of proposed lots 4 and 5;

Development Permit Submission

The applicant has now submitted the following (see **Appendix 'B'**):

- updated site plan;
- grading plan;
- site servicing plans;
- drainage design;
- Biologist's review of the stormwater design;
- building renderings; and,
- landscape details.

The applicant has also submitted letters describing the development and a number of contributions he is proposing.

The stormwater design and review by Toth and Associates Environmental Services concludes that the overall environmental impact of the development would be low. Recommendations from the biologist are included as conditions of the DP (see **Appendix 'A'**). On the basis of this review, Council could authorize discharge of the old covenant FB154877.

Site Plan:

The revised site plan provides, as requested, greater screening of the development from Marine Drive. To the right of the access road, a total of 13m of existing tree and understory vegetation is shown retained behind lots 31, 32 and 33 to maintain a buffer between the new units and the road. This would be 8m of road dedication and a 5m green space across the back of the adjacent lots. Two lots to the left of the road have been shifted to provide a larger green space retaining trees next to the stream corridor.

Note that a copy of the site plan has been added to the DP package indicating which lots would be the affordable rental housing units and which would be for sale under the AHOP program. The rental lots are sprinkled throughout the centre of the site.

Landscaping and Roadway

The landscape plans provide details of the proposed fencing, street trees and boulder placement. As presented previously, the road design is intentionally narrower than standard and is not intended to include parking areas on the road shoulder. The trees and boulders along the edges of the road will discourage parking where there is inadequate shoulder space. This should ensure that the shared roadway is kept clear for vehicle and pedestrian movement.

Additional public parking is shown in the vicinity of the park area.

Site Servicing

The grading and site servicing plans are at this point a detailed concept design, and with the environmental review by Toth and Associates provides a proof of concept for the development. Detailed engineering will need to be completed and accepted as part of the subdivision process.

Phasing of Site Clearing

The applicant is proposing that, following issuance of a subdivision Preliminary Layout Assessment (PLA), clearing would occur on site within the front 1/3 of the property in the location of proposed lots 29-33 to enable bringing 3 show-homes onto the property. Additional clearing of proposed lots

and servicing would proceed only after the developer's pre-sales target is reached. Staff are strongly supportive of this approach; if for some reason the development does not proceed the majority of the forest on the site would remain intact.

CONCLUSIONS

Next Steps

At this point, staff are recommending that Council consider authorizing issuance of the requested Development Permit. If the DP is issued, next steps in the application and process of development approvals include:

- A. ACMC Holdings and Weyerhaeuser complete their deal and ownership of Lot 13 transfers to ACMC;
- B. After providing the necessary notification, at a future meeting of Council public input can be provided and Council could authorize issuing the Development Variance Permit DVP20-02;
- C. ACMC applies to subdivide the property. This includes detailed engineering of all site servicing (water, sewer, roads, parks, drainage, etc.);
- D. Once a Preliminary Layout Assessment (PLA) is issued for the subdivision, ACMC could begin marketing the lots and seek pre-sales;
- E. Completing the subdivision process includes registration of rental and ownership Housing Agreements (already drafted as schedules to the "no Subdivision" covenant) on the individual small-lot property titles; and,
- F. ACMC applies for excavation permits, building permits, plumbing and electrical permits for each individual lot as they are constructed.

Options Review:

As noted previously, should this development not proceed, the current "No Build" covenant, MDA and zoning for affordable housing would still apply to Lot 13 and it is expected that a future proposal could come forward at some point in time for the development of affordable housing on the property.

At this time, staff recommend that Council consider issuing the DP.

Alternatively, Council could consider the following:

3. **THAT** Council not approve issuance of a Development Permit at this time, and indicate what specific additional information or changes would need to be addressed relating to the DP guidelines.

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



DEVELOPMENT PERMIT DP20-11

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

1. This Development Variance Permit is issued to:

Weyerhaeuser Company Limited, Inc. No. A91273
500 – 925 West Georgia Street
Vancouver, BC V6C 3L2

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

Lot 13, District Lot 283, Clayoquot District, Plan VIP84686 (the “Land”)

3. The work authorized by this Permit may only be carried out:

a. in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by development variance permit.

4. This Permit authorizes the following improvements on the Lands:

- a. The creation of a 33-lot affordable housing development.
- b. Paved access road connecting from Marine Drive.
- c. Underground water, sewer, storm drain, electrical and private utilities
- d. Landscaping of the road edges and fencing as shown.
- e. All exterior lighting to be full cut-off and night sky compliant.
- f. All existing trees and understory to be retained in the park and buffer areas shown on the site plan.

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

5. Details of run-off and erosion control measures are to be provided prior to commencing any site clearing.

6. Site clearing and grading may initially commence following issuance of a subdivision Preliminary Layout Assessment (PLA) in the areas of lots 29 – 33 for the purpose of bringing up to three (3) show homes onto the property for pre-sales. Only once the pre-sales target has been reached and project financing secured from BC Housing shall further lot clearing commence.

7. The work authorized by this Permit may only be carried out in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws. The owner is responsible for ensuring that the timing of the work and any required permits or notifications by other agencies are obtained as required to comply with all applicable regulations.



- 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.

AUTHORIZING RESOLUTION passed by the Municipal Council on the day of , 2020.

THE DISTRICT OF UCLUELET
by its authorized signatories:

ISSUED the day of , 2020.

Bruce Greig - Manager of Community Planning



SCHEDULE A

[project plans & studies]

Development Application

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

Type of Application

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

- | | |
|---|---|
| <input type="checkbox"/> Official Community Plan Amendment | <input checked="" type="checkbox"/> Development Variance Permit |
| <input type="checkbox"/> Zoning Bylaw Amendment | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Development Permit (no variances) | <input type="checkbox"/> Board of Variance |
| <input checked="" type="checkbox"/> Development Permit (with variances) | <input type="checkbox"/> Strata Conversion |
| <input type="checkbox"/> Development Permit Amendment | <input type="checkbox"/> Subdivision |



Description of Property

Civic Address (es): Lot 13 Marine Drive 627-473-538
 Legal Description: Lot 13 Plan VLP 844686 Block _____ Section _____ DL 283

Applicant Information

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

Applicant name: Andrew McLene Company name: Acme Holdings LTD
 Mailing address: PO Box 124 Parksville BC Postal Code: V9P 2G3
 Tel: 250-951-1141 Cell: 250-951-1141
 Email: _____ Fax: _____

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

Applicant Signature: [Signature] Date: July 22nd 2020

Registered Owner(s)

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

Registered Owner (s) name: Weyerhaeuser Company Limited
 Mailing address: 500 - 925 West Georgia St Postal Code: V6G 4G1
 Tel: 604 661 8000 Cell: _____
 Email: _____ Fax: _____

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

Owner Signature: [Signature] Agent for Weyerhaeuser Company Limited Date: July 22 2020

Office Use Only:

Folio No.:	File No.:	Date:	Receipt No.:	Fee:
	<u>DVP 20-02</u>	<u>Jul 21/20</u>	<u>67210</u>	<u>1100.00</u>
	<u>DP 20-08</u>		<u>67211</u>	<u>1500.00</u>

Schedule A, Bylaw 1164, 2015

June 2015



TO District staff and council.

Thank you for all your hard work into seeing this project move forward.

As my development has been approved by BCH, the final step is showing a completed Development permit. Upon that issuance, my plans is to submit my P.L.A within 30 days and once approved, register a disclosure statement with the province and get to work. I will clear the front 1/3 of the land, not including the parks and buffer area, and bring in 3 show homes, with fences and sheds, so people to see what they are getting. Once will get 17 presales, we will register a mortgage with BCH and then register a mortgage with

In addition to donating a gazebo to the trail society, we will also be donating all our trees to the school district for a firewood fundraiser.

Also, we have decided, that during these times that we will be offering for one family in need, one years free rent in one of our units. This family will be chosen with the help of Margaret Morrison Director West Coast Community Resources Society

Additionally, we will be matching a down payment for one purchaser who is just on the cusp on qualifying for a purchase.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Charles McLane". The signature is stylized and somewhat cursive.

Andrew Charles McLane

President of ACMC Holdings Ltd



TO District staff and council.

Attached you will find our development permit and development variance permit application.

As per the council meeting dated March 17th 2020, I am seeking to vary the Ucluelet Subdivision Control Bylaw No. 521, 1989, to allow development of a compact residential road and services within a 10m dedicated road right-of-way (instead of a 15m minimum road dedication) as proposed in the cross section by Park City Engineering Ltd. dated February 14, 2020.

Also, for proposed Lots 1, 2 and 5, vary section R-5.6.2 of District of Ucluelet Zoning Bylaw No. 1160, 2013, to permit access to a parking space to be located between the front face of the principal building and the adjacent road.

And finally I am seeking to vary the rear lot line setback to 0m. As originally proposed.

You will find attached to this development permit; a. grading plans showing the existing and proposed site grades, limits of disturbance and proposed erosion protection measures during construction; b. runoff calculations and detailed drainage design, with review and recommendation by a Qualified Environmental Professional on measures for protection water quality and habitat downstream; c. servicing plans based on the site grading; and, d. detailed landscape plans for road frontages, pathways and park spaces.

I am asking council to support to consider the following:

- a. approval for the proposed greenspace buffer setback of 8m from the east property line of Lot 13 as it would apply to proposed lots 5 through 19, despite the terms of Restrictive Covenant FB154853 currently registered on title which stipulate a 10m greenspace buffer on that side, subject to submission of an acceptable replacement greenspace covenant with buffer specifications and maintenance restrictions for the future owners of the proposed lots; and,
- b. approval to discharge Restrictive Covenant FB154877 from the title of Lot 13 which restricts development on site within the riparian areas defined next to streams "AB" and "AC", subject to submission of.

You will also see a slightly modified version of the so subdivision covenant, separating the option to purchase. This document will be coming next week.

I am asking also that the districts contribution of 320,000 be given at the time the last occupancy permit is issued.

Thank you for your time and effort in bringing affordable housing to Ucluelet.

Sincerely,

Andrew Charles McLane

President of ACMC Holdings Ltd



PLANTING NOTES

- ALL LANDSCAPE INSTALLATION AND MAINTENANCE SHALL MEET OR EXCEED THE MOST RECENT STANDARDS SET OUT BY THE CANADIAN NURSERY LANDSCAPE ASSOCIATION (CNLA) CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS (CSLA) CANADIAN LANDSCAPE STANDARD.
- TREES SHALL BE PLANTED DURING THE DORMANT SEASON (OCTOBER - APRIL).
- LANDSCAPE MAINTENANCE SHALL MEET OR EXCEED THE MINIMUM REQUIREMENTS SET OUT IN TABLE T.1.4.2, MAINTENANCE LEVELS - LEVEL 5 BACKGROUND & NATURAL OF THE CANADIAN LANDSCAPE STANDARD.
- ESTABLISHMENT MAINTENANCE SHALL MEET THE REQUIREMENTS SET OUT IN SECTION 1.3 ESTABLISHMENT MAINTENANCE OF THE CANADIAN LANDSCAPE STANDARD. ALL PROPOSED PLANT MATERIAL SHALL BE MAINTAINED BY THE OWNER FOR THE THREE YEAR MAINTENANCE PERIOD FROM THE TIME SUBSTANTIAL COMPLETION TO ENSURE PLANT ESTABLISHMENT AND TO MAINTAIN PLANT VIGOR.
- RECOMMENDED MAINTENANCE PROCEDURES & FREQUENCIES:

PROCEDURE:	FREQUENCY:
HAND WATERING	WEEKLY OR AS REQUIRED DURING FIRST GROWING SEASON
INSPECTION	3 TIMES PER YEAR
LITTER REMOVAL	3 TIMES PER YEAR
WEED REMOVAL (INSIDE & AROUND ENCLOSURE)	3 TIMES PER YEAR
INVASIVE PLANT ERADICATION AND CONTROL	3 TIMES PER YEAR
REPAIR	AS REQUIRED
- ALL PLANT MATERIAL SHALL MATCH SPECIES AS INDICATED ON THE PLANTING LEGEND. PLANT MATERIAL QUALITY, TRANSPORT AND HANDLING SHALL COMPLY WITH CNLA/CSLA STANDARDS FOR NURSERY STOCK.
- CONTACT THE DISTRICT OF UCLUELET FOR APPROVAL OF ANY PLANT SUBSTITUTIONS. NO SUBSTITUTIONS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL BY THE DISTRICT.
- EXCAVATED PLANT PITS SHALL HAVE POSITIVE DRAINAGE. PLANT PITS WHEN FULLY FLOODED WITH WATER SHALL DRAIN WITHIN ONE HOUR AFTER FILLING.
- PROPERTIES FOR GROWING MEDIUM SHALL MEET OR EXCEED SECTION 6 GROWING MEDIA OF THE BCNTA/BCSLA STANDARD FOR:
 LEVEL 5 "BACKGROUND" AREAS:
 GROWING MEDIUM TYPE: 3L (TREES)
 SOIL DEPTHS: 600mm (24") X 1.5X ROOTBALL DIAMETER
- MULCH SHALL BE NON-COMPOSTED BARK MULCH PER SECTION 1.0 MULCHING OF THE CNLA/CSLA LANDSCAPE STANDARD INSTALLED AT A 75mm DEPTH X 1.5m DIAMETER OVER PLANTING PIT.

DEER BROWSE PROTECTION

- INSTALL CIRCULAR ENCLOSURE AROUND DRIP LINE OF ALL TREES.
- ENCLOSURE SHALL BE CONSTRUCTED OF 50mm X 100mm (2" X 4") PAGE WIRE AT A MINIMUM HEIGHT OF 1.5m (5').
- SUPPORT WIRE ENCLOSURE WITH (2) 75mm X 2.4m (3" X 8") ROUND MACHINE POINTED PRESSURE TREATED LANDSCAPE STAKES PER TREE. EMBED STAKES 765mm (30") MINIMUM.
- PRESSURE TREATMENT SHALL BE PER CSA STANDARD Q80 5, URINS A WOOD PRESERVATIVE NON TOXIC TO SURROUNDING PLANT MATERIAL AND WILDLIFE.
- SECURE WIRE TO STAKES WITH (3) GALVANIZED STAPLES PER STAKE
- REMOVE ENCLOSURES IN (3) YEARS OR WHEN TREES HAVE REACHED 2.4m (8') IN HEIGHT.

TREE MANAGEMENT LEGEND

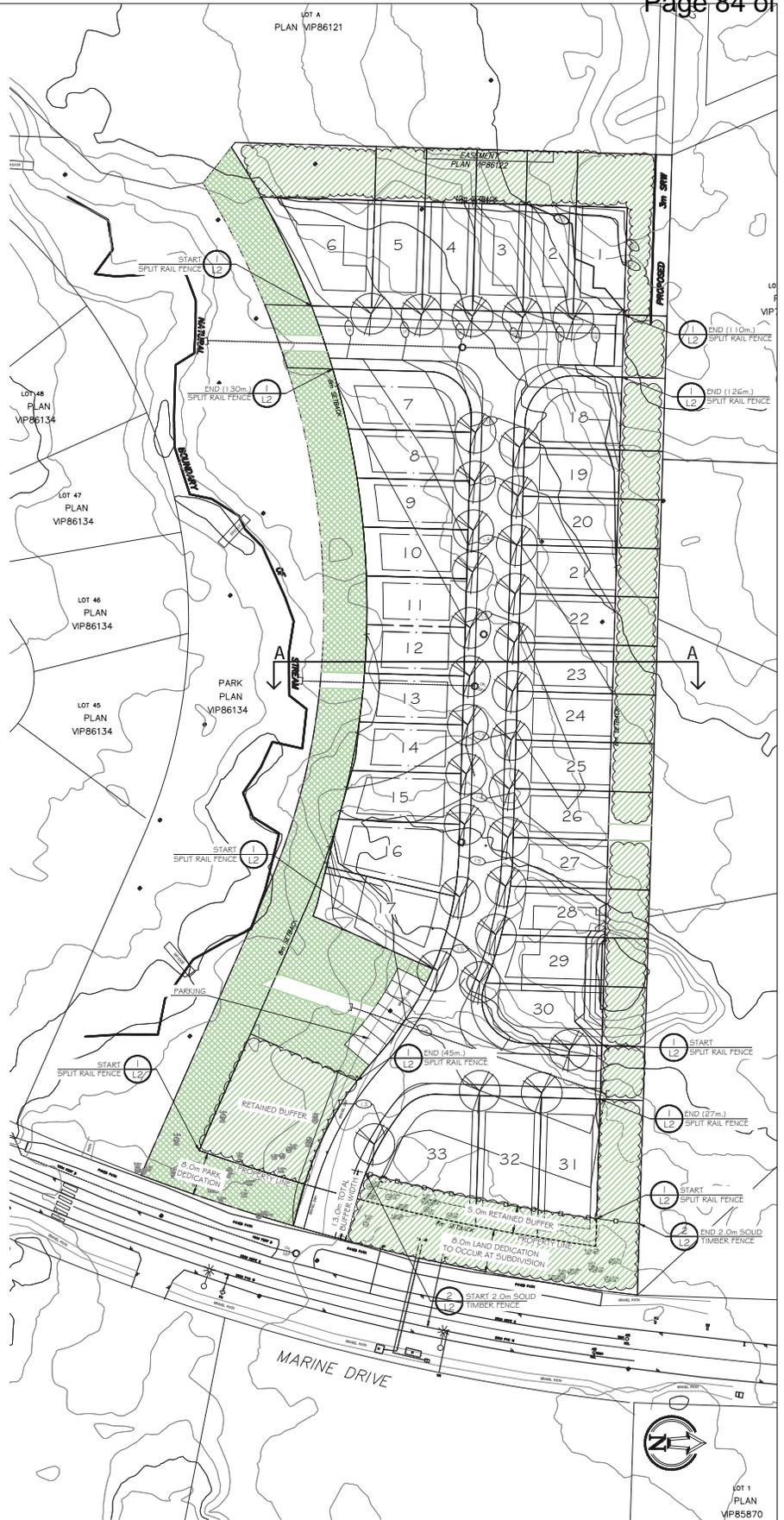
SYMBOL	BOTANICAL / COMMON NAME	SIZE	SPACING	QTY.
SIGNIFICANT TREES TO BE RETAINED AND PROTECTED DURING CONSTRUCTION				
	PICEA SITCHENSIS SITKA SPRUCE	0.35-1.30 DBH	SEE PLAN	6
BUFFER TREES TO BE RETAINED AND PROTECTED DURING CONSTRUCTION				
	PRESERVED VEGETATION WITHIN FUTURE ROAD DEDICATION AND ON LOTS		SEE PLAN	
	PRESERVED VEGETATION WITHIN FUTURE PARK DEDICATION		SEE PLAN	
INTERNAL STREET TREES (SUBJECT TO SUBDIVISION APPROVAL OF OFF SITE WORKS)				
	50% CORNUS NUTALLI PACIFIC DOGWOOD	2.0m	*APPROX. 9.0m O.C. (1 PER LOT)	16
	50% CRATAEGUS DOUGLASSII BLACK HAWTHORN			16
*PRECISE TREE LOCATIONS TO BE SELECTED IN THE FIELD BY THE PROJECT ENGINEER TO AVOID CONFLICT WITH CIVIL WORKS.				

GRADING LEGEND

SYMBOL	DESCRIPTION
	PROPOSED 1m FORMLINE
	PROPOSED 5m FORMLINE
	PROPOSED 10m FORMLINE
	APPROXIMATE LOCATION AND EXTENT OF BOULDER WALLS AS REQUIRED TO PROVIDE LEVEL FOUNDATION LOCATIONS FOR INDIVIDUAL LOTS. WALLS WILL BE CONSTRUCTED USING ON-SITE BLACK ROCK FROM EXCAVATION WORKS. WALLS SHOULD NOT EXCEED A SLOPE RATIO OF 1:1 OR 40%. THE SPECIFIC LOCATION AND DESIGN OF BOULDER WALLS OVER 1.2M SHALL BE DESIGNED AND APPROVED BY THE PROJECT ENGINEER OF RECORD DURING SUBDIVISION WORKS.

LAYOUT LEGEND

SYMBOL	DESCRIPTION
	PROPERTY LINE
	PROPERTY SETBACK LINE
	DETAIL NUMBER
	SHEET NUMBER



#	Date	NOTES
0	JULY 2020	DP REVIEW DRAWINGS
1	AUGUST 2020	REISSUED FOR DP
2	SEPT 2020	REISSUED FOR DP
3	30SEPT2020	REISSUED FOR DP

LANDSCAPE PRESERVATION

Date: SEPTEMBER 30, 2020

Drawn: CM

Checked: STAFF

Scale: 1:200 metric

Project Number: 19-0239

DRAWING NUMBER: L1 of 3

Lot 13 - Ucluelet
A. McLane
 District of Ucluelet, BC

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macdonald gray

814 Shorewood Drive, Parksville, BC V9P 1S1
 TEL: (250) 248-3089 EMAIL: macdgray@telus.net
 www.macdonald-gray.ca

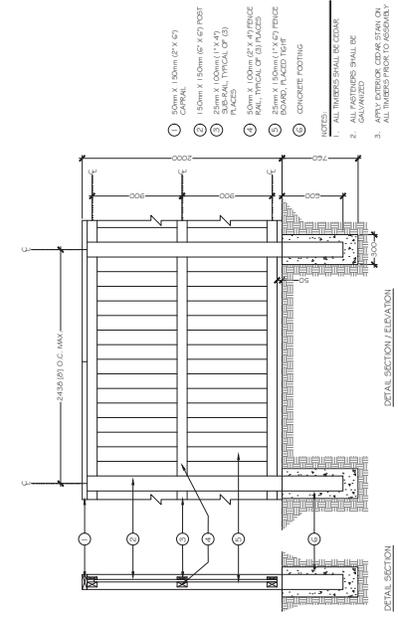
#	DATE	NOTES
1	JULY 2020	FOR REVIEW BRANICAS
2	SEPT 2020	REVISION FOR CP
3	30 SEP 2020	REVISION FOR CP

LANDSCAPE DETAILS	
DATE:	SEPTEMBER 30, 2020
DRAWN:	CM
CHECKED:	STAFF
SCALE:	AS NOTED
PROJECT NUMBER:	19-0239
DRAWING NUMBER:	L2 of 3

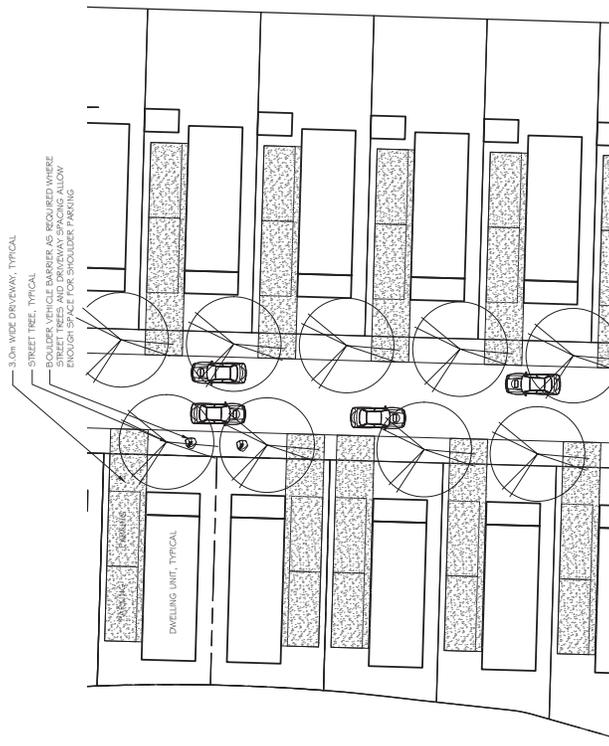
Lot 13 - Ucluellet
A. McLane
District of Ucluellet, BC

macedonid gray
114 Stokewood Drive, Parksville, BC V9P 1S1
TEL: 250.249.2099 FAX: 250.249.2099
www.macedonidgray.ca

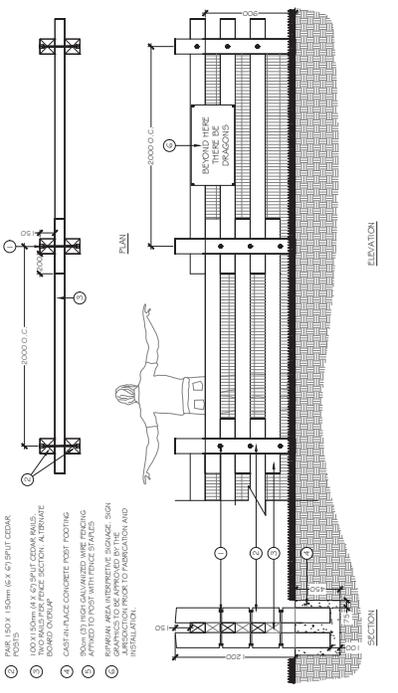
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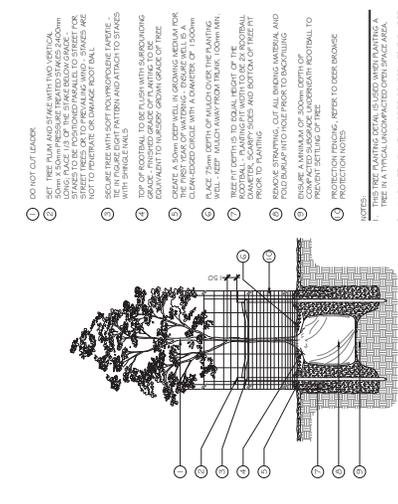
2 2.0m Solid Timber Fence/Screen
Section/Elevation 1:25 metric



Conceptual Unit Layout, Driveway Locations and Parking Banners
1:200 metric Section/Elevation



1 Split Rail Fence w/ Integrated Wire Mesh & Interpretive Signage
Section/Elevation/Plan 1:25 metric



3 Tree Planting
Section Not to Scale

LANDSCAPE SECTION

Date: SEPTEMBER 30, 2020

Drawn: CM

Checked: STAFF

Scale: 1:100 metric

Project Number: 19-0239

DRAWING NUMBER: L3 of 3

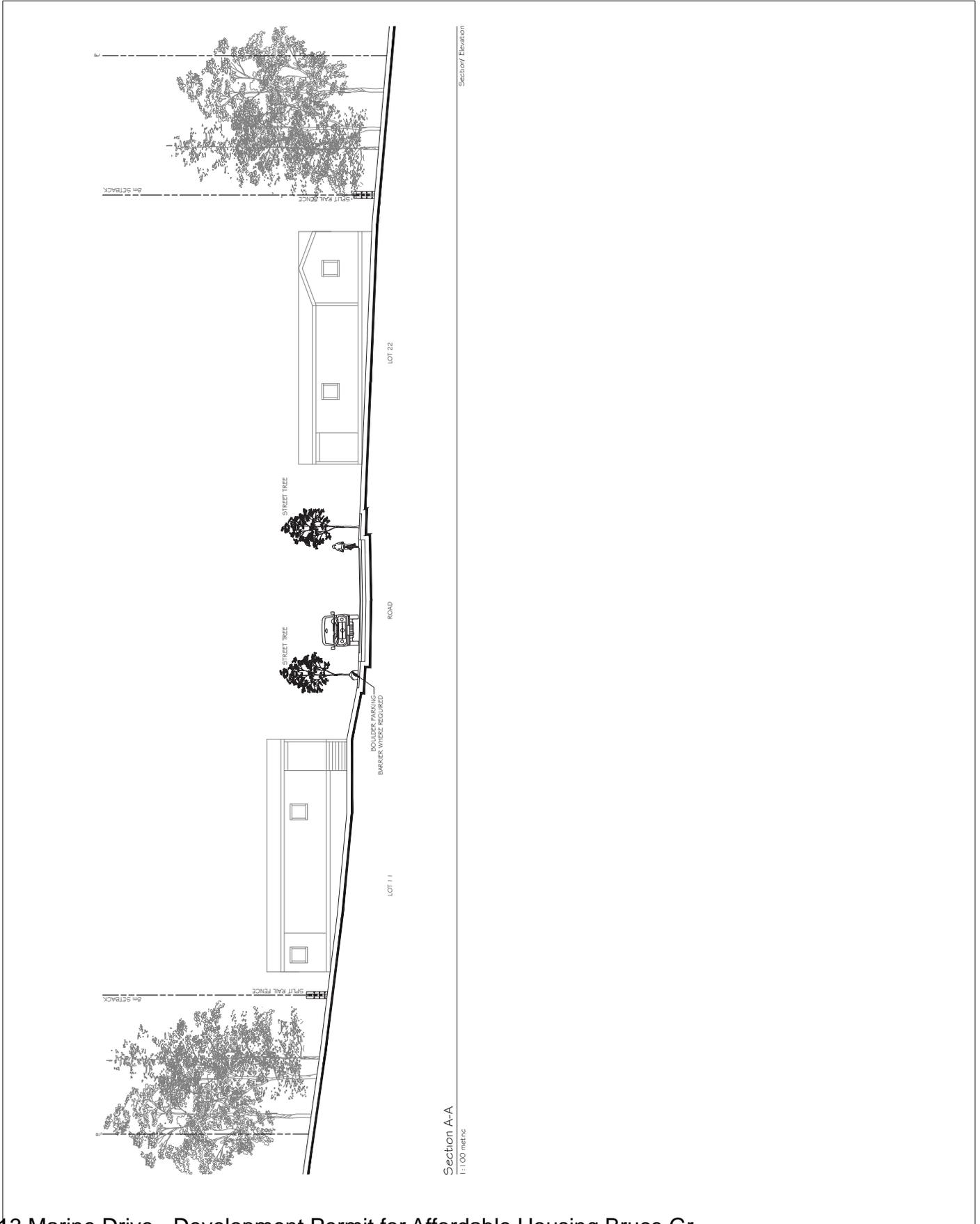
#	DATE	NOTES
0	JULY 2020	FOR REVIEW BRANCHES
1	AUGUST 2020	REVISION FOR OP
2	SEPT 2020	REVISION FOR OP
3	SEPTEMBER 2020	REVISION FOR OP

macedonald gray

814 Sherwood Drive, Parkville, DC, VOP 151
 TEL: 7501 248-3099 FAX: macedonaldgray.com
 www.macedonaldgray.ca

Lot 13 - Ucluellet
A. McLane
 District of Ucluellet, BC

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LOT 13 - Development Permit Application
SCHEDULE OF QUANTITIES

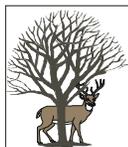
July-20
 MacDonald Gray Consultants

ITEM	UNIT	QUANTITY	UNIT COST (INCL. LABOUR)	TOTALS
Site Furnishings				
2.0m timber fence	l.m.	65	80.00	5,200.00
Split rail fence w/ wire mesh	l.m.	468	45.00	21,060.00
SUB-TOTAL, Site Furnishings				26,260.00
Soft Landscape				
Growing medium 2cu.m. / tree)	cu.m.	62	100.00	6,200.00
Growing medium @ 300mm depth (lawn areas)	cu.m.	20	100.00	2,000.00
Compost / Mulch, in place, 75mm depth	cu.m.	6	100.00	600.00
Tree, 4cm caliper	each	31	250.00	7,750.00
Establishment maintenance	allow	1	5,000.00	5,000.00
SUB-TOTAL, Soft Landscape				21,550.00
SUBTOTAL				\$47,810.00
GST				\$2,390.50

macdonald gray

DEVELOPMENT PLANNING - LANDSCAPE ARCHITECTURE - ARBORICULTURE - URBAN DESIGN

Lot 13 Marine Drive - Development Permit for Affordable Housing Bruce Gr...



Toth and Associates Environmental Services

6821 Harwood Drive, Lantzville, B.C. V0R 2H0

Tel: (250) 390-7602

E-mail: stoth@shaw.ca

July 16, 2020

Andrew McLane

ACMC Holdings Ltd.

202-1551 Estevan Road,

Nanaimo, BC V9S 3Y3

Re: Review of proposed stormwater discharge points within the 30 m Stream Development Permit Area on Lot 13, Marine Drive (PID# 027-473-538), Ucluelet

We have reviewed the stormwater design prepared by Park City Engineering Ltd. for the proposed 33 lot subdivision of Lot 13, Marine Drive. The proposed design includes 4 points of discharge to the 30 m Riparian Assessment Area (RAA) associated with Stream 1 along the east side of the property.

- Discharge point #1 (Figure 1) will be at the upstream east side of the existing culvert at Marine Drive and will include an oil - water separator / stormceptor.
- Discharge point #2 will be located within the dedicated parklands. The discharge site is approximately 8 m outside the watercourse setback and 6.5 m away from the nearest Sitka spruce tree.
- Discharge points #3 and #4 will be at the 10 m watercourse setback boundary and will include oil - water separators / stormceptors.

With the exception of Discharge point #1, the sites have been designed to be outside the 10 m watercourse setback boundary in order to meet the requirements of the provincial *Riparian Areas Protection Regulation* (RAPR). Section 3.7.7 of the RAPR Technical Assessment Manual indicates that “Stormwater Management infrastructure is not to be located in a SPEA and any discharges to streams will require meeting the *Water Sustainability Act* or any other applicable legislation”. Our interpretation of this directive is that storm drains are supposed to terminate at the SPEA boundary and then a relatively natural channel is constructed through the SPEA between the stormwater outfall and the high water mark under a WSA Section 11 Notification. Submission of a WSA Section 11 Notification for the stormwater discharge points will be required, including design for the channels between the stormwater outfalls and Stream 1.

Discharge point #1 will discharge directly to Stream 1 and therefore will not require a channel. Discharge points #2 & #3 have existing channels associated with non-classified drainages at or near their outfalls and will therefore likely only require short sections of shot-rock / cobble armoured channels to link with the existing natural channels. Discharge point #4 does not appear to have an existing natural channel downstream of the outfall, and will likely require a constructed, rock / cobble lined channel between the discharge point and Stream 1.

The predicted overall environmental impacts associated with these works are low.

Should you have any questions or concerns regarding the contents of this report, please feel free to contact me at (250) 390-7602.

Sincerely,



Steve Toth, AScT, R.P.Bio.

Toth and Associates Environmental Services

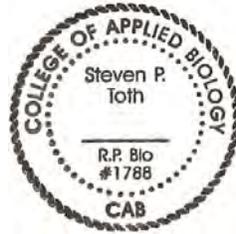
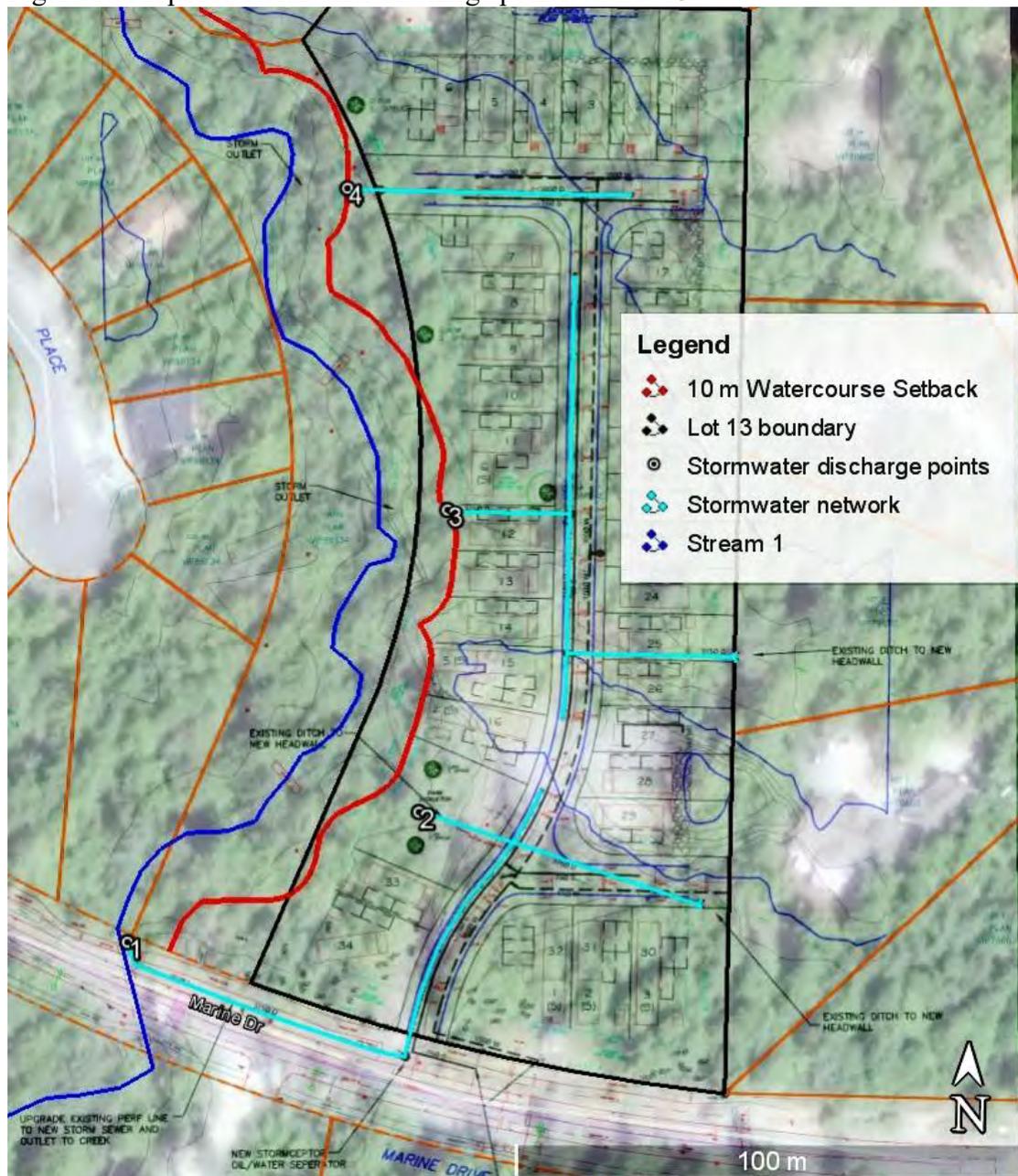
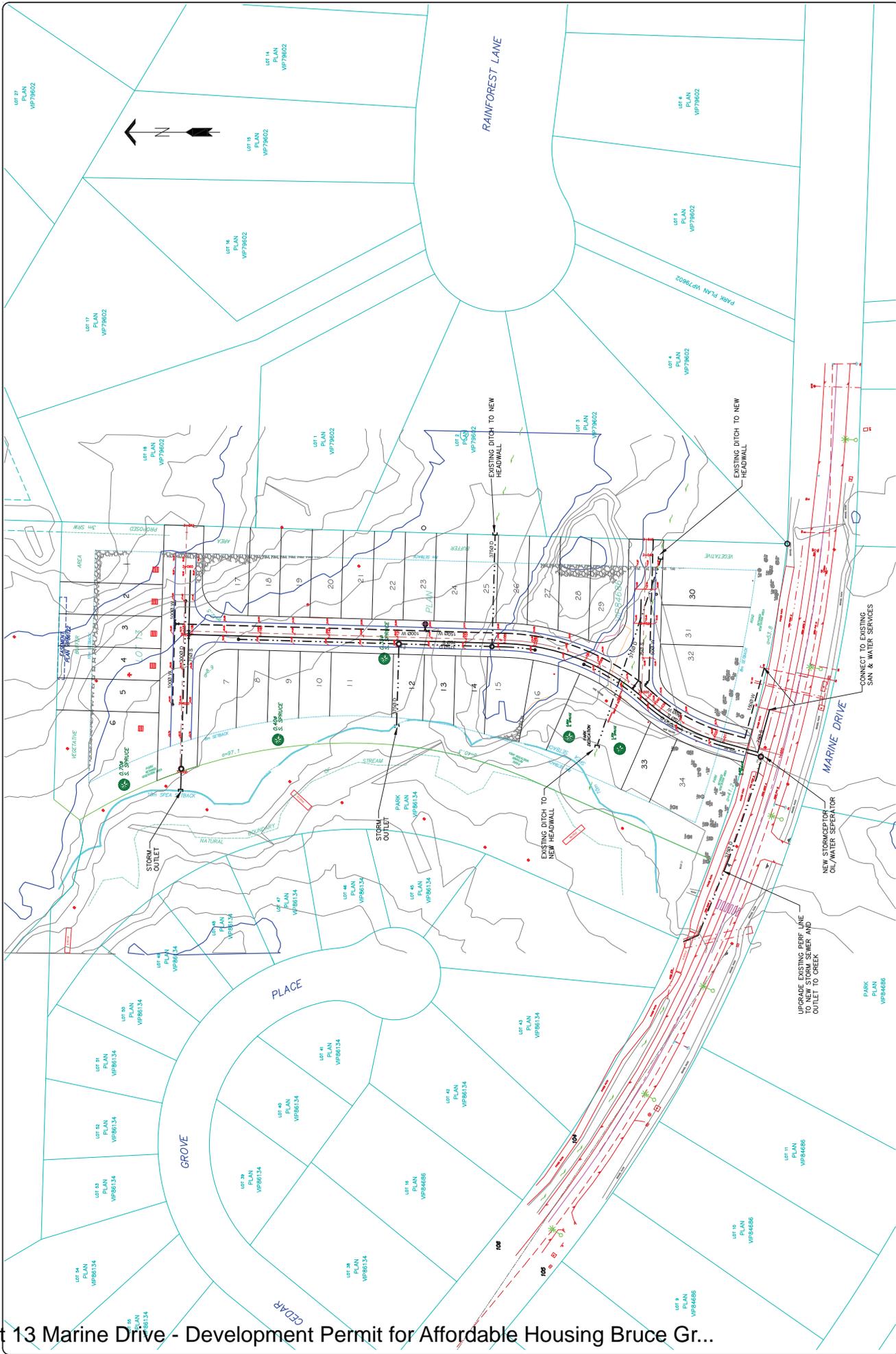


Figure 1. Proposed stormwater discharge points on Lot 13





Scale	1:500
Date	11/00
Author	VP
Checked by	VP
Drawn by	VP
Project No.	229-04-P1
Sheet No.	90

33 LOT SUBDIVISION
PRELIMINARY SITE PLAN

Symbol	Description
(Symbol)	EXISTING
(Symbol)	PROPOSED
(Symbol)	EXISTING
(Symbol)	PROPOSED
(Symbol)	EXISTING
(Symbol)	PROPOSED
(Symbol)	EXISTING
(Symbol)	PROPOSED

ACMC HOLDINGS LTD.
LOT 13, DL283, VIP84686
CLAYQUOT DISTRICT

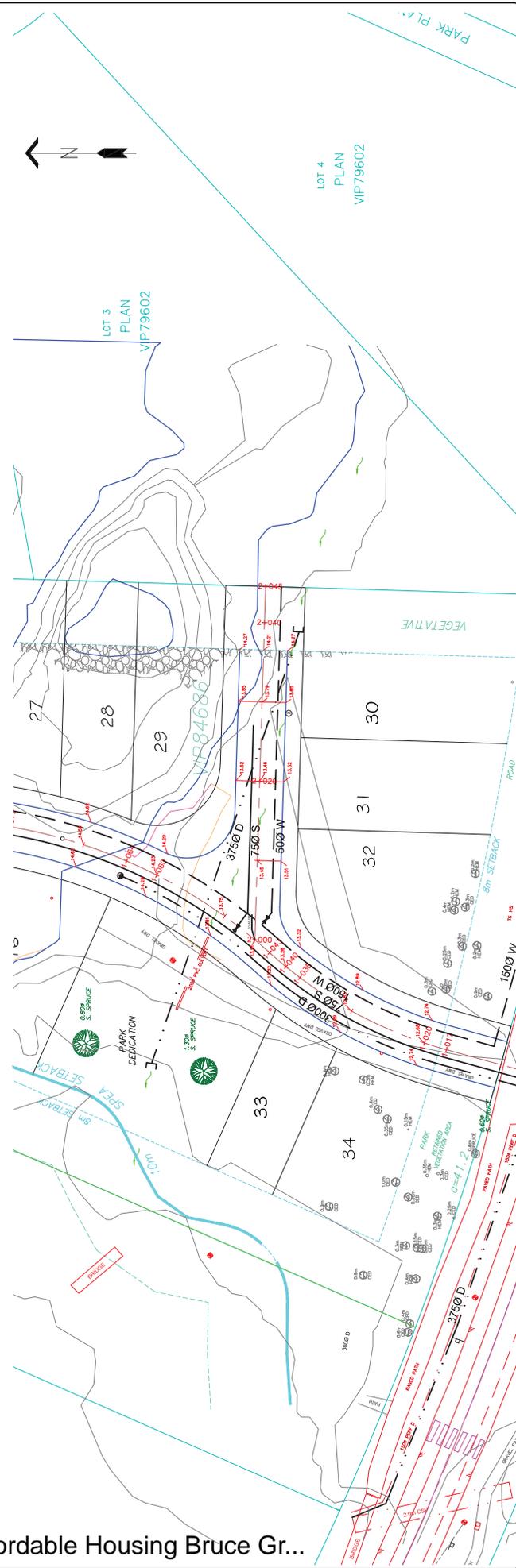
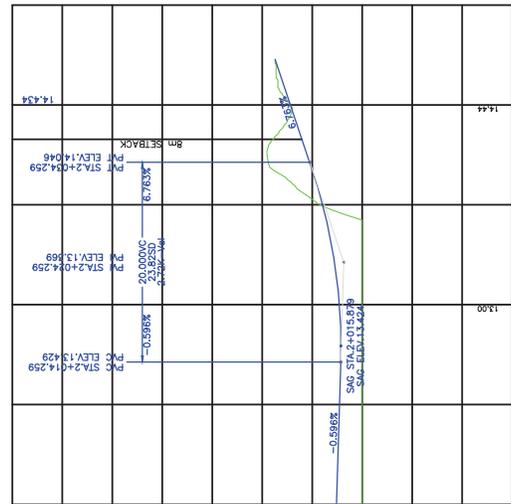
No.	Date	Revisions

Prepared by	VP	Date	11/00
Checked by	VP	Date	11/00
Drawn by	VP	Date	11/00
Approved by	VP	Date	11/00

PARK CITY ENGINEERING LTD.
CIVIL/MARINE/ENVIRONMENTAL/INSURANCE
1000 MARINE DRIVE
VICTORIA, BC V8V 2G2
TEL: 250-383-8811 FAX: 250-383-8812

Lot 13 Marine Drive - Development Permit for Affordable Housing Bruce Gr...

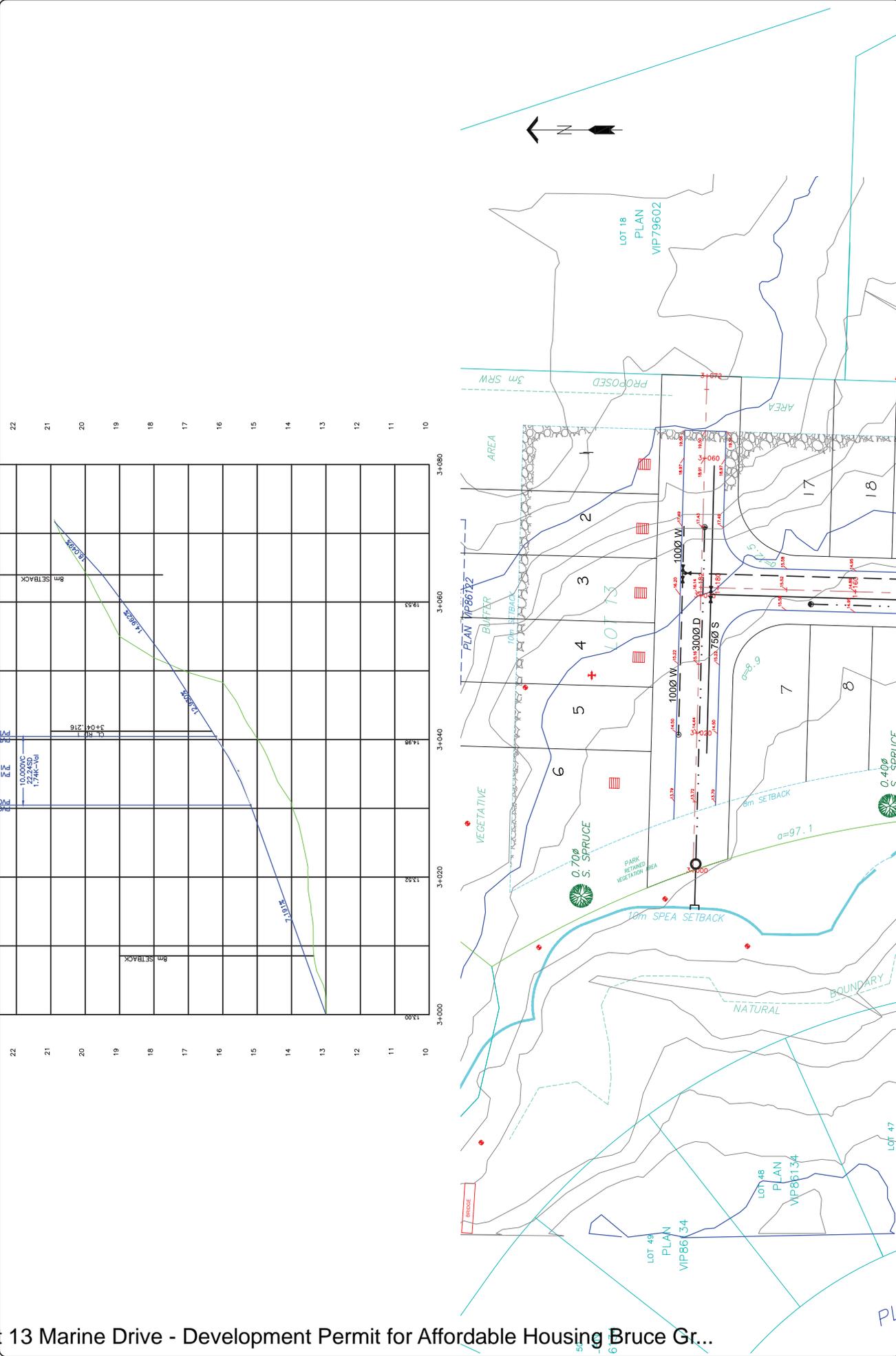
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18					
17					
16					
15					
14					
13					
12					
11					
10					



Scale: 1:500
 Date: 11/20/2020
 Project: 33 LOT SUBDIVISION
 Title: PRELIMINARY ROAD 2 PLAN/PROFILE
 Drawing No: 229-04-P3
 Sheet No: 92

ACMC HOLDINGS LTD.
 LOT 13, DL283, VIP84686
 CLAYQUOT DISTRICT

Legend for symbols: Survey Point, Utility Pole, Property Boundary, Easement, etc.
 Legend for line types: 10" W.M., 8" S.W., 6" S.W., 4" S.W., 3" S.W., 2" S.W., 1.5" S.W., 1" S.W., 0.75" S.W., 0.5" S.W., 0.25" S.W., 0.125" S.W., 0.0625" S.W., 0.03125" S.W., 0.015625" S.W., 0.0078125" S.W., 0.00390625" S.W., 0.001953125" S.W., 0.0009765625" S.W., 0.00048828125" S.W., 0.000244140625" S.W., 0.0001220703125" S.W., 0.00006103515625" S.W., 0.000030517578125" S.W., 0.0000152587890625" S.W., 0.00000762939453125" S.W., 0.000003814697265625" S.W., 0.0000019073486328125" S.W., 0.00000095367431640625" S.W., 0.000000476837158203125" S.W., 0.0000002384185791015625" S.W., 0.00000011920928955078125" S.W., 0.000000059604644775390625" S.W., 0.0000000298023223876953125" S.W., 0.00000001490116119384765625" S.W., 0.000000007450580596923828125" S.W., 0.0000000037252902984619140625" S.W., 0.00000000186264514923095703125" S.W., 0.000000000931322574615478515625" S.W., 0.00000000046566128730792578125" S.W., 0.000000000232830643653962890625" S.W., 0.0000000001164153218269814453125" S.W., 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Scale: 1:500
 Date: 11/2020
 Project: 33 LOT SUBDIVISION
 Title: PRELIMINARY ROAD 3 PLAN/PROFILE
 Client: ACMC HOLDINGS LTD.
 Location: LOT 13, DL283, VIP84686 CLAYQUOT DISTRICT

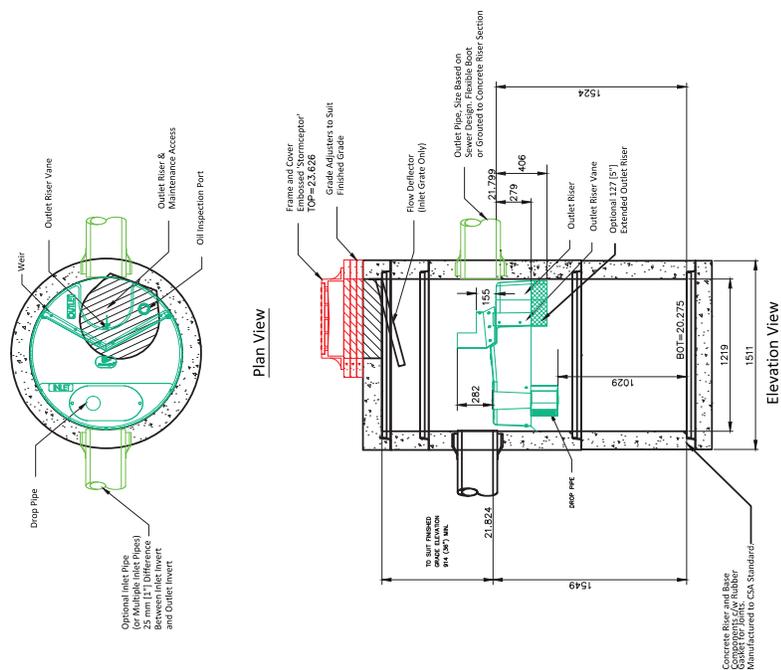
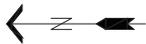
Prepared by: VR
 Checked by: VR
 Approved by: VR
 Date: MAY 2020
 Date: MAY 2020
 Date: MAY 2020

Legend:
 Proposed: Dotted line
 Existing: Solid line
 Boundary: Dashed line
 Natural Boundary: Dotted line
 10m SETBACK: Dashed line
 6m SETBACK: Dashed line
 3m SRW: Dashed line

ACMC HOLDINGS LTD.
 LOT 13, DL283, VIP84686
 CLAYQUOT DISTRICT

No.	Date	Revisions

PARK CITY ENGINEERING LTD.
 1000 MARINE DRIVE
 VICTORIA, BC V8W 2R7
 TEL: 250-383-8888
 FAX: 250-383-8889



Scale	As Shown
Project	33 LOT SUBDIVISION
Client	ACMC HOLDINGS LTD.
Sheet No.	229-04-P5

33 LOT SUBDIVISION
OIL/WATER SEPARATOR DETAILS

Revised	By	Date	Reason

ACMC HOLDINGS LTD.
LOT 13, DL283, VIP84686
CLAYQUOT DISTRICT

Design by	VR	Date	
Drawn by			
Checked by			
Approved by			

Prepared by
PARK CITY ENGINEERING LTD.
INCORPORATED IN ONTARIO
100 SHEPPARD AVENUE EAST, SUITE 100
SCARBOROUGH, ONTARIO M1S 1W7
TEL: (416) 291-1111 FAX: (416) 291-1110

PLANTING NOTES

- ALL LANDSCAPE INSTALLATION AND MAINTENANCE SHALL MEET OR EXCEED THE MOST RECENT STANDARDS SET OUT BY THE CANADIAN NURSERY LANDSCAPE ASSOCIATION (CNLA) CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS (CSLA) CANADIAN LANDSCAPE STANDARD.
- TREES SHALL BE PLANTED DURING THE DORMANT SEASON (OCTOBER - APRIL).
- LANDSCAPE MAINTENANCE SHALL MEET OR EXCEED THE MINIMUM REQUIREMENTS SET OUT IN TABLE T-1.4.2. MAINTENANCE LEVELS - LEVEL 5 BACKGROUND & NATURAL OF THE CANADIAN LANDSCAPE STANDARD.
- ESTABLISHMENT MAINTENANCE SHALL MEET THE REQUIREMENTS SET OUT IN SECTION 1.3 ESTABLISHMENT MAINTENANCE OF THE CANADIAN LANDSCAPE STANDARD. ALL PROPOSED PLANT MATERIAL SHALL BE MAINTAINED BY THE OWNER FOR THE THREE YEAR MAINTENANCE PERIOD FROM THE TIME OF SUBSTANTIAL COMPLETION TO ENSURE PLANT ESTABLISHMENT AND TO MAINTAIN PLANT VIGOR.
- RECOMMENDED MAINTENANCE PROCEDURES & FREQUENCIES:

PROCEDURE:	FREQUENCY:
HAND WATERING	WEEKLY OR AS REQUIRED DURING FIRST GROWING SEASON
INSPECTION	3 TIMES PER YEAR
LITTER REMOVAL	3 TIMES PER YEAR
WEED REMOVAL (INSIDE & AROUND ENCLOSURE)	3 TIMES PER YEAR
INVASIVE PLANT ERADICATION AND CONTROL	3 TIMES PER YEAR
REPAIR	AS REQUIRED
- ALL PLANT MATERIAL SHALL MATCH SPECIES AS INDICATED ON THE PLANTING LEGEND. PLANT MATERIAL QUALITY, TRANSPORT AND HANDLING SHALL COMPLY WITH CNLA/CSLA STANDARDS FOR NURSERY STOCK.
- CONTACT THE DISTRICT OF UCLUELET FOR APPROVAL OF ANY PLANT SUBSTITUTIONS. NO SUBSTITUTIONS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL BY THE DISTRICT.
- EXCAVATED PLANT PITS SHALL HAVE POSITIVE DRAINAGE. PLANT PITS WHEN FULLY FLOODED WITH WATER SHALL DRAIN WITHIN ONE HOUR AFTER FILLING.
- PROPERTIES FOR GROWING MEDIUM SHALL MEET OR EXCEED SECTION 6 GROWING MEDIA OF THE BCNTA BCNSLA STANDARD FOR:

LEVEL 5 "BACKGROUND" AREAS:	3L (TREES)
GROWING MEDIUM TYPE:	600mm (24") X 1.5X ROOTBALL DIAMETER
SOIL DEPTHS:	600mm (24") X 1.5X ROOTBALL DIAMETER
- MULCH SHALL BE NON-COMPOSTED BARK MULCH PER SECTION 1.0 MULCHING OF THE CNLA/CSLA LANDSCAPE STANDARD INSTALLED AT A 75mm DEPTH X 1.5m DIAMETER OVER PLANTING PIT.

DEER BROWSE PROTECTION

- INSTALL CIRCULAR ENCLOSURE AROUND DRIP LINE OF ALL TREES.
- ENCLOSURE SHALL BE CONSTRUCTED OF 50mm X 100mm (2" X 4") PAGE WIRE AT A MINIMUM HEIGHT OF 1.5m (5').
- SUPPORT WIRE ENCLOSURE WITH (2) 75mm X 2.4m (3" X 8') ROUND MACHINE POINTED PRESSURE TREATED LANDSCAPE STAKES PER TREE. EMBED STAKES 765mm (30") MINIMUM.
- PRESSURE TREATMENT SHALL BE PER CSA STANDARD O80.5, URINS A WOOD PRESERVATIVE NON TOXIC TO SURROUNDING PLANT MATERIAL AND WILDLIFE.
- SECURE WIRE TO STAKES WITH (3) GALVANIZED STAPLES PER STAKE
- REMOVE ENCLOSURES IN (3) YEARS OR WHEN TREES HAVE REACHED 2.4m (8') IN HEIGHT.

TREE MANAGEMENT LEGEND

SYMBOL	BOTANICAL / COMMON NAME	SIZE	SPACING	QTY.
SIGNIFICANT TREES TO BE RETAINED AND PROTECTED DURING CONSTRUCTION				
	PICEA SITCHENSIS SITKA SPRUCE	0.35-1.30 DBH	SEE PLAN	6
BUFFER TREES TO BE RETAINED AND PROTECTED DURING CONSTRUCTION				
	PRESERVED VEGETATION WITHIN FUTURE ROAD DEDICATION AND ON LOTS		SEE PLAN	
	PRESERVED VEGETATION WITHIN FUTURE PARK DEDICATION		SEE PLAN	
INTERNAL STREET TREES (SUBJECT TO SUBDIVISION APPROVAL OF OFF SITE WORKS)				
	50% CORNUS NUTALLI PACIFIC DOGWOOD	2.0m.	*APROX. 9.0m O.C. (1 PER LOT)	16
	50% CRATAEGUS DOUGLASII BLACK HAWTHORN			16

*PRECISE TREE LOCATIONS TO BE SELECTED IN THE FIELD BY THE PROJECT ENGINEER TO AVOID CONFLICT WITH CIVIL WORKS.

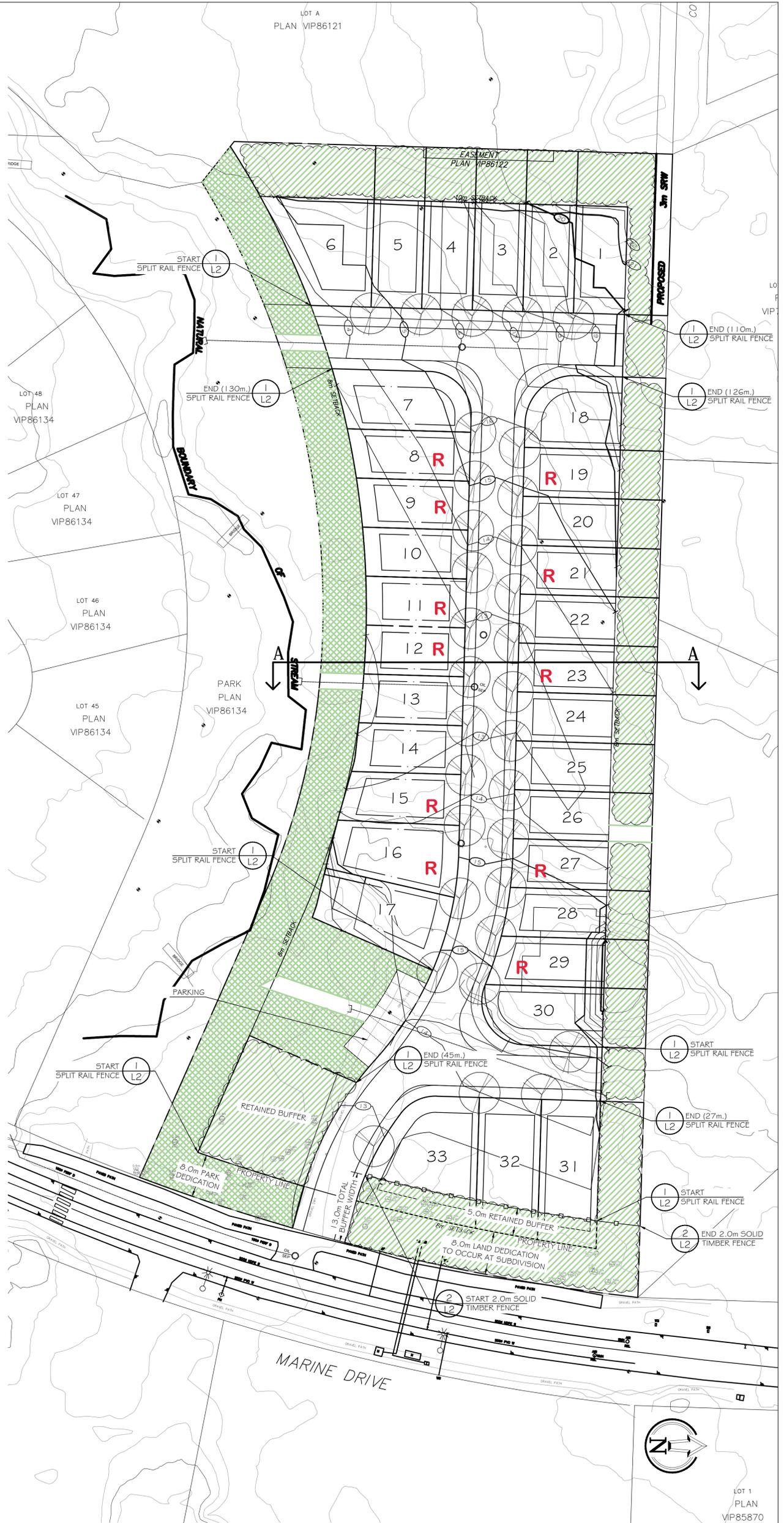
GRADING LEGEND

SYMBOL	DESCRIPTION
	PROPOSED 1m FORMLINE
	PROPOSED 5m FORMLINE
	PROPOSED 10m FORMLINE
	APPROXIMATE LOCATION AND EXTENT OF BOULDER WALLS AS REQUIRED TO PROVIDE LEVEL FOUNDATION LOCATIONS FOR INDIVIDUAL LOTS. WALLS WILL BE CONSTRUCTED USING ON-SITE "BLACK" ROCK FROM EXCAVATION WORKS. WALLS SHOULD NOT EXCEED A SLOPE RATIO OF 1:1 OR 45%. THE SPECIFIC LOCATION AND DESIGN OF BOULDER WALLS OVER 1.2M SHALL BE DESIGNED AND APPROVED BY THE PROJECT ENGINEER OF RECORD DURING SUBDIVISION WORKS.

PROPOSED SURFACE FORMLINES ARE SHOWN SCHEMATICALLY AND ARE PROVIDED ONLY AS A GENERAL REFERENCE TO THE INTENDED FORM OF SURFACE GRADING WORKS. REFER TO ENGINEERING DRAWINGS FOR SPECIFIC SITE GRADING INFORMATION.

LAYOUT LEGEND

SYMBOL	DESCRIPTION
	PROPERTY LINE
	PROPERTY SETBACK LINE
	DETAIL NUMBER
	SHEET NUMBER



REVISION SCHEDULE		
#	Date	NOTES
0	JULY 2020	DP REVIEW DRAWINGS
1	AUGUST 2020	REISSUED FOR DP
2	SEPT 2020	REISSUED FOR DP
3	30SEPT2020	REISSUED FOR DP

LANDSCAPE PRESERVATION

Date: SEPTEMBER 30, 2020

Drawn: CM

Checked: STAFF

Scale: 1:200 metric

Project Number: 19-0239

DRAWING NUMBER: **L1 of 3**

Lot 13 - Ucluelet
A. McLane
 District of Ucluelet, BC

macdonald gray

814 Shorewood Drive, Parksville, BC V9P 1S1
 TEL: (250) 248-3089 EMAIL: macdgray@telus.net
 www.macdonald-gray.ca



STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 13, 2020

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: 3060-20-DP20-09 3090-20-DVP20-03

**SUBJECT: DEVELOPMENT PERMIT & DEVELOPMENT VARIANCE PERMIT
FOR 1892 PENINSULA RD.**

REPORT NO: 20-108

ATTACHMENT(S): APPENDIX A – APPLICATION
APPENDIX B – DEVELOPMENT VARIANCE PERMIT – DVP20-03
APPENDIX C – DEVELOPMENT PERMIT – DP20-09

RECOMMENDATION(S):

1. **THAT** Council, with regard to a proposed six-unit resort condo/residential mixed-use building at 1892 Peninsula Road (Lot 6, Block A, District Lot 282, Clayoquot District, Plan 7810), approve the following:
 - a. subject to public comment, issue Development Variance Permit DVP20-03 to allow a commercial tourist accommodation on the first storey of a mixed Commercial/Residential building, whereas section 103 of Zoning Bylaw No. 1160, 2013, defines Mixed Commercial/ Residential as excluding commercial tourist accommodation from the first storey of a building; and,
 - b. issue Development Permit DP20-09 for a proposed six-unit resort condo / residential mixed use building, associated site works, and landscaping.

PURPOSE:

The purpose of this report is to provide information on a Development Permit (**DP**) application for a proposed resort condo / residential building and landscaping work located at 1892 Peninsula Road - Lot 6, Block A, District Lot 282, Clayoquot District, Plan 7810 (the "**Subject Property**").



Figure 1 – The Subject Property

BACKGROUND:

In August of 2002, a mixed residential/retail building was constructed close to the frontage of the subject property. This building currently contains three residences upstairs with Harborview Drugstore located on the first storey. The drugstore parking is to the front of the building with the staff, residential, and loading to the rear. On August 19, 2020 the applicant applied to add a 6-unit mixed-use building to the rear of Harborview building.

DISCUSSION:

The subject lands fall into Development Permit area No.7 (Peninsula Road) which are established for the purposes of:

- Protection of the natural environment, its ecosystems and biological diversity; and
- 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 objectives of this Development Permit Area include:

- assisting in the revitalization of Peninsula Road as the gateway and main approach into Ucluelet; and
- minimizing adverse effects on the natural environment; and
- helping to realize the form and character giving qualities of the street, particularly the quality of the public realm.

The following are considered key DP guidelines for this development:

2. Buildings and associated landscapes should be designed to reflect the west-coast fishing village character and cultural heritage of Ucluelet. Building designs should be contextual and compatible with the character, scale and form of those buildings on adjacent sites. Features such as roof line and slope, maximum height, massing, form and articulation should be considered. Developments should also include the use of natural materials such as wood and stone, and landscaping which utilizes species native to the region. Contemporary designs which make these character references are encouraged;

7. Gaps between buildings are to be minimized in order to maintain a consistent and uniform streetscape. Therefore, try to minimize placing buildings in the middle of open cleared sites. Where possible use native trees and shrubs to beautify each site;

8. Buildings, structures and roads should be located so as to minimize alterations to treed areas and other environmentally sensitive areas;

9. Parking should be located at the rear of lots if possible and screened from street view with either a structure or landscaping, or where feasible, below grade;

16. The massing, scale, form and character of the project should be compatible and lend continuity to the surrounding neighbourhood; and

17. Landscape planting schemes must provide definition and clarity within the public realm. Plant material should be used, as example, to:
i. Imply space such as a café seating area;

- ii. Signify a particular spot such as an entrance or gateway
- iii. Define pedestrian corridors;
- iv. Delineate private and semi-private space from public space;
- v. Beautify a streetscape; and,
- vi. Soften the transition of adjacent land uses.

FORM AND CHARACTER

The proposed mixed-use building is being built in behind the existing Harborview Drugstore building and will have minimal visual impact from the public roadway (**Figure 2**).



Figure 2 – Street view

Proposed Mixed Use Building

The proposed mixed-use building is a six unit, two storey building situated to the rear of the subject property. The building is proposed to have three resort condo units on the ground floor (Commercial Tourist Accommodation) and three multifamily residential units (residential only) on the second floor with all units containing a full kitchen. The exterior of the building is clad in corrugated metal with wood post elements. The roof is a dark gray metal with cedar fascia.

Vehicle Access Traffic Safety

Currently the site is accessed from two points, a southern access that is used as day parking for the drugstore customers and a one-lane northern access used for loading, staff parking, and parking for the residences on the second storey of the existing building. It is generally preferred that each property have only one vehicle access point or share an access with an adjacent property. Currently the one lane northern access point functions without conflict, with the car entering and exiting. The proposed expansion of uses to the rear of the property would most certainly exacerbate the conflict, as cars attempt to exit and egress the property.

Supported by Staff, the applicant is proposing to close the northern single lane access and create a routing that goes through the existing drugstore parking lot to the rear of the property. The following sketch shows the proposed truck movements through the site (**Figure 3**).

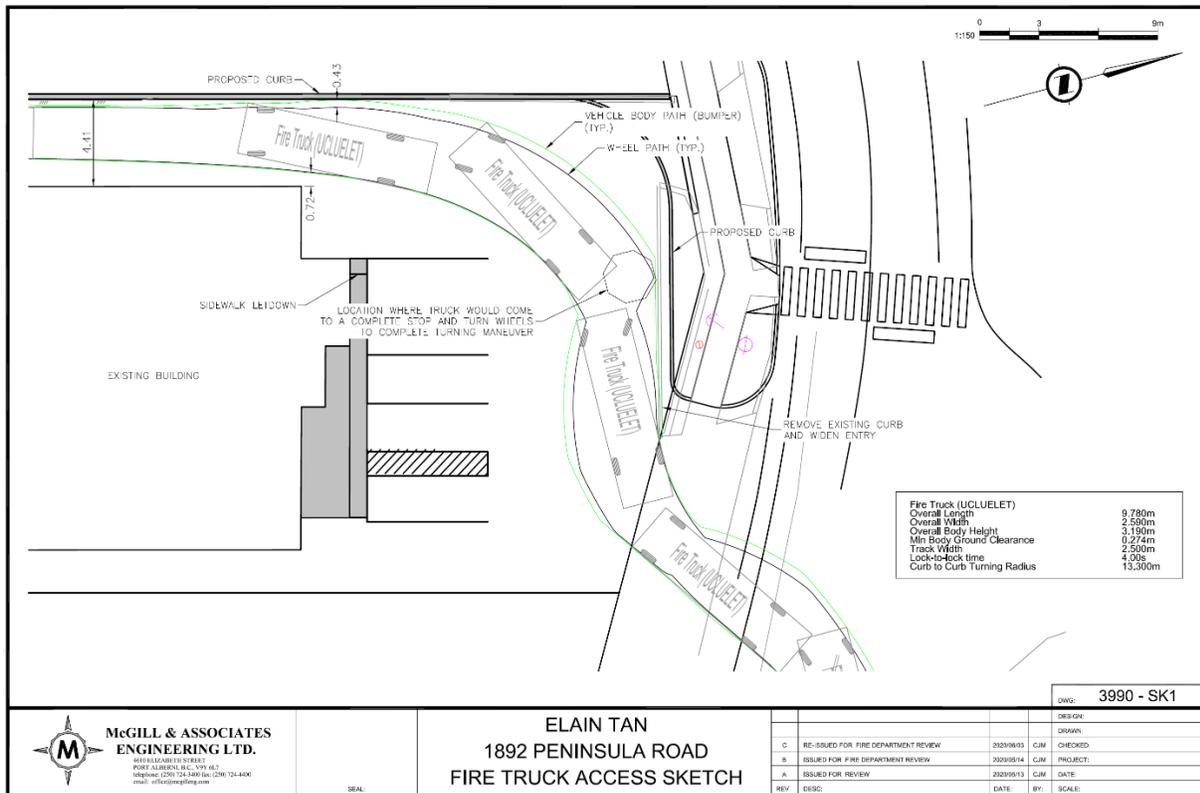


Figure 3 – Access Sketch

The applicant and the District of Ucluelet’s Fire Chief have been in discussions about this proposal. The preferred access to the proposed building would be a full 6m lane (minimum) through to the back of the property. With the existing building taking up much of the property’s width, a 6m lane is not possible. The applicant engaged McGill and Associates Engineering to provide a site servicing brief (**Appendix A**) and a sketch of the proposed ingress to the rear of the property (**Figure 3**) for the Ucluelet’s current fire apparatus. This brief describes the inclusion of a standpipe or hydrant to the rear of the existing building with details being confirmed in the final design work required at building permit. It is also important to note that the building will be fully sprinklered. The Fire Chief has indicated that they support this application as presented as a sprinklered building with a fire hydrant or standpipe being located to the rear of the existing building.

Landscaping

The applicant is proposing to landscape the closed access point area along the frontage and screen the parking lot to the rear of the new building with native shrubs and ground cover.

NATURAL ENVIRONMENT

The subject property does not contain any significant environmental features. The applicant has stated they will retain all trees and understory where possible and augment the landscape in native species where required.

DEVELOPMENT VARIANCE PERMIT:

The site is currently zoned as CS-2 which allows the following uses:

- (1) Principal:
 - (a) Hotel
 - (b) Motel
 - (c) Mixed Commercial/Residential
 - (d) Mixed Commercial/Resort Condo
 - (e) Office
 - (f) Tourist Information Booth
 - (g) Retail, including supermarket
 - (h) Convenience Store
 - (i) Restaurant
 - (j) Bistro/Café
 - (k) Take Out Food Services
 - (l) Personal Services
 - (m) Commercial Recreation
 - (n) Studio
 - (o) Community Use
- (2) Secondary:
 - (a) Accessory Residential Dwelling Unit

The applicant is asking for a Mixed Commercial/Residential use with the commercial use being a three unit resort condo (Commercial Tourist Accommodation). The following is the zoning definition for "Mixed Commercial/Residential":

"Mixed Commercial/Residential" means the use of a building containing a combination of:

(a) commercial uses that are otherwise permitted within the Zone on any storey, including commercial tourist accommodation uses not on the first storey, and

(b) residential uses located exclusively at the second storey or higher, unless otherwise specified in a particular Zone;

This definition states that commercial tourist accommodation uses are not to be on the first storey. The applicant is proposing a resort condo use on the first storey. Since commercial tourist accommodation is allowed in the zone and the request is to vary the location of that use, this request can be processed as a Development Variance Permit (**DVP**). The following is the text of the proposed variance:

To allow a commercial tourist accommodation on the first storey of a mixed Commercial/Residential building, whereas section 103 of Zoning Bylaw No. 1160, 2013, defines Mixed Commercial/ Residential as excluding commercial tourist accommodation from the first storey of a building.

Notice has been given consistent with Section 499 of the Local Government Act which requires that notice be given to the adjacent neighbors (the District of Ucluelet has specified 100m from the subject property) and any tenants in occupation.

It is also important to note that the access changes to Peninsula Road will need to be under permit by the Ministry of Transportation and Infrastructure at time of building permit.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

If this application is approved, Staff time will be required to process and monitor the compliance of the DP and DVP.

FINANCIAL IMPACTS:

Development Cost Charges (DCC's) are collected at the approval of a Building Permit, based on the number of the commercial and residential units.

POLICY OR LEGISLATIVE IMPACTS:

This application is consistent with the Official Community plan.

SUMMARY:

This application is consistent with the Peninsula Road DP guidelines. The proposed building will add density to our core and landscaping changes would improve the form and character of the Peninsula Road corridor. The removal of one of the vehicle access points to the property is a positive step to the usability of Peninsula Road. Subject to public comment on the requested variances, staff support this application.

Alternatively, Council has the following options:

2. **THAT** Council defer consideration pending receipt of further information, to be identified.
3. **THAT** Council refuse the permit application, citing the OCP guidelines with which the proposal does not conform.

Respectfully submitted: John Towgood, Planner1
Bruce Greig, Manager of Community Planning
Mark Boysen, Chief Administration Officer

Statement of Intent

Appendix A

Tan Property – 1892 Peninsula Road
2020-04-28

1. PURPOSE OF APPLICATION

The purpose of this application is to obtain a Development Variance Permit to allow the construction of a new two-storey, mixed-use building on the property at 1892 Peninsula Road.

The subject property is zoned CS-2 Service Commercial and is located within the Peninsula Road Development Permit Area (DPA No. 7).

2. USE(S) OF LAND, BUILDINGS, AND STRUCTURES

2.1. Existing Use

There is an existing two-story mixed-use building on the front half of the property, adjacent to Peninsula Road. The building contains a pharmacy on the first storey with residential suites above. The back half of the property, which is not easily visible from Peninsula Road, consists of a level gravel area and a large pile of predominantly earthen fill located at the extreme rear of the lot. The fill is presumed to be left over from the original development and is overgrown with immature trees and scrub.

Parking for the existing building consists of a paved lot at the front of the building with access from Peninsula Road and additional parking at the rear of the building, accessed by a separate driveway off Peninsula Road.

2.2. Proposed Use

The proposed development consists of a new two-storey building located on the back half of the property with associated improvements to access, parking, and landscaping. The new building will be intended for mixed residential/commercial use, with three commercial tourist accommodation units on the first storey and three residential suites on the second storey.

3. COMPLIANCE WITH APPLICABLE DEVELOPMENT PERMIT GUIDELINES

3.1. Density and Location

One of the objectives of the District of Ucluelet's Official Community Plan (OCP) is to create a more vibrant and compact community where residents and visitors can walk to services and amenities.

The proposed development supports this objective by repurposing underutilized land to increase the density of both multi-family residential and commercial tourist accommodation uses in close proximity to Ucluelet's main gathering and shopping destinations. The new building will be located approximately two minutes' walk from the east edge of the Village Square.

3.2. Site Utilization

The back half of the property is currently undeveloped, minimally lit, and has unsupervised access directly from Peninsula Road via the secondary driveway. These conditions are counter to the Crime Prevention Through Environmental Design (CPTED) principles of natural surveillance, natural access control, and natural territorial reinforcement.

The new development will address these issues by creating a well-lit environment, limiting access to the property to a single clearly identifiable point of entry by removing the secondary driveway, and communicating an alert and active presence on the property at all hours.

3.3. Streetscape

The proposed development will improve the interface with Peninsula Road by rerouting all traffic through the existing front parking lot. The existing main access will be widened and access to the secondary driveway from Peninsula Road will be removed entirely. The existing sidewalk and curb will be remediated as necessary and a new retaining wall and landscaping will be incorporated. Eliminating this unnecessary intersection will improve pedestrian and traffic safety on Peninsula Road.

3.4. Site Layout

The proposed building and associated parking will be located so as to minimize alterations to treed areas. The parking areas will be offset from the east property line which will allow the retention of a prominent natural slope with existing greenery and mature trees. The existing pile of earthen fill located at the rear of the lot will be removed.

The remainder of the site will be regraded to slope gently downward to the rear of the lot which more closely conforms to the natural topography at the south of the property. This situates the new building at a lower elevation, which maintains southern exposure for the existing building and improves daylighting in the parking areas and greenspaces between the buildings.

3.5. Buildings

The existing pharmacy and the buildings on both adjacent sites are two- or three-storey structures with simple forms and gable-style roofs. The scale and form of the proposed

building will be compatible with the surrounding existing buildings while introducing a more contemporary, West Coast architectural style.

The proposed building will incorporate a compact rectilinear form and moderate-slope mono-pitch roof. Articulated massing will create integrated covered walkways and entries and also provide visual interest. Variations in siding material, colour, and relief will also contribute to visual appeal. Exterior finishes will feature wood and industrial accents which reflect the west-coast fishing village heritage of Ucluelet.

3.6. Parking

The existing front parking lot will be regraded and reconfigured to incorporate access to the rear of the lot. Parking for the new structure will be located at the rear of the property and will be screened from street view by the existing pharmacy building. A total of 23 parking spaces and 1 loading space will be provided based on the gross square footage of the pharmacy plus the number of residential and commercial tourist dwelling units.

3.7. Landscaping

Landscaping will be incorporated into the development to beautify the streetscape where access improvements are made along Peninsula Road, to highlight building entrances, and to create privacy where different uses share adjacent spaces. Plantings will focus on low maintenance, native species that are sized appropriately to improve visual appeal without compromising sightlines for traffic or surveillance.

3.8. Works and Services

The proposed building will connect to municipal power, water, and sewer services.

3.9. Signage

Proposed signage for the new commercial use will consist of one new fascia sign and one new panel added to the existing free-standing sign serving the pharmacy. The new fascia sign will primarily be visible only from the new rear parking lot, not from Peninsula Road.

4. REQUESTED VARIANCES

4.1. Variance to permit commercial tourist accommodation on first storey in a mixed commercial/residential use building

The property is zoned CS-2 Service Commercial which permits mixed commercial/residential uses, specifically: commercial uses that are otherwise permitted within the zone on any storey, including commercial tourist accommodation uses not on the first storey.

The presumed intent of this restriction is to ensure that ground level building frontage on Peninsula Road is reserved for commercial use. The proposed new building will be situated at the back of the property behind the existing pharmacy and will not be easily visible from Peninsula Road. As such it will not occupy space that otherwise would have drawn pedestrian traffic.

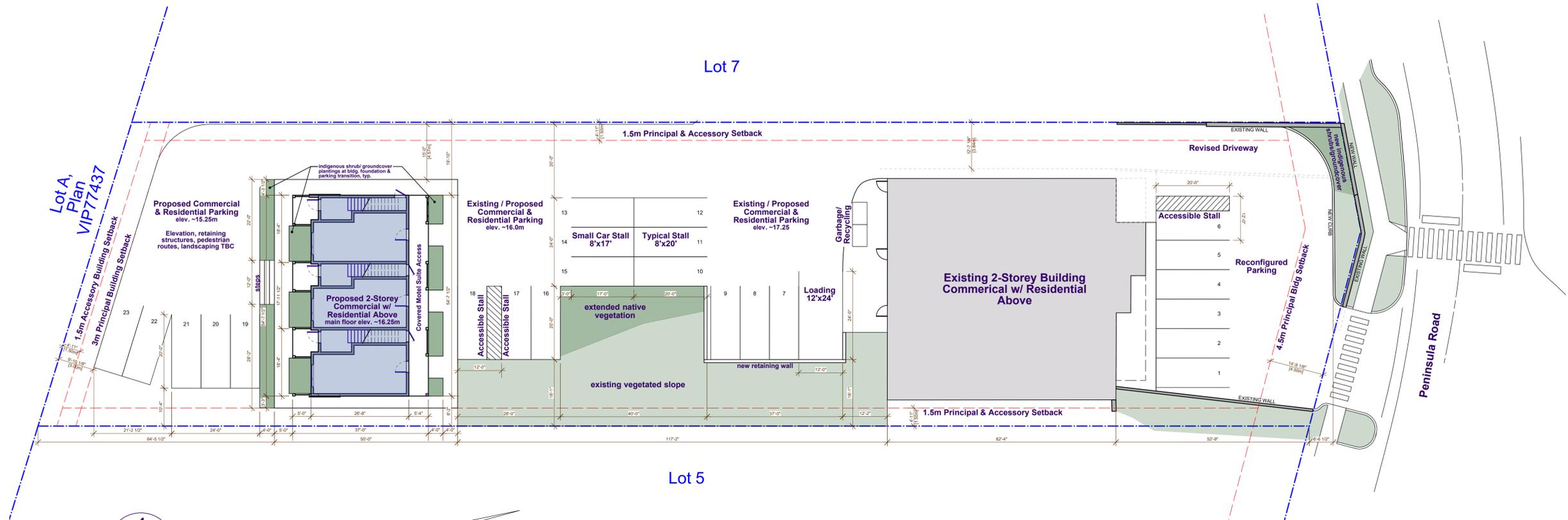
4.2. Variance to permit use of existing driveway to access rear of property

The proposed location of the new building on the rear half of the property will be accessed by the existing driveway on the east side of the pharmacy building. The existing driveway is constrained to its current width by the existing building on the west and the property line on the east. At approximately 12' wide at the narrowest point, it is too narrow to permit the simultaneous two-way flow of traffic.

The new development proposes to reduce the length of the one-way section of driveway and will introduce right-of-way signage at both ends of the narrow section. The proposed new building will only add minimally to expected traffic on this driveway.



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 ARCHITECTURE DESIGN
 BUILD LTD.
 510 North Rd, Gabriola, BC
 contact@architrave.ca



1
 A1.0 **SITE PLAN**
 Scale: 1/16" = 1'-0"



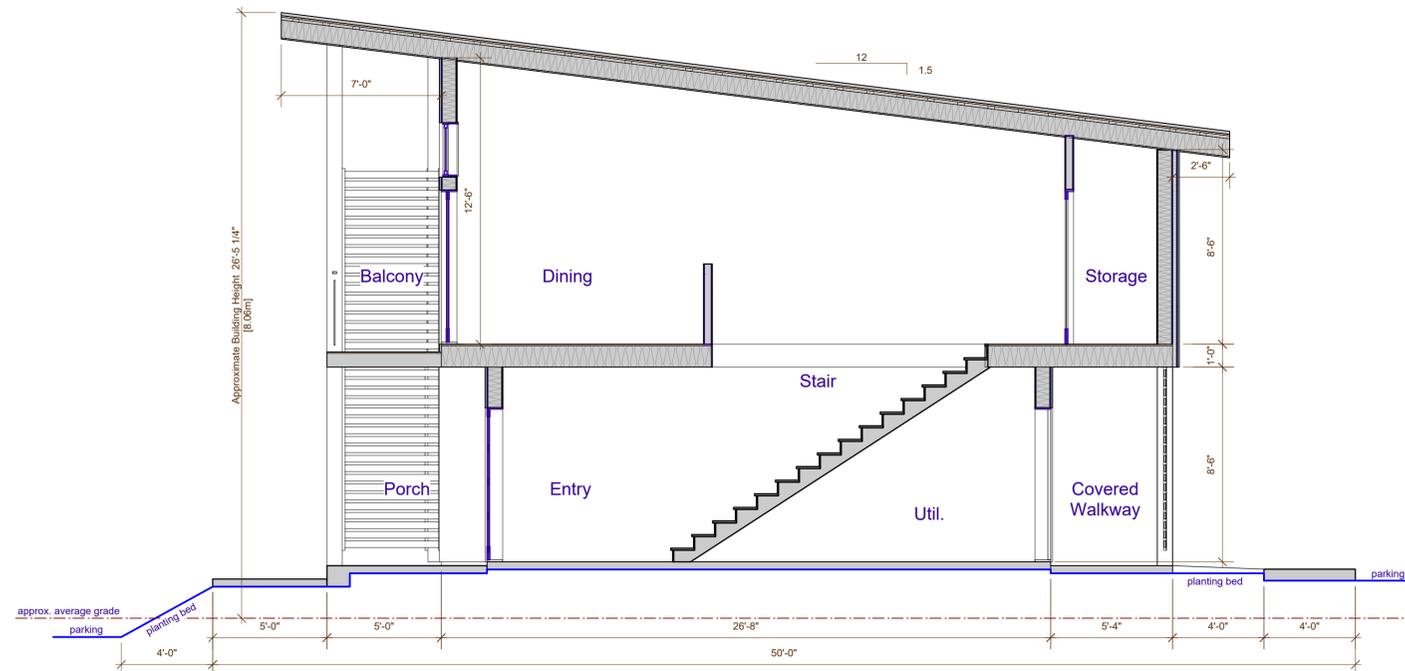
Site Statistics

Legal Description
 Lot 6, Block A, District Lot 282,
 Clayoquot District, Plan 7810

PID 005 678 854

Civic Address
 1892 Peninsula Rd.
 Ucluelet, BC

Zone: CS-2
 Lot Area: 2,629m²
 Density: 2.28 residential units
 per 1000m² lot area
 Floor Area Ratio: 39%
 Lot Coverage: 19%
 Building Height: 8.1m



2
 A1.0 **Section 1**
 Scale: 1/4" = 1'-0"

Issued for Development
 Permit Application

Project Title

Tan Property
 1892 Peninsula Rd
 Ucluelet, BC

Sheet Title

**Site Plan &
 Bldg. Section**

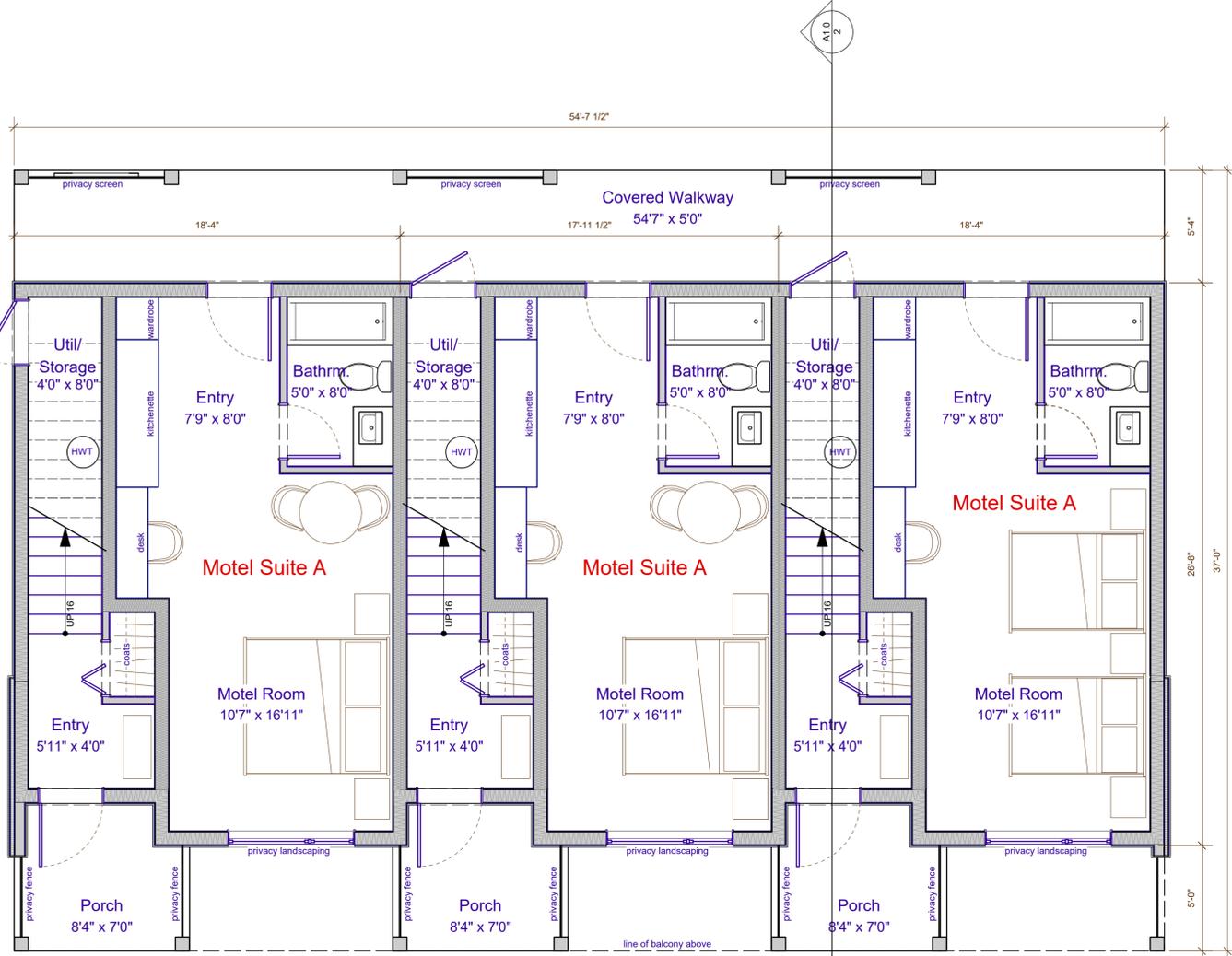
Project ID
 305-2019.02

Date
 July 29, 2020

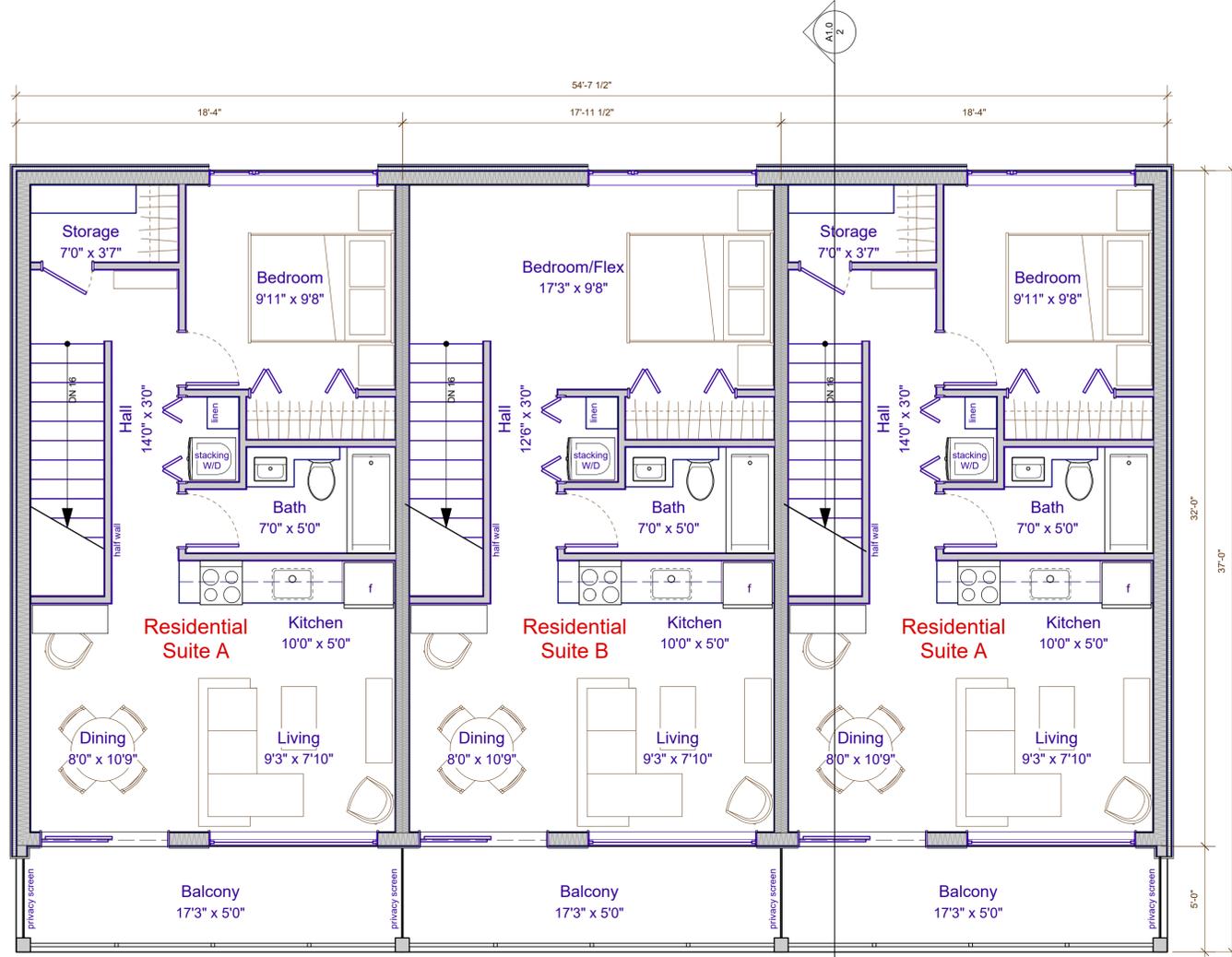
Drawn By
 KW

Sheet No.

A1.0



1
A2.2 **MAIN FLOOR PLAN**
Scale: 1/4" = 1'-0"



2
A2.2 **UPPER FLOOR PLAN**
Scale: 1/4" = 1'-0"



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Building Areas
 (Including perimeter wall thickness)
 Lower Floor 1,419 sq.ft.
 Upper Floor 1,748 sq.ft.
 Total 3,167 sq.ft.

Suite Areas
 (NOT including perimeter wall thickness)
 Motel Suite A 304 sq.ft.
 Residential Suite A 580 sq.ft.
 Residential Suite B 580 sq.ft.

Issued for Development Permit Application

Project Title
Tan Property
 1892 Peninsula Rd
 Ucluelet, BC

Sheet Title
Floor Plans

Project ID 305-2019.02
 Date July 29, 2020
 Drawn By KW

Sheet No.
A2.2

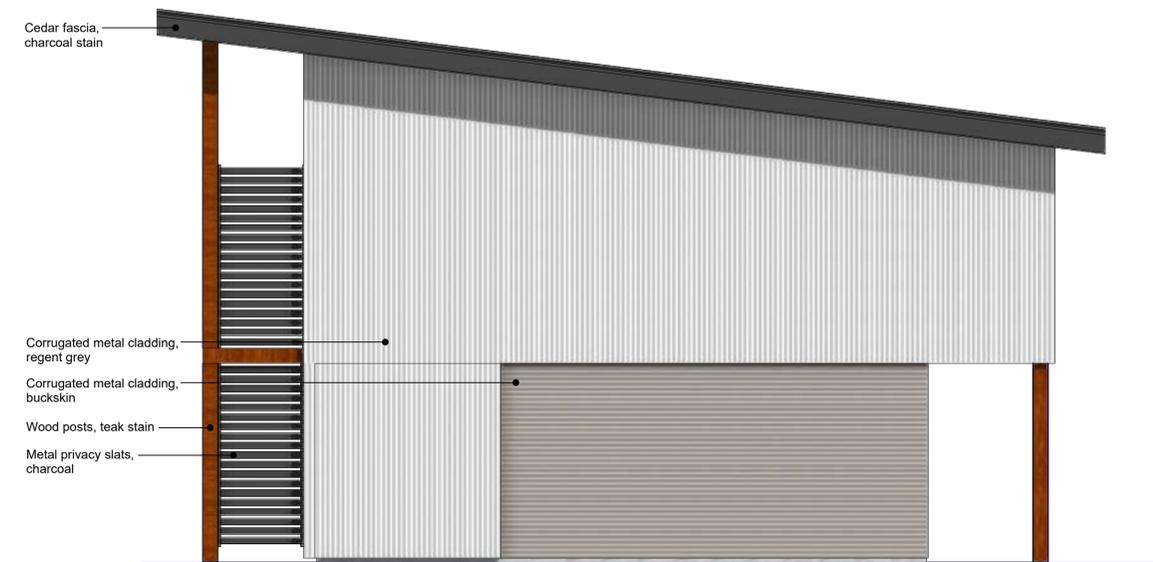




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 ARCHITECTURE DESIGN
 BUILD LTD.
 510 North Rd, Gabriola, BC
 contact@architrave.ca



1
 A3.1 **South Elevation**
 Scale: 1/4" = 1'-0"



2
 A3.1 **East Elevation**
 Scale: 1/4" = 1'-0"



3
 A3.1 **North Elevation**
 Scale: 1/4" = 1'-0"



4
 A3.1 **West Elevation**
 Scale: 1/4" = 1'-0"

Issued for Development
 Permit Application

Project Title

Tan Property
 1892 Peninsula Rd
 Ucluelet, BC

Sheet Title

Elevations

Project ID

305-2019.02

Date

July 29, 2020

Drawn By

KW

Sheet No.

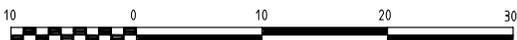
A3.1

Site Plan of:
**Lot 6, Block A, District Lot 282,
 Clayoquot District, Plan 7810**

Parcel Identifier: 005-678-854

Civic address: 1892 Peninsula Road

SCALE - 1 : 600



All distances are in metres and decimals thereof
 (plot on 8.5" x 11" sheet)

LEGEND

Geodetic elevations are shown +xx.x (in Meters)

CB ○ - denotes catch basin

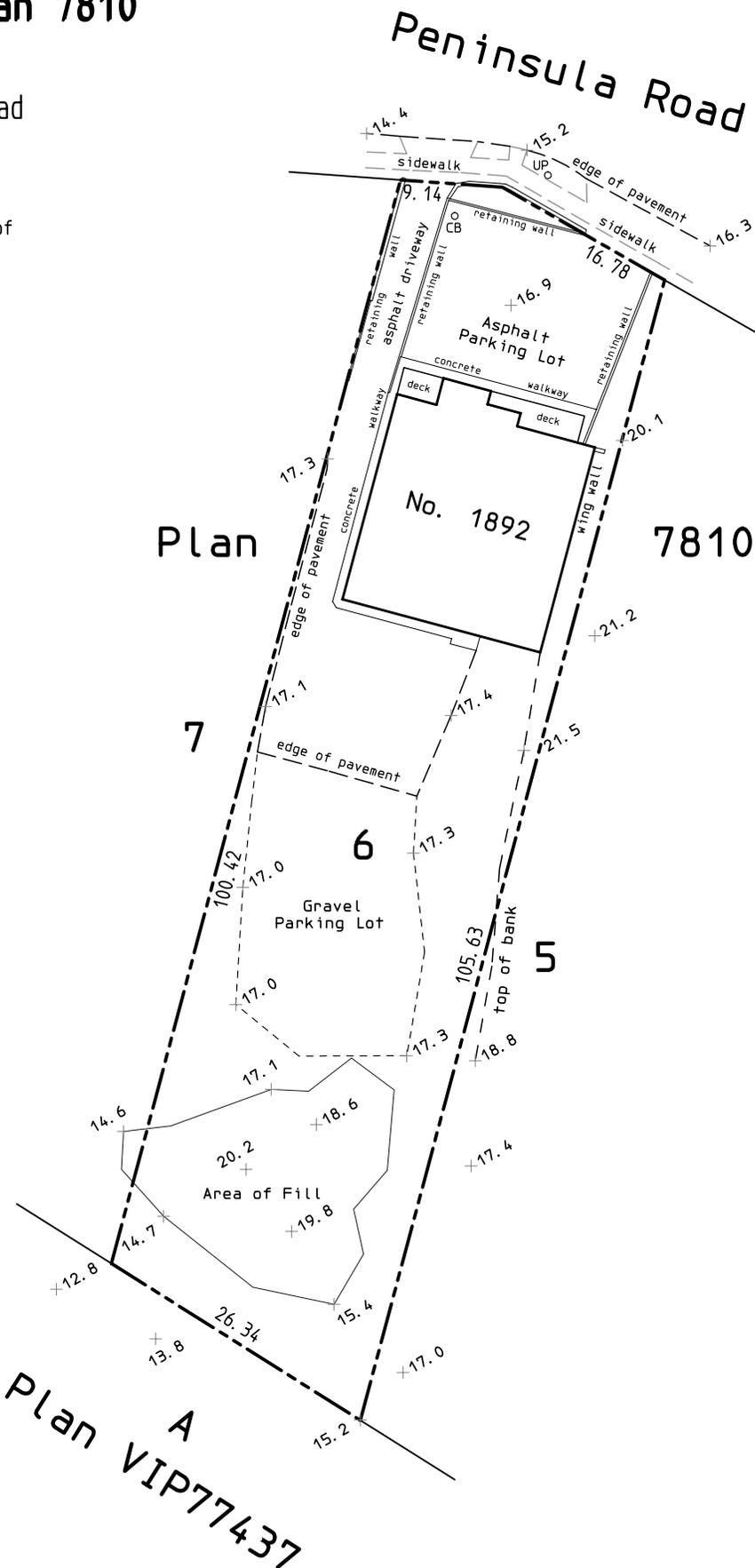
UP ○ - denotes utility pole

The following non-financial charges are shown on the current title and may affect the property.

None.

Parcel dimensions shown hereon are derived from Land Title Office records.

This sketch represents a site improvement survey and is not intended for the purposes of a survey/mortgage certificate.



FILE : 191-Peninsula
DWG/DATE: 2020-03-05
AG Surveys
545 - 110 Marine Drive
Ucluelet, BC V0R 3A0
phone (250) 266-4536

1892 Peninsula Road

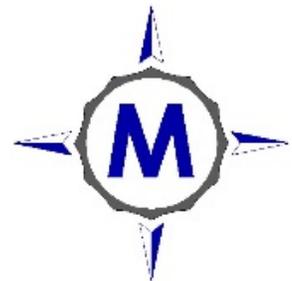
Preliminary Site Servicing Brief

Prepared by:
Mike Lange, P. Eng.

McGill & Associates Engineering Ltd.
4610 Elizabeth Street
Port Alberni, B.C.
V9Y 6L7

email: mlange@mcgilleng.com

Our Reference No. 3990
July 2020



Prepared by:
McGill & Associates Engineering Ltd.
Port Alberni, B.C.

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1. INTRODUCTION

McGill & Associates Engineering Ltd. was retained by Vince Iameo of Architrave Architecture Design Build Ltd. (Architrave), on behalf of Elain Tan, to prepare a preliminary site servicing brief for the additional development of the property at 1892 Peninsula Road. This report assesses the necessary infrastructure considerations for the proposed site changes for sanitary sewer, water, storm drainage, and onsite parking services, including fire access.

There is presently a two-storey building on site, with a pharmacy on the ground floor and residential use above. The proposed improvements to the site include an additional two-storey building with ground-floor commercial and residential space above, as well as additional parking and landscaping. The commercial space is proposed to consist of 3 motel suites; the residential space proposes three one-bedroom or studio units. A preliminary site plan prepared by Architrave is attached in Appendix A with schematic servicing shown for reference.

1. SANITARY SEWER

1.1. Existing

The existing sanitary system includes an existing 150mm asbestos cement (AC) sanitary main that runs in Peninsula Road and a 250mm diameter PVC DR18 sewer forcemain running parallel to the AC main. There is an existing sanitary service to the existing pharmacy building which will not be altered in the course of the development of the new building.

Based on as-built information from the installation of the 250mm PVC sanitary forcemain installed in 1998, the 150mm gravity main may lie approximately 1.7 m beneath existing ground at Lyche Road, approximately 140 m west of the site. The exact depth of the gravity main in front of the property is not available for review based on the as-built information available. Conservatively, it is assumed to be at least 1 m beneath the road elevation.

1.2. Proposed

Given an assumed depth on the existing sanitary gravity main of at least 1 m, the proposed sanitary connection will run to the new building, with an approximate main floor elevation of 16.25 m, at a grade of 2%. The elevation of the existing sanitary sewer will need to be confirmed during the design phase. Based on the as-built drawings, this is an appropriately conservative estimate of minimum depth. The sewer service will run along the driveway access to the west of the building.

Additionally, the depth of the proposed sanitary may be approximately 3 m through the driveway access adjacent to the existing building. There is a high likelihood that rock will be encountered at this depth as we observed rock on the neighboring property in this area. The detailed design phase will include consultation with the Owner on the desirability of excavating to this depth to provide gravity service compared to pumping the sanitary sewage from the proposed building to a shallower gravity service connection provided by the District of Ucluelet at the property line.



2. WATER SERVICE & FIRE PROTECTION

2.1. Existing Water Service

There is an existing 200mm diameter asbestos cement (AC) watermain that runs approximately east-west along the north side of Peninsula Road. Record drawings from the 1998 forcemain replacement also show a 300mm PVC watermain across from the subject property, which increases to 350mm just west of Hemlock Street.

There is an existing water service to the site, serving the existing two-storey pharmacy and residential building.

2.2. Proposed Water Service

A new water service is proposed to connect to the existing 200mm watermain on Peninsula Road. This service will be run up the driveway access along the west of the existing building. At this stage the new building is proposed to be sprinklered. The service size requirements for the proposed building will be determined by a Mechanical Engineer during the design phase.

There is an existing fire hydrant across Peninsula Road just west of the property. Due to the practical distance between the fire hydrant and the proposed building toward the rear of the property, this development may require a private hydrant. This requirement will be reviewed during the detailed design phase and, if required, this will impact the service size.

2.3. Fire Protection Connection

As described above, a private hydrant may be required for the site, but this will be further reviewed in the design stage.

It has also been recommended by Ucluelet Fire Chief Rick Geddes that a new fire department connection (FDC) be provided on the northwest side of the existing building along the laneway to provide access to charge the sprinkler system in the worst-case scenario that the fire trucks were having troubles accessing the rear of the property.

3. STORMWATER

3.1. Existing

The existing stormwater system includes a catch basin along the retaining wall at the north side of the property. Based on discussions with Warren Cannon, Superintendent of Public Work for the District of Ucluelet, it is presumed to discharge to the rear of the property near the southwest corner. The existing conditions will require further review upon progressing to the full site servicing design.

3.2. Proposed

The new site drainage proposed will potentially connect to the existing 200mm drain line running from the northwestern catch basin toward the south. If this is found to be unsuitable, a new service will be provided that discharges into the drainage course south of the property, per the drainage route identified by Warren Cannon. During the design stage and further consultation with the District of Ucluelet, further review will be completed to determine if stormwater detention is required for this site. We do not foresee this being an issue for the site, if required.



4. PARKING LOT

4.1. Parking Lot and Access

The existing property currently includes parking at the front of the pharmacy with residential parking around the rear. Access to the back is provided by a laneway that runs north-south down the west of the property. Access to the front parking is provided via a driveway off of Peninsula Road on the eastern half of the northern property line.

The western access off Peninsula Road is to be removed during the addition of the new building. Access to the laneway to the back of the property will be via the eastern driveway by crossing in front of the existing pharmacy. The proposed laneway to access the back of the property is 3.84 m wide and will not permit cars to pass one another. A yield/right of way plan will be prepared for the parking lot in the design stage to facilitate single lane traffic to and from the rear of the property. The front of the property is to be regraded with a new retaining wall that will connect with the existing retaining wall along the central portion of the north of the property.

4.2. Fire Engine Access

The revised parking lot and laneway access to the back of the property necessitated review by the Ucluelet Fire Department to confirm fire engine access to the proposed building. Access to the back of the property will require the removal of an existing balcony at the northwest corner of the existing building, as well as the removal of the sidewalk along the west side of the same building. Further, no parking will be permitted in the parking lot along the Peninsula Road side immediately adjacent to the new retaining wall.

The parking lot design has been approved for fire engine access by the Ucluelet Fire Chief. The fire access sketch is attached in Appendix A.

5. POWER AND UTILITIES

The existing building is currently serviced by BC Hydro and Telus by underground services. No difficulty is expected in providing new services to the proposed building. As a part of the detailed design for the project, coordination with outside utilities will be required for their respective utility designs.

Yours truly,

for **McGill & Associates Engineering Ltd.**



Mike Lange, P. Eng.
Principal

Note: "This document was prepared by McGill & Associates Engineering Ltd. for Architrave Architecture Design Build Ltd. Its material, recommendations and conclusions represent the best material available to McGill & Associates Engineering Ltd. at the time of the report preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. McGill & Associates Engineering Ltd. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report."



Prepared by:
McGill & Associates Engineering Ltd.
Port Alberni, B.C.

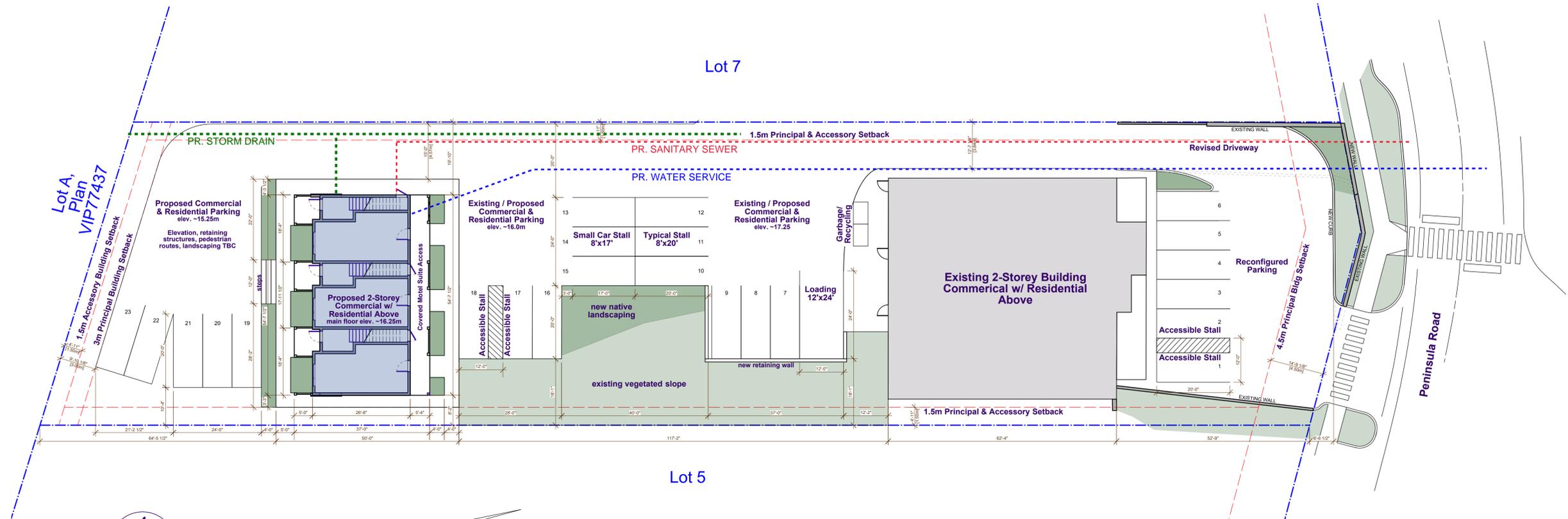
APPENDIX A

Figures

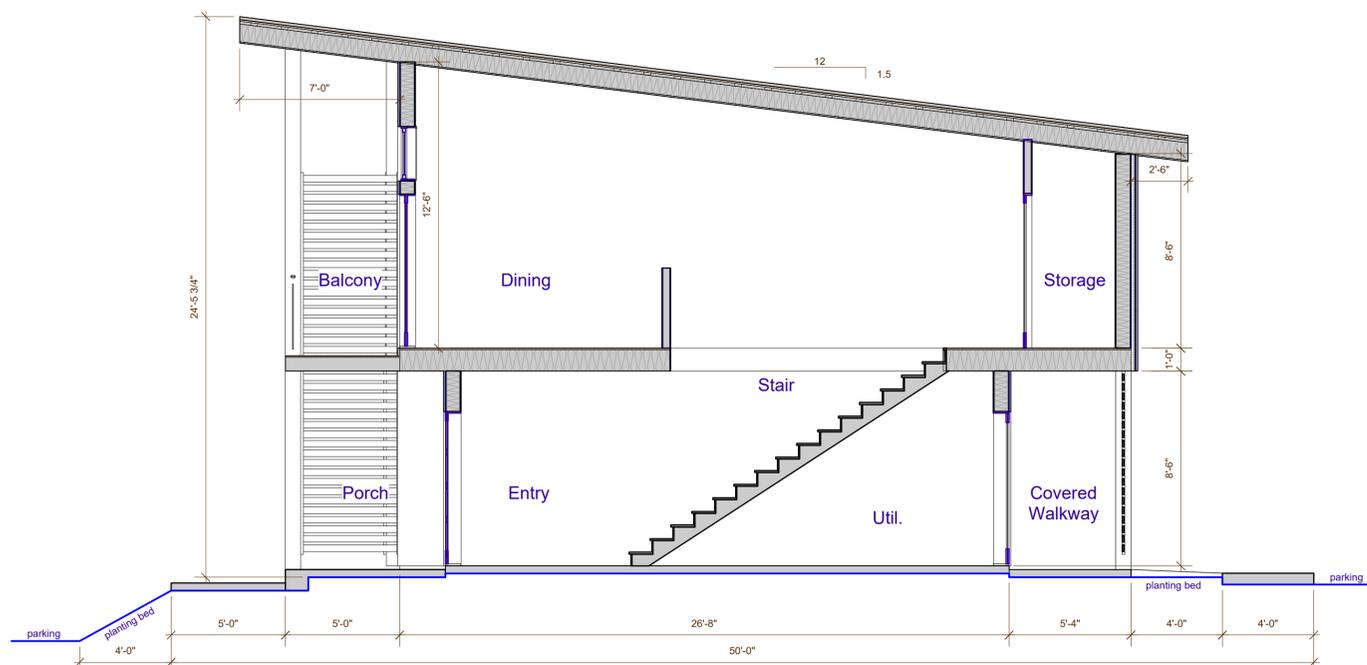
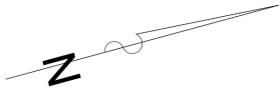


Prepared by:
McGill & Associates Engineering Ltd.
Port Alberni, B.C.

Preliminary Servicing Concept



1
A1.0 **SITE PLAN**
Scale: 1/16" = 1'-0"



2
A1.0 **Section 1**
Scale: 1/4" = 1'-0"



Architecture Firm
ARCHITRAVE
ARCHITECTURE DESIGN
BUILD LTD.
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contact@architrave.ca

Project Title
Tan Property
Lot 6, Peninsula Rd
Ucluelet, BC

Sheet Title
Site Plan & Bldg. Section

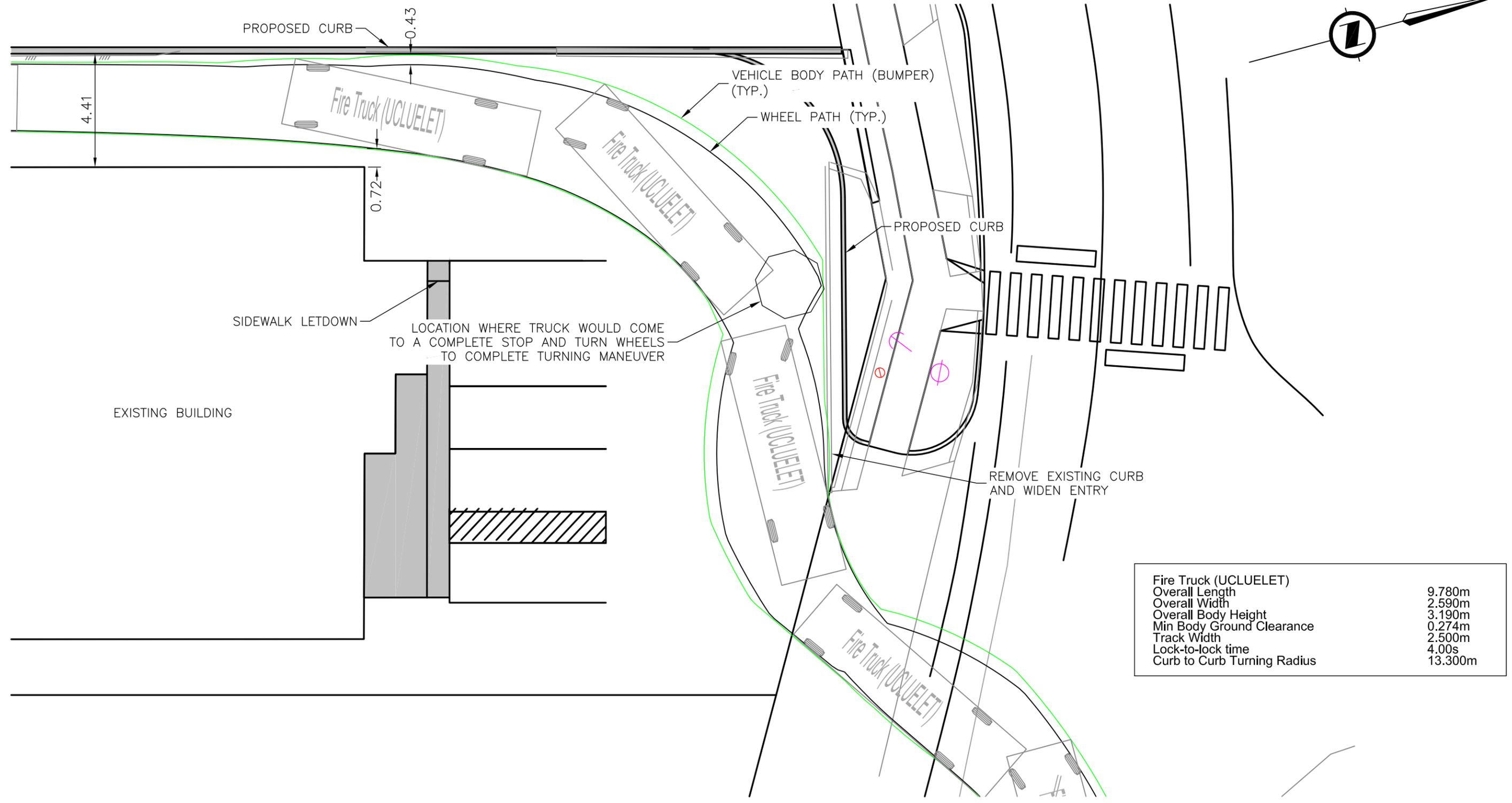
Project ID
305-2019.02

Date
April 27, 2020

Drawn By
KW

Sheet No.

A1.0



Fire Truck (UCLUELET)	9.780m
Overall Length	2.590m
Overall Width	3.190m
Overall Body Height	0.274m
Min Body Ground Clearance	2.500m
Track Width	4.00s
Lock-to-lock time	13.300m
Curb to Curb Turning Radius	

S:\3990 TAN 1892 Peninsula Rd\Drawings\M3990.dwg 6 June 2018 2:39 PM



**McGILL & ASSOCIATES
ENGINEERING LTD.**
4610 ELIZABETH STREET
PORT ALBERNI, B.C., V9Y 6L7
telephone: (250) 724-3400 fax: (250) 724-4400
email: office@mcgilleng.com

SEAL:

ELAIN TAN
1892 PENINSULA ROAD
FIRE TRUCK ACCESS SKETCH

				DWG: 3990 - SK1	
				DESIGN:	
				DRAWN:	
C	RE-ISSUED FOR FIRE DEPARTMENT REVIEW	2020/06/03	CJM	CHECKED:	
B	ISSUED FOR FIRE DEPARTMENT REVIEW	2020/05/14	CJM	PROJECT:	
A	ISSUED FOR REVIEW	2020/05/13	CJM	DATE:	
REV:	DESC:	DATE:	BY:	SCALE:	



Appendix B

DEVELOPMENT VARIANCE PERMIT DVP20-03

Pursuant to section 498 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Variance Permit is issued to:

ET & AY Holdings LTD, 1892 Peninsula Road, Ucluelet, BC, V0R 3A0

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

1892 Peninsula Road, Lot 6, Block A, District Lot 282, Clayoquot District, Plan 7810

3. The work authorized by this Permit may only be carried out in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development variance permit and in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.

4. This Permit authorizes the following variances specific to the plans and details attached as Schedule:

- a. **To allow a commercial tourist accommodation on the first storey of a mixed Commercial/Residential building, whereas section 103 of Zoning Bylaw No. 1160, 2013, defines Mixed Commercial/ Residential as excluding commercial tourist accommodation from the first storey of a building.**

5. This variance is authorized subject to the condition that the owners install, at their cost, a fire hydrant or a fire standpipe located to the rear of the existing building prior to receive occupancy.
6. The above variances are granted for the proposed structures and use of the land as shown on Schedule A. Should the building be later removed or destroyed, this Development Variance Permit shall cease to apply and the zoning requirements in effect at the time shall apply.
7. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

8. This Permit is NOT a Building Permit.

AUTHORIZING RESOLUTION passed by the Municipal Council on the day of , 2020.

ISSUED the day of , 2020.

Bruce Greig - Manager of Community Planning



Schedule A

(See Appendix A)



Appendix C

DEVELOPMENT PERMIT DP20-09

Pursuant to section 488 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Permit is issued to:

ET & AY Holdings LTD, 1892 Peninsula Road, Ucluelet, BC, V0R 3A0

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

1892 Peninsula Road, Lot 6, Block A, District Lot 282, Clayoquot District, Plan 7810

3. This Development Permit is issued subject to compliance with all bylaws of the District of Ucluelet.
4. This Permit authorizes the following improvements on the Lands:
 - a. **A building consisting of three resort condo units on the ground floor and three residential dwelling units on the second floor; and**
 - b. **The reconfiguration of the traffic pattern to the rear of the property; and**
 - c. **Associated landscaping and parking area.**

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

5. Prior to commencing work, the Owner is required to provide a final detailed plan of the proposed landscape improvements for review and approval by the District's Manager of Community Planning.
6. The work authorized by this Permit may only be carried out in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws. The owner is responsible for ensuring that the timing of the work and any required permits or notifications by other agencies are obtained as required to comply with all applicable regulations.
7. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
8. This Permit is NOT a Building Permit.
9. **Schedules A** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.



AUTHORIZING RESOLUTION passed by the Municipal Council on the day of , 2020.

ISSUED the day of , 2020.

Bruce Greig - Manager of Community Planning



Schedule A

(See Appendix A)



STAFF REPORT TO COUNCIL

Council Meeting: October 13, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

FILE NO: 3060-20-DP20-04

**SUBJECT: EXTENSION OF TEMPORARY APPROVALS FOR EXPANDED
OUTDOOR SEATING AREAS**

REPORT NO.: 20-107

ATTACHMENT(S): APPENDIX A – LCRB POLICY DIRECTIVE 20-26

RECOMMENDATIONS:

1. **THAT** Council authorize Staff to process, as a District initiative, extensions to Development Permits valid through October 31, 2021, for expanded outdoor seating areas for any business requesting such extension.

PURPOSE:

To continue to support local businesses as they adjust their operations to meet requirements for safely operating during the COVID-19 public health emergency, adapt to changing economic circumstances, and deploy cost-effective measures to allow for social distancing and maximizing the use of appropriate outdoor spaces.

BACKGROUND:

On May 22, 2020, the BC Liquor and Cannabis Regulation Branch issued its [Policy Directive 20-13](#) which provides for streamlined approvals for expanding outdoor service area footprints of licensed establishments. The intent was to allow licensees to decrease the density of patrons in their establishments and continue to serve patrons while complying with Public Health Officer orders and guidelines regarding physical distancing. The directive allowed for expanded service areas only, and does not increase the overall occupancy under existing licences.

At its May 26, 2020 meeting, Council provided pre-approval for temporary expanded service area liquor licences for local businesses. Council provided support for issuing temporary Development Permits (DPs) for outdoor seating areas for both licensed and unlicensed establishments. In the following days, DP's were issued to allow outdoor expansion for eight local businesses (Heartwood, Cedar Grill, Barkley Café, the Blue Room, Zoë's, YaYu, Frankie's and Ukee Dogs).

In addition, municipal staff were authorized to create outdoor public seating areas to provide more opportunities for residents and visitors to maintain social distancing while enjoying take-out from local businesses.

On September 8, 2020, Council passed a resolution to lobby the Province to extend temporary expanded service area (TESA) liquor licences for another year. On September 18, 2020, the Liquor and Cannabis Regulation Branch extended TESA licenses until October 31, 2021 by Policy Directive 20-26 (see **Appendix A**). This extension will take effect on October 16, 2020; businesses who currently hold a TESA license will not need to re-apply.

DISCUSSION:**PERMITS:**

Expanding outdoor seating for an existing business would typically require the business owner to prepare and submit a DP application. If a business holds a liquor licence then extending the liquor licence over the outdoor area would be a separate process, now covered by the LCRB policy directive 20-26.

The recommendation at the outset of this report aims at maintaining a streamlined process for renewing these DP's, avoiding the need for individual businesses to be the "applicant" in a permit renewal process which would require Council approval. A District-initiated Development Permit renewal process, approved at the staff level for these permits (which would be valid until October 31, 2021), would not carry an application fee and would not require the time to prepare staff reports on each application to bring them to Council.

Public Seating:

As noted above new pedestrian facilities, public seating areas and additional picnic tables were installed by the District in the following locations:

- near the Small Craft Harbour;
- near Peninsula Road and Norah Road;
- in front of the Chamber of Commerce;
- at the corner of Helen Road and Fraser Lane; and,
- in the Village Square.

These interim improvements have succeeded in improving pedestrian comfort and safety, and increasing the general availability of outdoor seating to serve community member and visitors. Staff consider it important to continue to provide the public with opportunities to maintain physical distancing while enjoying the town's public places.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

If directed by Council, renewal of the temporary DPs for outdoor seating will be processed by staff. The approach being proposed would minimize staff time by avoiding multiple individual applications and reports to Council.

FINANCIAL IMPLICATIONS:

If the District initiates preparation of a series of Development Permit extensions for outdoor seating areas it would remove the requirement for an application fee from those businesses. The DP fee is normally \$1,000.

SUMMARY AND CONCLUSION:

The *District of Ucluelet COVID-19 Community Recovery Plan* includes, under its list of economic recovery actions, #14 "support businesses looking to shift [their] business model". The steps recommended in this report aim at providing such support for businesses who intend to maintain an expanded footprint of their outdoor seating areas. The additional seating was a helpful addition this summer and staff are recommending that this be extended at least for this next year.

OPTIONS:

Alternatively, Council could consider the following:

2. **THAT** Council provide alternative direction to Staff.

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



Appendix A
Liquor and Cannabis Regulation Branch
POLICY DIRECTIVE
No: 20 - 26

Date: September 18, 2020

To: All Licensees
All LCRB Staff
All Industry Associations
All local government, First Nations and police agencies

Re: **Temporary Expanded Service Area, extension**

Current Policy

Under the Liquor Control and Licensing Regulation (LCLR), s.109.1, the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB) may issue a Temporary Expanded Service Area (TESA) authorization to Food Primary, Liquor Primary, and Manufacturer licensees.

Under LCLR, s. 109.4 all TESA authorizations expire at the end of the day on October 31, 2020. Further, under LCLR s. 109.5, the TESA provisions in the LCLR will be repealed on October 31, 2020.

See Policy Directive 20-13 for further information.

New Policy

In light of the ongoing COVID-19 pandemic, the Province's March 2020 declaration of a state of emergency and the Provincial Health Officer's (PHO) March 2020 declaration of a public health emergency, this time-limited measure is being amended to support the PHO's direction and recommendations.

The TESA provisions in the LCLR will now expire on **October 31, 2021**. Licensees may apply for new TESA authorizations up to this date.

The GM's authority to extend existing approved TESA authorizations up to this date, without first requiring the licensee to make an application, has also been made explicit.

The LCRB is reaching out to local authorities with approved TESAs in their jurisdiction to confirm their support for extending the TESAs to October 31, 2021. To limit the risk of disruptions in service, local authorities must confirm their position with the LCRB by October 16, 2020.

If concerns related to public safety and public interest are raised regarding the TESA authorizations or the operation of particular TESAs, the LCRB will work with licensees and local authorities to ensure TESAs operate in a manner that balances the interests of licensees, municipalities and the general public.

If the local authority is supportive, the LCRB will reissue authorization letters to licensees with existing TESAs in that jurisdiction prior to October 31, 2020. The new authorization letter will provide an extended expiry date of the TESA. Unless a new authorization letter has been issued, the existing TESA will expire on October 31, 2020.

Licensees will not need to apply to the LCRB for an extension, and there will be no fee charged.

All other requirements relating to TESA authorizations remain the same. To meet the intent of this temporary authorization, licensees will not be permitted to increase or exceed their currently approved person/patron capacities or occupant loads. All means of access to the service area must also be supervised to the satisfaction of the GM. Finally, licensees must comply with all local bylaws and health and fire regulations.

Approved TESAs must be in compliance with local bylaws and requirements. If the local authority bylaws or requirements change and prevent the operation of TESAs in that jurisdiction, the local authority should advise the LCRB.

For licensees who are applying for new TESA authorizations, an expedited online application is available at no charge. Please check our website for a link to the application.

Explanation

The new policy is provided in the context of the provincial state of emergency and public health emergency related to the COVID-19 pandemic. Extending TESA authorizations, which increase the size of existing service areas, is expected to support licensees in complying with requirements under the PHO and recommendations, in particular with respect to social/physical distancing.

Further Information

Further information regarding liquor and cannabis regulation and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <http://www.gov.bc.ca/liquorregulationandlicensing>

If you have any questions regarding these changes, please contact the Liquor and Cannabis Regulation Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

Disclaimer

This communication is intended to be used only for general informational purposes and may not apply to all situations. This communication does not constitute legal advice nor is it a comprehensive statement of the legal obligations that arise under the Liquor Control and Licensing Act, regulations, or any other applicable laws. When interpreting and applying the information contained in this communication, you are encouraged to seek specific advice from your professional advisors as appropriate in the circumstances.

Original signed by

Mary Sue Maloughney,
Assistant Deputy Minister and General Manager



STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 13, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: TUP20-03 126.000

SUBJECT: TEMPORARY USE PERMIT- 1685 PENINSULA ROAD

REPORT NO: 20- 106

ATTACHMENTS: Appendix A – Application
Appendix B – Temporary Use Permit TUP20-03

RECOMMENDATIONS:

1. **THAT** Council provide an opportunity for public comment on this item; and,
2. **THAT**, subject to public comment, Council authorize issuance of Temporary Use Permit TUP 20-03 for a period of up to three years, to allow for a Single Family Dwelling residential use within an existing 90m² building located in the northwest corner of the property at 1685 Peninsula Road.

PURPOSE:

The purpose of this report is for Council to consider an application for a Temporary Use Permit (TUP) submitted by the owner of 1685 Peninsula Road (the “**Subject Property**”) for a Single Family Dwelling residential use within an existing commercial building (the “**Subject Building**”) located in the north west corner of 1685 Peninsula Road (see **Figure 1**).



Figure 1: Site Context Map

DISCUSSION:

The applicant has requested to use a previously-occupied commercial building located to the rear of the subject property (**See Figure 2**) as a residence. Residential use on the ground floor is not a permitted use in the CS-1 zone.

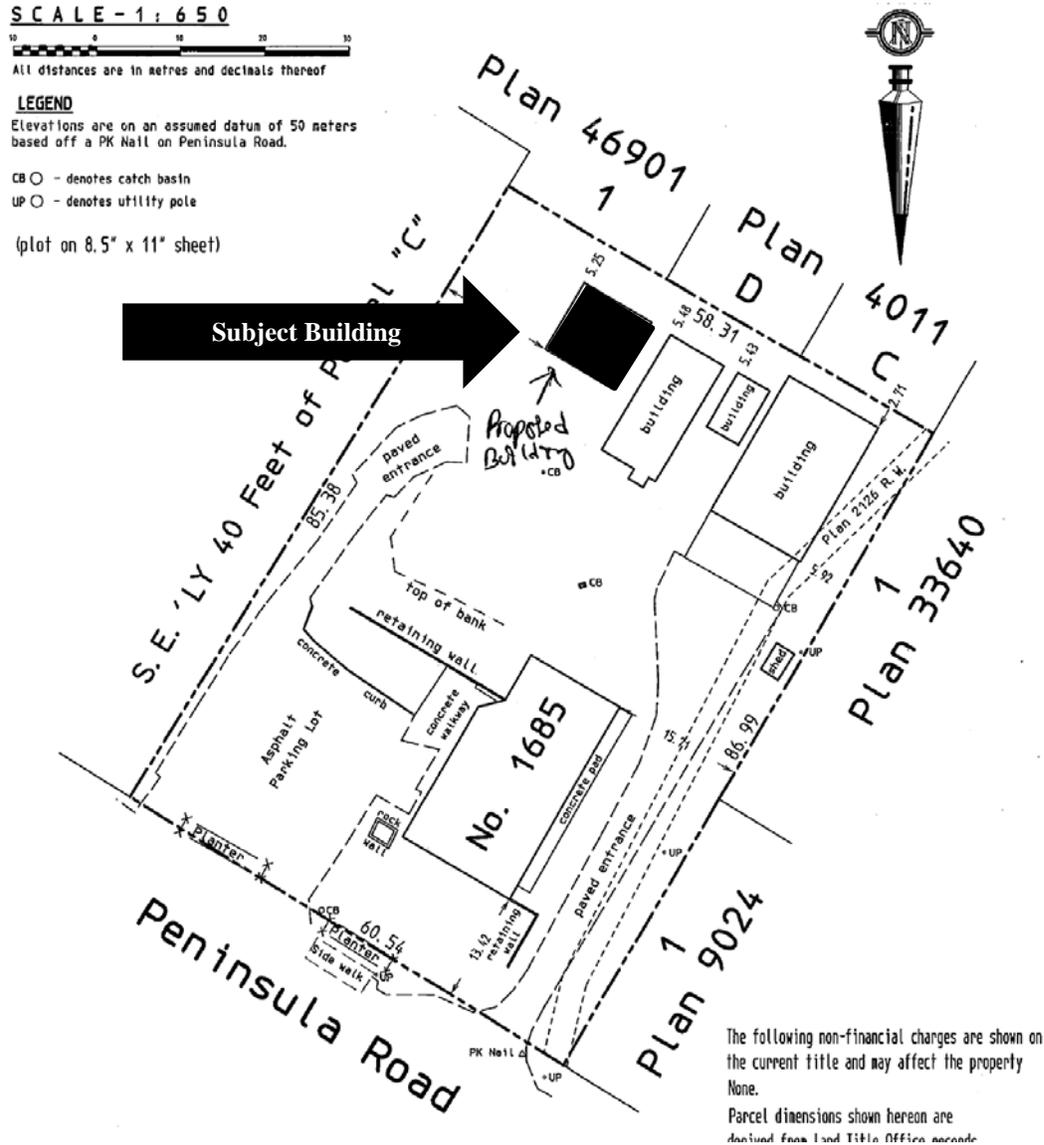


Figure 2 – Site Plan

LAND USE

The subject property is zoned CS-1 Village Square Commercial; this zone is anticipated to be Ucluelet’s most intensive commercial area and permanent ground floor development should have a commercial focus. Staff recommend a TUP to allow for the Single-Family Dwelling use as the best way forward to allow the owners to reside in the subject building while they consider plans for the eventual best use of the property. The owner is exploring various re-development options, which may result in an application to amend the zoning in the near future. In the interim, the TUP would afford the owner an opportunity to oversee the site, including the minor upgrades which are

ongoing (e.g., re-painting, drainage repairs, etc.), and put an otherwise vacant building to use for much-needed housing.

SITE:

The subject property is a large commercial lot with an upper level and lower level. There is a two-unit commercial building on the upper level and multiple commercial buildings located to the lower rear area of the property. The subject building cannot be viewed from Peninsula Road but with the District of Ucluelet's new parking lot next door, pedestrian traffic can be anticipated.

BUILDING PERMIT

Because the subject building was previously a commercial space, the applicant will be required to take out a building permit for the proposed change of use.

SERVICES:

The subject property has sewer, water, and hydro services and there is ample parking.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

There are no anticipated time requirements other than to process the TUP permit.

FINANCIAL IMPACTS:

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

POLICY OR LEGISLATIVE IMPACTS:

There are no anticipated Policy or Legislative Impacts. The necessary notification has been completed for the requested TUP, therefore Council should provide an opportunity for public input on this item prior to making a decision on the application.

SUMMARY:

Subject to public comment, Staff can support the request for a Single Family Dwelling use within the subject building while the applicant considers future plans that could fully utilize the potential of the property at 1685 Peninsula Road.

OPTIONS REVIEW:

Alternatively, Council has the following options:

3. **THAT** Council defer further consideration of the TUP application until the applicant has provided more information on the proposal; or,
4. **THAT** Council reject the proposed temporary use permit application TUP20-03.

Respectfully submitted:

John Towgood, Planner 1
Bruce Greig, Manager of Community Planning
Mark Boysen, Chief Administrative Officer

Appendix A

19 May 2020

To:
The District of Ucluelet

Dear Mayor and Council,

We are writing to request a Temporary Use Permit for one the buildings located on 1685 Peninsula Rd. to be used a single family dwelling.

The proposed building has been vacant for quite sometime and and this rezoning helps add one additional residential house to our community to be used as an owner occupied dwelling *and/or long term rental.*

I believe the current request aptly fits to the location and some of the properties including the neighbouring properties with current CS-1 zoning do have residencies as well. As you may be aware the CS-1 zoning itself allows mixed commercial/residential use albeit on second floor. With the proposed location tucked away on the lower level, there is no impediment to the commercial activities on the street level.

We are not anticipating any development variances and detailed drawings will be presented once approval in principle to the TUP is in place.

Thank You for your time and consideration.

For Ukee Square Holdings Ltd.

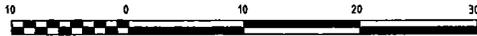


V.Sajja

Site Plan of: Part of District Lot 282, Clayoquot District

Parcel Identifier: 003-820-017
Civic address: 1685 Peninsula Road

SCALE - 1 : 650



All distances are in metres and decimals thereof

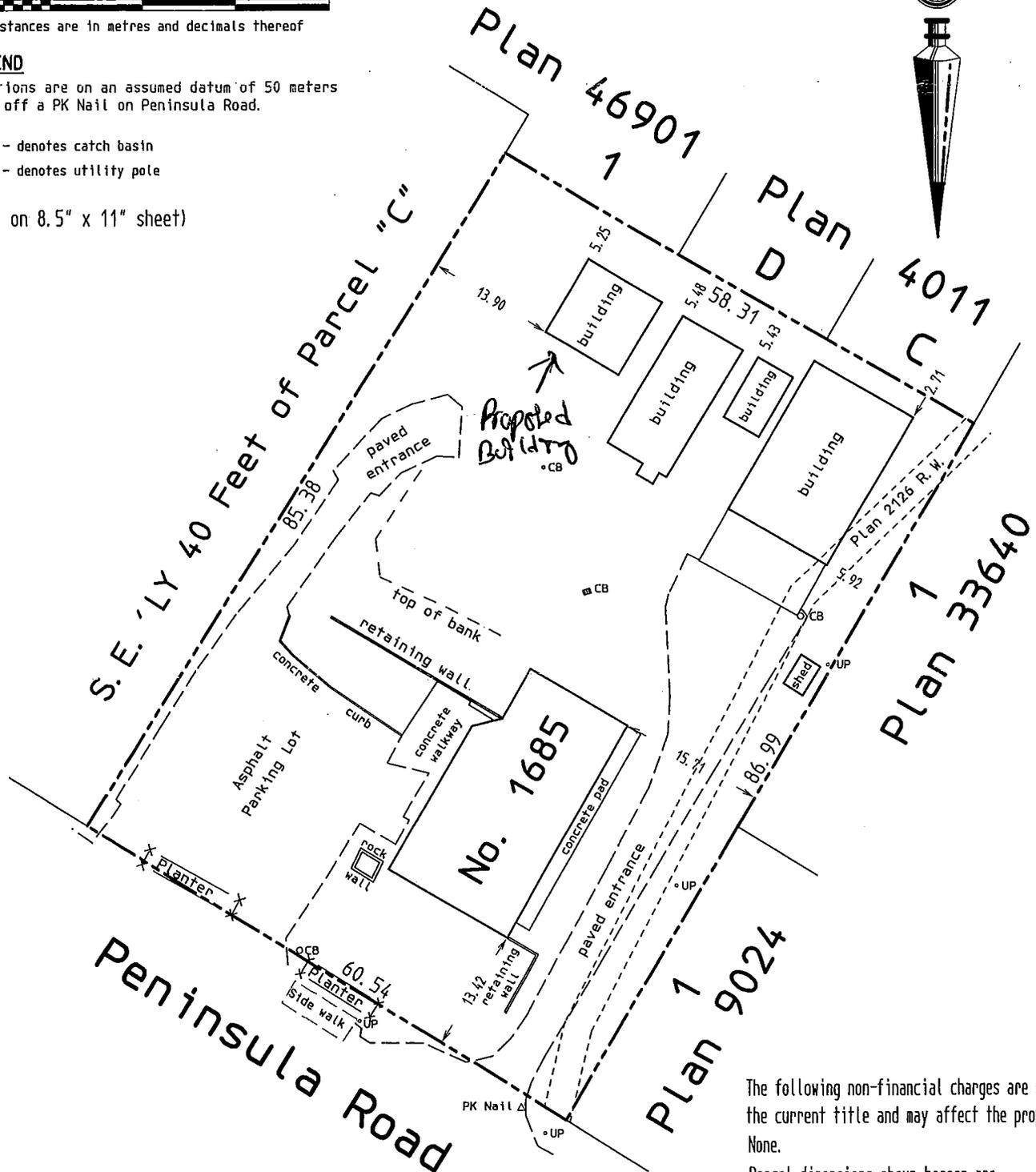
LEGEND

Elevations are on an assumed datum of 50 meters based off a PK Nail on Peninsula Road.

- CB ○ - denotes catch basin
- UP ○ - denotes utility pole

(plot on 8.5" x 11" sheet)

FILE: 183-Peninsula
DWG/DATE: 2019-09-20
AG Surveys
545 - 110 Marine Drive
Ucluelet, BC V0R 3A0
phone (250) 266-4536



The following non-financial charges are shown on the current title and may affect the property
None.

Parcel dimensions shown hereon are derived from Land Title Office records.



Appendix B

TEMPORARY USE PERMIT TUP-20-03

Pursuant to section 492 to 497 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Temporary Use Permit is issued to:

Ukee Square Holdings LTD INC No. BC1128132, 1685 Peninsula Road, Ucluelet, BC, V0R 3A0
(the "Permittee")

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

1685 Peninsula Road:

That Part of Lot 282, Clayoquot District, Bounded on the NW by Parcel C (DD837371 of said Lot, on the NE by plans 11055 and 4011, on the east by parcel J (DD1412361) of said lot and on the SW by Tofino Road is shown on Plan 3486, PID 003-820-017.
(the "Lands")

3. This Temporary Use Permit is issued subject to compliance with all bylaws of the District of Ucluelet.
4. This Temporary Use Permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
5. This Temporary Use Permit authorizes the following use of the Lands, despite the regulations adopted in Ucluelet Zoning Bylaw No. 1160, 2013, as amended:
 - a. **to permit a Single-Family Dwelling within an existing 90m² building located in the north west corner of the property at 1685 Peninsula Road, subject to the conditions as authorized by Council.**
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules A**, which are attached hereto and form part of this permit.
7. The land described herein shall be used and developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. If the Permittee does not substantially commence the use with respect to which this permit was issued within six months after the date it was issued, the Permit shall lapse.
9. Notice shall be filed in the Land Title Office under section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
10. This Permit is valid for a three years period beginning from the permits date of issue.
11. This Permit is NOT a Building Permit nor is it a Development Permit.



AUTHORIZING RESOLUTION passed by the Municipal Council on the day of , 2020.

ISSUED the day of , 2020.

Bruce Greig - Manager of Community Planning



Schedule A - Terms of Temporary Use Permit Conditions TUP20-03

1. The Permittee must ensure that only residential uses occur in the Single Family Dwelling allowed by this permit.



STAFF REPORT TO COUNCIL

Council Meeting: October 13, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 0550-01

SUBJECT: PUBLIC IN-PERSON ATTENDANCE AT COUNCIL MEETINGS AND PUBLIC HEARINGS

REPORT NO: 20-103

ATTACHMENTS: APPENDIX A – MINISTERIAL ORDER NO. M192

RECOMMENDATION(S):

1. **THAT**, pursuant to Ministerial Order M192 and due to limited Council Chamber capacity during COVID-19, Council authorizes that until there are changes to the restriction on gathering and social distancing requirements, all open meetings of Council, including Committee of the Whole and public hearings, shall be conducted without members of the public present in Council Chambers; and
2. **THAT** Council is ensuring openness, transparency, accessibility and accountability in respect of all open council meetings and public hearings by:
 - a. livestreaming open council meetings and public hearings on YouTube;
 - b. receiving public input and questions submitted during open council meetings and public hearings via email and having Staff read the same during the Public Input or Question Period sections of the agenda;
 - c. receiving public input and questions in real time at open council meetings and public hearings via Zoom Webinar;
 - d. receiving written correspondence at council meetings and public hearings submitted in accordance with District of Ucluelet Council Procedures Bylaw No. 1264, 2020; and,
 - e. designating Activity Room 1 or 2 as a place where members of the public can attend to watch and hear council meetings and public hearings while they are in progress.

PURPOSE:

To introduce for discussion resolutions which authorizes Council to conduct open meetings and public hearings without members of the public being permitted to be physically present in Council Chambers.

BACKGROUND:

Ministerial Order No. M192 (the “M192”) came into force on June 17, 2020. M192 requires that a council use best efforts to allow members of the public to attend open council meetings in a manner that is consistent with any applicable requirements or recommendations made under the Public Health Act. It goes on to state that when in-person attendance is not practicable, Council may pass a

resolution which outlines the way that the municipality complies with the open meeting requirements.

On June 23, 2020 Council adopted the following resolution:

1. *THAT Council:*
 - a. *open Council Chambers to the public;*
 - b. *designate Activity Rooms 1 or 2 in the Ucluelet Community Centre as a location where members of the public may listen and watch a livestream of council meetings when Chambers is at capacity;*
 - c. *instructs Staff to facilitate in-person and Zoom Webinar participation in public hearings; and*
 - d. *instruct Staff to prepare a report about conducting council meetings in the Main Hall at the Ucluelet Community Centre.*

After adopting that motion Council conducted several Meetings in the Main Hall (two of which included Public Hearings) and several meetings in Council Chambers. There was limited in-person public attendance at these meetings.

DISCUSSION:

Regularly conducting council meetings in the Main Hall has proven to be logistically impractical and cost prohibitive. Since council meetings are livestreamed and use Zoom, substantial staff time and the assistance of the District's information technology contractor is required to setup and teardown meetings in the Main Hall. Furthermore, conducting meetings regularly in this space competes with recreational programming conducted in the Main Hall, which is the District's largest and therefore safest indoor activity area.

Staff have also noted several challenges with conducting meetings in Council Chambers with in-person public attendance.

The maximum capacity of Council Chambers while maintaining physical distancing is ten. District lawyers have advised that if Council Chamber's reaches capacity, Council should pass a resolution that Chambers has been closed to in-person attendance by members of the public since it is at capacity and outlines how the District is complying with the open meeting rule.

At least seven Council and staff members attend council meetings in-person. From time to time additional staff members attend to present reports in-person. This leaves at most three spaces for members of the public.

Capping council meeting attendance creates process concerns which are particularly relevant to public hearings and other statutorily required opportunities for members the public to be heard.

Staff do not recommend ushering members of the public between Council Chambers and the designated overflow areas (Activity Room 1 or 2) to facilitate in-person attendance when capacity is an issue. This approach may interrupt the free flow of information by creating the risk that members of the public may miss submissions made by others while moving between rooms. This approach would also require additional cleaning of microphones and podiums between speakers as well as additional Staff to marshal people and monitor social distancing in the Community Centre.

Staff also do not recommend allowing three members of the public to attend meeting in Chambers to the exclusions of other members of the public. This approach may create or be perceived to create an uneven playing field between those members of the public who have the opportunity to provide public input in-person and members who are only able to participate remotely because Council Chambers is at capacity.

Conducting open meetings and public hearings without in-person attendance, streaming meetings online, designating a place where members of the public can attend to watch Council Meetings online and providing multiple avenues to participate remotely (via email and Zoom) is recommendable because it levels the playing field for members the public and allows for the uninterrupted flow of information. It also addresses logistical and safety concerns associated with in-person attendance.

POLICY OR LEGISLATIVE IMPACTS:

The recommended resolution addresses process and logistical concerns addressed above while conforming with Ministerial Order No. M192.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Nominal additional staff time will be required to update the District’s website section related to Council Meetings and to post the Zoom Webinar details for each Council Meeting.

OPTIONS REVIEW:

1. **THAT**, pursuant to Ministerial Order M192 and due to limited Council Chamber capacity during COVID-19, Council authorizes that until there are changes to the restriction on gathering and social distancing requirements, all open meetings of Council, including Committee of the Whole and public hearings, shall be conducted without members of the public present in Council Chambers; and **(Recommended)**
2. **THAT** Council is ensuring openness, transparency, accessibility and accountability in respect of all open council meetings and public hearings by:
 - a. livestreaming open council meetings and public hearings on YouTube;
 - b. receiving public input and questions submitted during open council meetings and public hearings via email and having Staff read the same during the Public Input or Question Period sections of the agenda;
 - c. receiving public input and questions in real time at open council meetings and public hearings via Zoom Webinar;
 - d. receiving written correspondence at council meetings and public hearings submitted in accordance with District of Ucluelet Council Procedures Bylaw No. 1264, 2020; and,
 - e. designating Activity Room 1 or 2 as a place where members of the public can attend to watch and hear council meetings and public hearings while they are in progress. **(Recommended)**
3. **THAT** Council provide alternative direction to Staff.

Respectfully submitted: Joseph Rotenberg, Manager of Corporate Services

PROVINCE OF BRITISH COLUMBIA

**ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL**

Emergency Program Act

Ministerial Order No. M192

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

Date

17/06/2020

Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 139/2020; OIC 310/2020

page 1 of 11

LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 3

Division 1 – General

Definitions

- 1 In this order:
- “**board**” has the same meaning as in the Schedule of the *Local Government Act*;
 - “**council**” has the same meaning as in the Schedule of the *Community Charter*;
 - “**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;
 - “**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;
 - “**municipality**” has the same meaning as in the Schedule of the *Community Charter*;
 - “**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;
 - “**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;
 - “**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;
 - “**trust body**” means
 - (a) the trust council,
 - (b) the executive committee,
 - (c) a local trust committee, or
 - (d) the Islands Trust Conservancy,
 as defined in the *Islands Trust Act*;
 - “**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;
 - “**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

Application

- 2
- (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
 - (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.

Division 2 – Open Meetings

Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
- (a) the council or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, the meeting is not to be considered closed to the public.
- (4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
- (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.

- (3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the board, board committee or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, the meeting is not to be considered closed to the public.
- (4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
 - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Open meetings – Vancouver

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the Vancouver council or the body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, the meeting is not to be considered closed to the public.

- (4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 165.1 of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Open meetings – trust bodies

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the trust body or board of variance must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, the meeting is not to be considered closed to the public.
- (4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
 - (b) any applicable requirements in a procedure bylaw of a trust body.

Division 3 – Electronic Meetings

Electronic meetings – municipalities

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 128 of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Electronic meetings – regional districts

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:

- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
 - (b) the Regional District Electronic Meetings Regulation, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Electronic meetings – Vancouver

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

- (6) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless the Vancouver council or a body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
 - (b) the City of Vancouver Council Electronic Meetings Regulation, and
 - (c) any applicable provision in the Vancouver procedure bylaw.

Electronic meetings – improvement districts

- 10 (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee of an improvement district board, other than an annual general meeting, by means of electronic or other communication facilities.
- (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), an improvement district board or committee of an improvement district board must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If an improvement district board or committee of an improvement district board does not use electronic or other communication facilities as described in subsection (3), the improvement district board or committee of an improvement district board must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the improvement district board or committee of an improvement district board is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) An improvement district board or committee of an improvement district board may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
 - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
 - (b) any applicable requirements in a procedure bylaw of an improvement district board.

Electronic meetings – trust bodies

- 11 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.
- (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
- (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
 - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

Division 4 – Timing Requirements**Timing requirement for bylaw passage – municipalities**

- 12 Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to
- (a) the following sections of the *Community Charter*:
 - (i) section 165 [*financial plan*];
 - (ii) section 177 [*revenue anticipation borrowing*];
 - (iii) section 194 [*municipal fees*];
 - (iv) section 197 [*annual property tax bylaw*];
 - (v) section 200 [*parcel tax bylaw*];
 - (vi) section 202 [*parcel tax roll for purpose of imposing tax*];
 - (vii) section 224 [*general authority for permissive exemptions*];

- (viii) section 226 [*revitalization tax exemptions*];
- (ix) section 235 [*alternative municipal tax collection scheme*], and
- (b) tax sales, as referred to in Divisions 4 [*Annual Tax Sales*] and 5 [*Tax Sale Redemption Periods*] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*.

Division 5 – Public Hearings

Public hearings – Local Government Act

- 13** (1) A public hearing under Part 14 [*Planning and Land Use Management*] or 15 [*Heritage Conservation*] of the *Local Government Act*, including a public hearing under section 29 (1) (b) [*land use and subdivision regulation*] of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
 - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies to delegated public hearings.
- (4) This section applies despite the following provisions:
- (a) section 124 [*procedure bylaws*] of the *Community Charter*;
 - (b) section 225 [*procedure bylaws*] of the *Local Government Act*;
 - (c) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90;
 - (d) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009;
 - (e) any applicable requirements in a procedure bylaw made under the *Community Charter*, the *Local Government Act* or the *Islands Trust Act*.

Public hearings – Vancouver Charter

- 14** (1) A public hearing under Division 2 [*Planning and Development*] of Part 27 [*Planning and Development*] of the *Vancouver Charter* may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,

- (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies despite
- (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Division 6 – Deferral of Annual Requirements

Annual general meeting and requirements – improvement districts

- 15**
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.
 - (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
 - (5) This section applies despite
 - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
 - (b) any applicable provisions in a letters patent for an improvement district.



STAFF REPORT TO COUNCIL

Council Meeting: October 13, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 2240-65

SUBJECT: ESSENTIAL SERVICES MUTUAL AID AGREEMENT

REPORT NO: 20-102

ATTACHMENTS: APPENDIX A – ESSENTIAL SERVICES MUTUAL AID AGREEMENT

RECOMMENDATION(S):

1. **THAT** Council authorize the District of Ucluelet's authorized signatories to enter into the Essential Services Mutual Aid Agreement.

PURPOSE:

To obtain Council's approval to enter the Essential Services Mutual Aid Agreement (the "Agreement").

BACKGROUND:

Ministerial Order No. M084 requires local authorities to "...use best efforts to enter into mutual aid agreements with neighboring jurisdictions to ensure that first responders, wastewater and drinking water services are maintained..." during the COVID-19 state of emergency.

The proposed Agreement (**Appendix A**) addresses wastewater and drinking water services but it does not address fire service. Mutual Aid Agreements for fire service are in place for some, but not all neighbouring jurisdictions.

Staff from most parties to the Agreement have reviewed and are expected to refer the Agreement for approval to their governing bodies. Parties that do not approve the Agreement by November 3, will be removed from the Agreement.

POLICY OR LEGISLATIVE IMPACTS:

Entering into the Agreement will satisfy the relevant section of Ministerial Order No. M084. It will also help to address wastewater or drinking water service continuity, if staffing issues associated with COVID-19 arise.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Nominal staff time will be required in order to follow up with the parties and coordinate execution of the Agreement.

OPTIONS REVIEW:

1. **THAT** Council authorize the District of Ucluelet's authorized signatories to enter into the Essential Services Mutual Aid Agreement. **(Recommended)**
2. **THAT** the Council provide alternative direction to Staff.

Respectfully submitted: Joseph Rotenberg, Manager of Corporate Services

Appendix A
ESSENTIAL SERVICES MUTUAL AID AGREEMENT

THIS AGREEMENT is dated for reference the ____ day of _____ 2020.

BETWEEN:

DISTRICT OF UCLUELET, P.O. Box 999, 200 Main Street, Ucluelet, British Columbia, V0R 3A0 ("Ucluelet")

OF THE FIRST PART

AND:

DISTRICT OF TOFINO, P.O. Box 9, 121 Third Street, Tofino, British Columbia, V0R 2Z0 ("Tofino")

OF THE SECOND PART

AND:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT, 3008 - 5th Avenue, Port Alberni, British Columbia, V9Y 2E3 ("ACRD")

OF THE THIRD PART

AND:

Yuułu?it?ath GOVERNMENT – UCLUELET FIRST NATION, Cix^watin Centre, 700 Wya Road, Hitacu, BC, V0R 3A0

OF THE FOURTH PART

AND:

TOQUAHT NATION, 1971 Peninsula Road, Ucluelet, BC, V0R 3A0

OF THE FIFTH PART

AND:

TLA-O-QUI-AHT FIRST NATION, 1119 Pacific Rim Highway, Tofino, BC V0R 2A0

OF THE SIXTH PART

AND:

HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Environment and Climate Change c/o Parks Canada Agency having its business office at P.O. Box 280, having its business office at 2040 Pacific Rim Highway, Ucluelet British Columbia, V0R 2A0 ("Pacific Rim National Park")

OF THE SEVENTH PART

WHEREAS:

- A. Mutual aid is the sharing of supplies, equipment, personnel, information, or other resources across jurisdictional boundaries;
- B. By Ministerial Order M084 dated March 26th, 2020, the Minister of Public Safety and Solicitor General for the Province mandated that local authorities must exercise best efforts to enter into mutual aid agreements with neighbouring jurisdictions to ensure continuity of essential services during the COVID-19 pandemic, and, in particular, to ensure that wastewater and drinking water services are maintained;
- C. The Parties desire to enter into an Agreement whereby supplies, equipment, personnel, information, or other resources of any Party can be deployed to assist the other Parties during an emergency; and
- D. Ucluelet, Tofino, ACRD, Yuułuʔiłʔatḥ Government, Toquaht Nation, Tla-o-qui-aht First Nation, and the Pacific Rim National Park consider it to be of mutual benefit to enter into an arrangement whereby any one of them may, in situations where their own resources are insufficient, request Mutual Aid from the others to bring the situation under control.

NOW THEREFORE THIS AGREEMENT WITNESSES THAT, in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions hereinafter set out, the Parties agree as follows:

Interpretation

1. Unless the context otherwise requires, in this Agreement:
 - (a) "Administrator" means the person appointed by the Board of Directors, Legislature or Council for each Party as the Chief Administrative Officer, Director of Operations, or Tribal Administrator or their designate;
 - (b) "Emergency Situation" means a real or anticipated occurrence that in the opinion of the ADMINISTRATOR compromises the ability of the Requesting Party to provide an Essential Service to their constituents;
 - (c) "Essential Service" means drinking water and waste water infrastructure services but does not include first responder services;
 - (d) "Mutual Aid" means assistance by providing, upon request, emergency resources to another Party outside the jurisdictional boundaries of the Party that provides the emergency resources;
 - (e) "Requesting Party" means the government requesting Mutual Aid under this Agreement;
 - (f) "Responding Party" means the government responding to a request for Mutual Aid under this Agreement; and
 - (g) "State of Emergency" means the state of emergency declared by the Province of British Columbia on March 18th, 2020 with respect to the COVID-19 pandemic, and any extension of the duration of that declaration.

The Request for Mutual Aid

2. Where the Administrator of the Requesting Party determines that the resources of their government are insufficient to provide an Essential Service, whether actual or imminent, they may request the Mutual Aid of another Party for the purposes of maintaining that service and in submitting such request, the said Administrator shall specify the type of assistance and the number / qualifications of personnel required.
3. The Requesting Party shall first request Mutual Aid from the Party that is closest in proximity to their location and the Responding Party will clearly indicate the qualifications and experience of their available operator/maintainer.
4. If the Party that is closest in proximity to the location of the Requesting Party is unable to provide some or all required Mutual Aid or the employees of the responding party are not qualified to provide some or all of the Mutual Aid, the Requesting Party may request Mutual Aid from the Party that is next closest in proximity to their location.
5. All requests for Mutual Aid under this Agreement shall be made by the Administrator of the Requesting Party to the Administrator of the Party from whom Mutual Aid is being requested.

The Provision of Mutual Aid

6. The Administrator of a Party from whom Mutual Aid has been requested under this Agreement shall immediately upon receiving the request determine, in their sole discretion, as soon as reasonably possible whether and to what extent the supplies, equipment, personnel, information, or other resources of their government may be deployed to assist the Requesting Party and shall thereafter deploy to the extent available such supplies, equipment, personnel, information, or other resources.
7. When specialized equipment is supplied to a Requesting Party, the Responding Party will provide a suitably qualified and experienced operator or maintainer to the Requesting Party to ensure adequate, safe and proper operation of such equipment.
8. Nothing in this Agreement requires the Administrator of a Responding Party from whom Mutual Aid has been requested under this Agreement to deploy supplies, equipment, personnel, information, or other resources to assist a Requesting Party that the Administrator has determined are unavailable or are required to provide service within their local government.
9. All supplies, equipment, personnel, information, or other resources provided by a Responding Party to a Requesting Party under this Agreement shall, for the duration of the time that the Mutual Aid is being provided under this Agreement, and solely with respect to the provision of such Mutual Aid, be under the direction of the Administrator of the Requesting Party who shall adhere to standards and practices acceptable to local governments in British Columbia, and all applicable professional, health and safety regulations and standards, when utilizing and directing the resources provided by the Responding Party.
10. The Requesting Party is responsible for posting standard operating procedures and safe work procedures in a visible location at their facility and ensuring that any workers from the Responding Party understand the safe work procedures required to undertake the tasks needed to assist and Responding Party is responsible for ensuring that any worker from the Responding Party is equipped with all safety equipment and proper protective equipment.
11. The Administrator of a Responding Party may, in their sole discretion, recall at any time for whatever reason any resource provided by their local government to the Requesting Party

under this Agreement and shall not be liable for any loss, costs, damages or expenses whatsoever as a result thereof.

12. Upon being notified, whether verbally or in writing, that the Administrator of a Responding Party has recalled supplies, equipment, personnel, information, or other resources under section 11 of this Agreement, the Administrator of the Requesting Party shall immediately release and return to the Responding Party all supplies, equipment, personnel, information, or other resources provided by the Responding Party that was recalled by the Administrator of the Responding Party.
13. The Administrator of a Requesting Party shall, as soon as practicable, release and return to the Responding Party all supplies, equipment, personnel, information, or other resources that are no longer required to assist the Requesting Party and all such equipment and resources shall be returned to the Responding Party in the same working condition as when it was accepted by the Requesting Party.
14. The Parties acknowledge that where a Requesting Party receives assistance under this Agreement from a Responding Party involving unionized personnel that such personnel remain under the Responding Party's collective agreement and, if there is a discrepancy or dispute with respect to a collective agreement, it will be addressed by the affected Parties outside of this Agreement.

The Cost of Mutual Aid

15. The Responding Party shall, within sixty (60) days after providing services and resources, render to the Requesting Party a statement of account up to a maximum of \$545.00 per day of service for the cost of services and resources on a cost recovery basis without overhead or profit.
16. The Requesting Party shall pay the account of the Responding Party within thirty (30) days of receiving the statement of account.

Waiver and Indemnification

17. No Party to this Agreement shall bring any claim, action, or demand against any other Party to this Agreement or its elected officials, officers, employees, agents, volunteers, or contractors in respect of or in any way related to the decision of a Administrator as to the level of Mutual Aid, if any, or the withdrawal of Mutual Aid to be provided under this Agreement.
18. No Party to this Agreement, nor its elected officials, officers, employees, agents, volunteers or contractors, shall be liable to any other Party to this Agreement in respect of the decision of a Administrator as to the level of Mutual Aid, if any, or the withdrawal of Mutual Aid to be provided under this Agreement.
19. The Requesting Party shall indemnify and save harmless the Responding Party, its elected officials, officers, employees, agents, volunteers, or contractors from and against any and all claims, demands, actions, causes of action, loss, costs, damages and expense (including legal fees on a solicitor-client basis) in respect of or in any way related to the provision of Mutual Aid under this Agreement and, without limiting the generality of the foregoing, any action taken or thing done or any failure to take action or do a thing under this Agreement, save and except where the claim, demand, action, cause of action, loss, cost, damage, or expense arose from the gross negligence of the Responding Party.

Insurance

20. Each Party to this Agreement shall keep in force third party liability insurance coverage to a minimum of five million (\$5,000,000.00) dollars and each such Party shall add all other Parties to this Agreement as additional insured.
21. Each Party shall maintain insurance coverage on its own equipment.
22. Each Party shall maintain Workers' Compensation coverage and other required coverage for the personnel of its own government.

Term and Termination

23. This Agreement shall be in force for the period of the State of Emergency commencing on the date of its execution by all Parties.
24. Any Party to this Agreement may terminate its rights and obligations under this Agreement by giving ninety (90) days written notice of its intention to do so to the other Parties to this Agreement and thereafter shall be unconditionally released from any further obligation herein save and except any obligation up to the date of termination.
25. Where a Party to this Agreement terminates its rights and obligations under this Agreement, this Agreement shall continue in force between the remaining parties.

Miscellaneous Provisions

26. Any requests for Mutual Aid shall be subject to any of the Parties obligations pursuant to the provisions of the *Emergency Program Act* R.S.B.C. c. 111.
27. The Parties agree to consult on a regular basis through their Administrator to achieve the optimum deployment of Mutual Aid.
28. The Parties hereto agree that in the event of dispute between any of the Parties, each of the Parties hereto shall meet with a qualified mediator in a timely manner and attempt in good faith to negotiate a settlement of such dispute during which time such representatives shall disclose to the other all relevant information relating to the dispute.
29. This Agreement shall be the entire agreement between the Parties in respect of the provision of Mutual Aid by the Parties to one another for the purposes of bringing Emergency Situations under control.
30. The Parties may not assign this Agreement without the prior written consent of the other Parties to this Agreement.
31. This Agreement shall ensure to the benefit of, and be binding upon, the Parties and their respective successors and permitted assigns.
32. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia.
33. Unless otherwise authorized under this Agreement, all notices under this Agreement shall be given in writing to the Administrator of the Parties to this Agreement.

34. This Agreement may be executed in any number of counterparts and transmitted by electronic means, and if so executed and transmitted, this Agreement will be for all purposes as effective as if the Parties had delivered an executed original Agreement.

IN WITNESS WHEREOF the parties have signed, sealed, and delivered this Agreement as of the date first written above.

DISTRICT OF UCLUELET by its authorized signatory(ies):)	Yuułu?i?ath GOVERNMENT by its authorized signatory(ies):)
_____)	_____)
Name:)	Name:)
_____)	_____)
Name:)	Name:)

DISTRICT OF TOFINO by its authorized signatory(ies):)	TOQUAHT Nation by its authorized signatory(ies):)
_____)	_____)
Name:)	Name:)
_____)	_____)
Name:)	Name:)

ALBERNI-CLAYOQUOT REGIONAL DISTRICT by its authorized signatory(ies):)	TLA-O-QUI-AHT FIRST NATION by its authorized signatory(ies):)
_____)	_____)
Name:)	Name:)
_____)	_____)
Name:)	Name:)

HER MAJESTY THE QUEEN IN THE RIGHT OF CANADA by its authorized signatory(ies):)
_____)
Name:)
_____)
Name:)



STAFF REPORT TO COUNCIL

Council Meeting: October 13, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: NICOLE MORIN, CORPORATE/PLANNING CLERK

FILE NO: 0550-20

SUBJECT: RESOLUTION TRACKING – AUGUST AND SEPTEMBER 2020

REPORT NO: 20-105

ATTACHMENT(S): APPENDIX A: RESOLUTION TRACKING

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 monthly status update on resolutions that have been adopted by Council.

BACKGROUND:

The resolution follow-up status categories are:

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

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

OPTIONS REVIEW:

1. There is no recommendation. This report is provided for information only. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

Respectfully submitted: Nicole Morin, Corporate/Planning Clerk
Joey Rotenberg, Manager of Corporate Services

Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
25-Sep-18	Lease with Ucluelet & Area Historical Society	THAT Council approve recommendation 1 of report item, "Lease With Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares	Meet with UAHS looking at options. UAHS to get back to Ms. Fortune to confirm the direction they would like to proceed	Recreation & Tourism	In Progress: awaiting response from Historical Society for review and signing
14-May-19	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road)	THAT Council, with regard to the proposal to renovate the building on Lot 17, District Lot 281, Clayoquot District, Plan VIP76147 (354 Forbes Road) and request for zoning amendments to permit commercial tourist accommodation on the property: give third reading to the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1248, 2019"; give third reading to the "Ucluelet Housing Agreement Bylaw No. 1249, 2019"; and issue Development Variance Permit DVP19-03	Bring Bylaw No. 1248 & No. 1249 for adoption, once all subject to conditions being met	Planning	In Progress - waiting for applicant to meet conditions prior to adoption
10-Dec-19		THAT Staff provide Council with options for rejuvenating the Frank Jones Memorial site	Staff to provide Council with options for rejuvenating the Frank Jones Memorial site	Recreation & Tourism	In Progress - This will be part of overall master plan for Tugwell Field Area - Planning 2020
14-Jan-20		THAT Staff work with Black Rock Oceanfront Resort & Spa to identify unique solutions for navigation to the resort	A.) Staff to incorporate options for directional landmarks in designs for Peninsula Road B.) Staff to follow up with Black Rock to discuss options for appropriate directional signs	Planning & Public Works	Assigned
14-Jan-20	Zoning Bylaw Amendment for 2100 Peninsula Road	That staff prepare a report that identifies options for the regulation of odor and noise, including a covenant	Staff to prepare a report	Planning	Pending - awaiting information from applicant
11-Feb-20	West Coast Multi-Use Path Extension Bruce Greig, Manager of Community Planning West Coast Multi-Use Path Extension	THAT the District of Ucluelet make application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to expand Licence of Occupation File 1407317, to allow for the extension of the West Coast Multi Use Path and other associated utility uses, between the existing Multi Use Path and Pacific Rim National Park Reserve	Apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development	Planning / Public Works	In Progress

District of Ucluelet Resolution Tracker

12-Mar-20	Reporting and Request for Funding Letter from the Ucluelet Chamber of Commerce	THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet	Draft report regarding future locations for Tourism Ucluelet	Planning	In Progress
12-Mar-20	Operating and Project Review - Draft 5 Year Financial Plan	That Council direct Staff to provide a report on options for investing the remaining Community Forest Funds that have not been allocated for the 2020 budget	Draft report	Finance	Assigned - delayed due to Covid requirements
12-Mar-20	Amended Single-Use Item Regulation Bylaw No. 1266, 2029	1. THAT third reading of "District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020" be rescinded. 4. THAT a copy of the amended Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be sent to the Minister of Environment and Climate Change Strategy for approval	1. Update Bylaw and Tracker 4. Send copy of Bylaw to Minister and upon approval bring back for Council adoption 1. Update Bylaw and Tracker	Administration	Complete
17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 12 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 12. THAT Council approve funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households, subject to the following: a. the funds being released to the developer once the 33-lot subdivision has been registered; and, b. a mortgage charge being registered in favour of the District equal to \$14,545.45 in priority on the title of the 22 ownership lots, with the understanding that those mortgage charges will be discharged from each lot once an Occupancy Permit has been obtained for a dwelling unit on the lot. That Council approve recommendation 12 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 12. THAT Council approve funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households	Staff to work with applicant. Details to be registered at subdivision stage	Planning / Finance	In Progress

District of Ucluelet Resolution Tracker

17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 8 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 8. THAT Council indicate that it is prepared to authorize the following, once the "No Subdivision Covenant" has been registered on the title of Lot 13: a. discharge of "No Build" covenant FB154873 currently registered on the title of Lot 13; and, b. approval for the future modification of Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered, to document that 33 affordable units have been created for future consideration and calculation of the development potential on other lands currently owned by Weyerhaeuser Company Ltd. That Council approve recommendation 8 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 8. THAT Council indicate that it is prepared to authorize the following, once the "No Subdivision Covenant" has been registered on the title of Lot 13	Staff to work with lawyer to modify Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered	Planning	Pending
17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 5 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 5. THAT, subject to public input, Council indicate support for Development Variance Permit No. 3090-20-DVP20-02 which would vary the following: a. vary the Ucluelet Subdivision Control Bylaw No. 521, 1989, to allow development of a compact residential road and services within a 10m dedicated road right-of-way (instead of a 15m minimum road dedication) as proposed in the cross section by Park City Engineering Ltd. dated February 14, 2020; and, b. for proposed Lots 1, 2 and 5, vary section R-5.6.2 of District of Ucluelet Zoning Bylaw No. 1160, 2013, to permit access to a parking space to be located between the front face of the principal building and the adjacent road THAT Council approve recommendation 5 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 5. THAT, subject to public input, Council indicate support for Development Variance Permit No. 3090-20-DVP20-02 which would vary the following	Staff to bring forward DVP20-02 to future Council meeting during consideration of a Development Permit for the project	Administration / Planning	Pending submission of DP/DVP application
17-Mar-20	Water Treatment Loan Authorization Donna Monteith, Chief Financial Officer	That Council approve recommendation 3 of report item, "Water Treatment Loan Authorization" which states: 3. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given third reading and referred to the Inspector of Municipalities for approval	Staff to refer bylaw to the Inspector for Municipalities for approval	Administration	Assigned: this project is on hold until 2021 fiscal year

District of Ucluelet Resolution Tracker

14-Apr-20	COVID-19 Bylaw Education and Enforcement	A. THAT Council engage the Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht and Yuułuʔiłʔatḥ governments, District of Tofino and Alberni-Clayoquot Regional District to discuss a coordinated approach for the West Coast to: i. lobby Island Health and/or the Government of BC to pass an order restricting tourist and other non-essential travel to the West Coast at this time; and, ii. take a consistent approach when exercising legislated local government and/or treaty powers to curtail businesses and activities which are not complying with recommendations of the Public Health Officers to stop the spread of COVID-19.A. THAT Council engage the Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht and Yuułuʔiłʔatḥ governments, District of Tofino and Alberni-Clayoquot Regional District to discuss a coordinated approach for the West Coast	Council to engage and lobby	Council	Assigned
28-Apr-20	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council authorize the discharge of "No Build" covenant FB154873 from the title of Lot 13, concurrent with the registration of the "No Subdivision Covenant with Option to Purchase" on the property's title	Discharge covenant once No Subdivision Covenant with Option to Purchase is registered on the property title	Planning	In Progress: this action is contingent upon the parties agreeing on a option to purchase
12-May-20	Lot 13 Marine Drive - Correspondence from Weyerhaeuser Todd Powell, Vice President of Weyerhaeuser NR Company	THAT Council indicate that it is prepared to authorize modification of Master Development Agreement and Covenant EX125879 on lands owned by Weyerhaeuser Company Ltd. at the point when a Development Permit has been issued for the proposed subdivision and development of the land, subject to the concurrent registration of the "No Subdivision Covenant with Option to Purchase" being registered on the title of Lot 13	Modify Master Development Agreement at the time DP is issued, subject to the "No Subdivision Covenant with Option to Purchase" being registered on the Lot 13	Planning	Assigned
23-Jun-20	Off-Leash Dog Park Abby Fortune, Manager of Recreation & Tourism	THAT Council approve recommendations 1 of report item "Off-Leash Dog Park" which states: THAT Council designate Frank Jones Memorial Park as an off-leash dog area, on a trial basis.	Develop signage and communications regarding the off-leash area at the Frank Jones Memorial Park.	Recreation & Tourism	Completed

District of Ucluelet Resolution Tracker

<p>23-Jun-20</p>	<p>District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services</p>	<p>THAT Council approve recommendations 1-3 of report item "District of Ucluelet Flood Mapping Project" which state: THAT Council receive the District of Ucluelet Coastal Flood Mapping Report for information; THAT Council direct staff to make the full contents of the report available for public access, to inform interested community members and regional partners by: creating a webpage on the District of Ucluelet web site with links to all final project materials; sharing the project results with the Yuułuʔiłʔatḥ Government, ʻTuk w aa ʔ ath Nation, Alberni Clayoquot Regional District, Parks Canada and the District of Tofino for their information; mounting an information display in the Ucluelet Community Centre so that community members can access full-size copies of the final maps, final report and information posters explaining the project, results and next steps; and, THAT Council earmark the results of the flood mapping project for upcoming discussions in the Strategic Planning update and subsequent Budget preparations, for next steps to: update Emergency Preparedness plans; consider resiliency in long-term Asset Management planning; consider changes to development regulations, including a process for public consultation, as they relate to existing properties; and, consider new policy on future developments to avoid areas of flood risk.</p>	<p>Publish full contents of report on a web page, share report with neighbouring communities, and mount information display in the Ucluelet Community Centre.</p>	<p>Planning</p>	<p>Completed</p>
<p>23-Jun-20</p>	<p>District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services</p>	<p>THAT Council approve recommendations 1-3 of report item "District of Ucluelet Flood Mapping Project" which state: THAT Council receive the District of Ucluelet Coastal Flood Mapping Report for information;</p> <p>THAT Council direct staff to make the full contents of the report available for public access, to inform interested community members and regional partners by:</p> <p>a) creating a webpage on the District of Ucluelet web site with links to all final project materials;</p> <p>b) sharing the project results with the Yuułuʔiłʔatḥ Government, ʻTuk w aa ʔ ath Nation, Alberni Clayoquot Regional District, Parks Canada and the District of Tofino for their information;</p> <p>c) mounting an information display in the Ucluelet Community Centre so that community members can access full-size copies of the final maps, final report and information posters explaining the project, results and next steps; and,</p>	<p>Create Website, share with surrounding communities, and display in UCC</p>	<p>Planning / Admin</p>	<p>Completed</p>

District of Ucluelet Resolution Tracker

23-Jun-20	District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services	THAT Council earmark the results of the flood mapping project for upcoming discussions in the Strategic Planning update and subsequent Budget preparations, for next steps to: update Emergency Preparedness plans; consider resiliency in long-term Asset Management planning; consider changes to development regulations, including a process for public consultation, as they relate to existing properties; and, consider new policy on future developments to avoid areas of flood risk.	Use report findings to update strategic planning, emergency preparedness plans, asset management planning, development regulations, policies related to development and subsequent budget preparation.	Administration	Assigned: this will be brought back during strategic and budget planning.
14-Jul-20	Audio Visual Upgrades for the Main Hall Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendation 1 and 2 of report item "Audio Visual Upgrades for the Main Hall" from the report titled which state: THAT Council reschedule the August 4, 2020 Regular Council Meeting to August 18, 2020 at 5:00 PM; and THAT Council approve using up to \$60,000 RMI funds for Audio Visual (AV) upgrades to the Main Hall at the Ucluelet Community Centre.	Implement AV upgrades.	Recreation & Tourism	In Progress - working with IT
14-Jul-20	Respectful Workplace Policy Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item "Respectful Workplace Policy" which states: THAT Council endorse the draft Respectful Workplace Policy.	Send to CUPE for approval. Share with staff upon approval.	Administration	Complete
14-Jul-20	5G - What you Need to Know Sherry Ridout, Citizens for Safe Technology	THAT Council direct Staff investigate 5G in Ucluelet.	Staff to investigate 5G in Ucluelet	Administration	Complete
18-Aug-20	Covenant Modification - 1079 Helen Road John Towgood, Planner 1	THAT Council authorize the discharge the S.219 Restrictive Covenant EV152825 registered on Lot 1, DL 543, Native Island, Clayoquot District, Plan VIP76238 (1079 Helen Road) and replace it with a new S.219 covenant based on the March 3, 2020, Geotechnical Report by Lewkowich Engineering and Associates Ltd.	Discharge covenant and replace it.	Planning	In Process
18-Aug-20	District of Ucluelet Zoning Amendment Bylaw No. 1256, 2019 (Campgrounds) - Adoption	THAT the "District of Ucluelet Zoning Amendment Bylaw No. 1256, 2019" be adopted.	Print, sign, file and update bylaw tracker.	Administration	Complete

District of Ucluelet Resolution Tracker

18-Aug-20	District of Ucluelet Zoning Amendment Bylaw No. 1263, 2020 (799 Marine Drive) - Adoption Joseph Rotenberg, Manager of Corporate	THAT the "District of Ucluelet Zoning Amendment Bylaw No. 1263, 2020" be adopted.	Print, sign, file and update bylaw tracker.	Administration	Complete
18-Aug-20	District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020 (2088 Peninsula Road) - Adoption	THAT the "District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020" be adopted.	Print, sign, file and update bylaw tracker.	Administration	Complete
18-Aug-20	Permissive Tax Exemption Policy Donna Monteith, Chief Financial Officer	THAT Council approve the District of Ucluelet Permissive Tax Exemption policy as attached.	Sign, file, add to policy binder, publish on Finance page per Donna's instructions.	Administration	Complete
18-Aug-20	2019 Statement of Financial Information Report Donna Monteith, Chief Financial Officer	THAT Council approve the District of Ucluelet 2019 Statement of Financial Information as attached.	Sign, file, upload to website.	Administration	Complete
18-Aug-20	Development for 1078 Tye Terrace John Towgood, Planner 1	THAT Council issue Development Permit DP20-10 for the construction of a single resort condominium building and associated landscaping at 1078 Tye Terrace.	Issue DP.	Planning	Complete
18-Aug-20	Strategy for Rural Development Through Health Care Suzan Hewat, Mayor, Village of Kaslo	THAT Council direct Staff to write a letter in support of for the motion outlined in Mayor Hewat's letter titled "Strategy for Rural Development Through Health Care."	Draft letter, print, have Mayor sign and send.	Administration	Complete
18-Aug-20	Request for Letter of Support for Ucluelet Canadian Rangers Emily Coombs, Patrol Commander, Ucluelet Canadian Ranger Patrol	THAT Council direct Staff to write a letter of support for the Ucluelet Canadian Rangers.	Draft letter, have Mayor sign and send.	Administration	Complete
18-Aug-20	June 16, 2020 Committee of the Whole Minutes	THAT Council adopt the June 16, 2020 Committee of the Whole Minutes as amended.	Amend, print, sign, post and file.	Administration	Complete

District of Ucluelet Resolution Tracker

18-Aug-20	November 1, 2019 Committee of the Whole	THAT Council adopt the November 1, 2019 Committee of the Whole Minutes as amended.	Print, sign, post and file.	Administration	Complete
18-Aug-20	July 14, 2020 Special Minutes	THAT Council adopt the July 14, 2020 Special Council Meeting minutes as presented.	Print, sign, post and file.	Administration	Complete
18-Aug-20	July 14, 2020 Regular Minutes	THAT Council adopt the July 14, 2020 Regular Council Minutes as amended.	Amend minutes, print, sign, post and file.	Administration	Complete
8-Sep-20	Application for a Mobile Vending Business License at 1708 Peninsula Road John Towgood, Planner 1	THAT Council approve recommendation 1 of the report item "Application for a Mobile Vending Business License at 1708 Peninsula Road" which states: 1. THAT Council approve the issuance of a business license to Brandon and April Thompson for Mobile Vending on Lot: 1, Plan: VIP5190, Clayoquot District (1708 Peninsula Road) to operate in a location previously approved for Mobile Vending on July 10, 2018 by	Issue business license.	Finance	Approved by CFO Sept 11, 2020
8-Sep-20	Liquor and Cannabis Regulation Branch Temporary Expansion of Food Primary and Liquor Primary License	THAT the District of Ucluelet indicate to the Liquor and Cannabis Regulation Branch (LCRB) that the temporarily expand service areas for food primary, liquor primary and manufacturing licensees should be extended for another year, until October 31, 2021.	Communicate this resolution to the LCRB	Administration	Complete
8-Sep-20	Freedom of Information Bylaw Update Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendation 1 of the report item "Freedom of Information Bylaw Update" which states: THAT Council give first, second and third reading to District of Ucluelet Council Freedom of Information and Protection Bylaw No. 1279, 2020.	Bring back bylaw for adoption.	Administration	Complete
8-Sep-20	Ucluelet Economic Development Corporation 2020 Annual Report Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendation 1 of the report item "Ucluelet Economic Development Corporation 2020 Annual Report" which states: THAT Council directs the District of Ucluelet's authorized signatories to execute the Shareholder's Resolution in lieu of the 2020 Annual General Meeting for the Ucluelet Economic Development Corporation.	Have authorized signatories sign and have board members sign documents.	Administration	Complete
8-Sep-20	Freedom of Information Bylaw Update Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendation 1 of the report item "Freedom of Information Bylaw Update" which states: THAT Council give first, second and third reading to District of Ucluelet Freedom of Information and Protection Bylaw No. 1279, 2020.	Update the bylaw tracker.	Administration	Complete
8-Sep-20	Waste Reduction Week 2020 Jessie Christopherson, Recycling Council of British Columbia	THAT Council declares October 19-25, 2020, Waste Reduction Week in the District of Ucluelet.	Sign and publish the Proclamation	Administration	Complete

District of Ucluelet Resolution Tracker

8-Sep-20	August 18, 2020 Regular Council	THAT Council adopt the August 18, 2020 Regular Council Meeting Minutes as presented.	Print, sign, scan, upload and file.	Administration	Complete
8-Sep-20	August 13, 2020 Special Council	THAT Council adopt the August 13, 2020 Special Council Meeting Minutes as presented.	Print, sign, scan, upload and file.	Administration	Complete
8-Sep-20	August 12, 2020 Special Council	THAT Council adopt the August 12, 2020 Special Council Meeting Minutes as presented.	Print, sign, scan, upload and file.	Administration	Complete
15-Sep-20	Tax Sale - Appointment of Municipal Bidders	THAT Council: Appoint the Chief Administrative Officer, and in the absence of the CAO, the Director of Community Planning, to be the authorized person to bid on the District's behalf during the annual tax sale pursuant to Section 648 of the Local Government Act; Approve that the maximum bid on each, or selected tax sale parcels, shall not exceed 50% of the current year assessed value, as calculated by the BC Assessment Authority; and Approve the use of 75% of the funds available in the Land Sale Reserve Fund plus the unrestricted surplus funds required to bid up to 50% of the current year assessed value.	Update list of delegations	Administration	Complete
29-Sep-20	Community Emergency Preparedness Fund - Evacuation Route Planning Grant Rick Geddes, Fire Chief	THAT Council approve recommendation 1 and 2 of report item "Community Emergency Preparedness Fund - Evacuation Route Planning Grant" which state: THAT Council supports the activities outlined in the District of Ucluelet 2020 grant application to the UBCM Community Emergency Preparedness Fund Evacuation Route Planning Grant. THAT Council will provide overall grant management if the District of Ucluelet is awarded the UBCM Community Emergency Preparedness Fund Evacuation Route Planning Grant.	Draft letter which is evidence of the resolution, draft certified resolution and submit grant application.	Administration	Complete
29-Sep-20	At-Sea Observers Mayco Noël, District of Ucluelet, Mayor	THAT Council direct Staff to submit the "At-Sea Observer" letter to the Regional Director General, of Fisheries and Oceans Canada, Pacific Rim.	Send "At-Sea Observer" letter	Administration	Complete
29-Sep-20	District of Ucluelet Meeting Request Mayco Noël, District of Ucluelet, Mayor	THAT Council direct Staff to send the meeting request to the Minister of the Department of Fisheries and Oceans.	Send meeting request.	Administration	Complete



STAFF REPORT TO COUNCIL

Council Meeting: October 13, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: NICOLE MORIN, CORPORATE / PLANNING CLERK

FILE NO: 1630-01

SUBJECT: CHEQUE LISTING – AUGUST AND SEPTEMBER 2020

REPORT NO: 20-104

ATTACHMENT(S): APPENDIX : DISTRICT OF UCLUELET AP 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:

Nicole Morin, Corporate/Planning Clerk
Joseph Rotenberg, Manager of Corporate Planning

District of Ucluelet
AP Cheque Listing

Appendix

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
W000327917	2	20-Aug-04	S0171	MUNICIPAL PENSION PLAN	PP16/20	PP16/20	14443.53		14443.53	
030644	2	20-Aug-07	ACE92	ACE COURIER SERVICES	14280786	GREGG/LB WOODCHOPPERS	59.68		59.68	
030645	2	20-Aug-07	AS311	ACME SUPPLIES	931499-1 931499 928418-1	CLEANING PRODUCTS-UCC CLEANING SUPPLIES-UCC DISINFECTANT	26.26 94.35 81.11		201.72	
030646	2	20-Aug-07	AHI01	ALLES HOLDINGS INC	56	JUL 13-24/20 UVFB CONTRACT	630		630	
030647	2	20-Aug-07	BDI01	BDI A DIVISION OF BELL MOBILITY INC.	18635838 18633811	3 NEW PHONES 8 IPHONE UPGRADES	201.6 537.6		739.2	
030648	2	20-Aug-07	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10167385 VA10153951 VA10155257 VA10161499	WATER TESTING C052315 TROUT TOXICITY TEST QTRTRY WATER TEST C046938 WATER TESTING C050928	263.55 745.5 1872.94 263.55		3145.54	
030649	2	20-Aug-07	CN411	CITY OF NANAIMO	123154	UVFB FF1001 EXAMS/EXAM RW	462		462	
030650	2	20-Aug-07	CT002	CLEARTECH INDUSTRIES INC	197536ANJ 838743	CONTAINER RETURN SODIUM HYPOCHLORITE	-252 828.07		576.07	
030651	2	20-Aug-07	CF005	COLUMBIA FUELS	01375121985107	GREASE	280		280	
030652	2	20-Aug-07	CE004	CORPORATE EXPRESS CANADA INC	53638226 53501226	UCC-SANITIZER DISPENSER HAND SANITIZER STAND	166.2 188.7		354.9	
030653	2	20-Aug-07	CN043	CROWS NEST UCLUELET	000086	FILE FLEX TABS	13.26		13.26	
030654	2	20-Aug-07	CUPE1	CUPE LOCAL #118	05/20 06/20	MAY/20 CUPE DUES JUN/20 DUES	1369.76 1612.92		2982.68	
030655	2	20-Aug-07	DC001	DOLAN'S CONCRETE LTD.					70.51	yes
030656	2	20-Aug-07	DFC01	DUMAS FREIGHT COMPANY	80163 77492 69892	BEAVER ELECTRIC-MOTOR FOUR STAR WATERWORKS-PLASTIC PIPE CLEARTECH-SODIUM HYPOCHLORITE	139.07 208.71 471.85		819.63	
030657	2	20-Aug-07	EB295	E.B. HORSMAN & SON	12549100 12545451 12549603 12563199	UAC-PLASTIC PANEL FILLER UAC HALL-ELECTRICAL PW YARD-CABLE MATERIALS BATTERY	28.12 172.66 147.89 20.83		369.5	
030658	2	20-Aug-07	FS004	EMCO CORPORATION	87101481-00	SEWER PIPE	1711.62		1711.62	
030659	2	20-Aug-07	FW050	FAR WEST DISTRIBUTORS LTD	336011 336182 333956	PARKS-CLEAN SWEEP TOILET PAPER-UCC GARBAGE BAGS/WIPES	348.26 99.72 326.35		774.33	

District of Ucluelet
AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
030660	2	20-Aug-07	GF001	GRAPHICS FACTORY	27161 27177	DOG PARK SIGNS PATHWAY SIGNS	154.56 926.24		1080.8	
030661	2	20-Aug-07	G9263	GUDBRANSON, BARB	123155	GUDBRANSON-OFFICE SUPPLY REIMBRSM	42.34		42.34	
030662	2	20-Aug-07	IL610	IDEXX LABORATORIES CANADA CORPORATION	10013096	LATE PYMT FEES	5.08		5.08	
030663	2	20-Aug-07	JD79	J & D WEAVER HOLDINGS LTD	634989	OIL ABOSRBENT PADS-UVFB	57.09		57.09	
030664	2	20-Aug-07	JR381	J. ROBBINS CONSTRUCTION LTD	4595	BAY SEWER	897.12		897.12	
030665	2	20-Aug-07	CK608	KASSLYN CONTRACTING	D732 D730 D731	D732 D730 D731	1748.64 4607.57 2512		8868.21	
030666	2	20-Aug-07	LB002	LB WOODCHOPPERS LTD.	358891	OIL SPILL PADS/EARPLUGS-UVFB	136.04		136.04	
030667	2	20-Aug-07	MEC01	MEC PROJECTS LTD	2478	EV CHARGER-UCC	901.96		901.96	
030668	2	20-Aug-07	pacim	PACIFIC INDUSTRIAL & MARINE LTD	4067-20052	WHISKEY DOCK-FENDER PILE REPLCMNT	31091.55		31091.55	
030669	2	20-Aug-07	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF 07/20	D718-D731 (MAY-JUL/2020)	4246.45		4246.45	
030670	2	20-Aug-07	PC285	PETTY CASH - LYVIER RIVERA	07/20	PETTY CASH	126.05		126.05	
030671	2	20-Aug-07	PB104	PIONEER BOAT WORKS	79421	PIKE POLE	91.84		91.84	
030672	2	20-Aug-07	pi110	PUROLATOR INC	445098502 445156396 445039255	BV LABS BV LABS BV LABS	47.48 47.48 211.79		306.75	
030673	2	20-Aug-07	SD199	SCHRAMM DESIGN	2987	COMMUNITY MAP DESIGN	787.5		787.5	
030674	2	20-Aug-07	SC003	SHARE CANADA	20077	NATRAKLENE DEGREASER	2359.1		2359.1	
030675	2	20-Aug-07	SMI01	SMITH ROAD MARKING LTD	1219	ROAD MARKING	24684.66		24684.66	
030676	2	20-Aug-07	SBR01	SONBIRD REFUSE & RECYCLING LTD.	39589 39591 39590	SCH GARBAGE JUL/20 WHISKEY DOCK GARBAGE JUL/20 52 STEPS GARBAGE JUL/20	2549.53 597.48 422.11		3569.12	
030677	2	20-Aug-07	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	87008 87812	JUL/20 EAP PROGRAM AUG/20 EAP	117.6 117.6		235.2	
030678	2	20-Aug-07	SA505	TECHNICAL SAFETY BC	01395394	ELECTRICAL PERMITS	1357.89		1357.89	
030679	2	20-Aug-07	DT002	TOFINO DISTRICT OF	20200200	COMMUNITY MSG WESTERLY NEWS	167.4		167.4	

District of Ucluelet
AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
030680	2	20-Aug-07	TU428	TOURISM UCLUELET	05/20	MAY/20 MRDT	3932.43		3932.43	
030681	2	20-Aug-07	UR849	UCLUELET RENT-IT CENTER LTD	37147 38520 38537 37713 38152	HAND WASH STATION RENTAL POWER TOOL OIL PW PARTS BAY ST LIFT STN PUMPOUT POLE SAW-REPAIR	95.2 31.54 185.83 173.6 45.37		531.54	
030682	2	20-Aug-07	UI923	UKEE INFO TECH	12125	IT SUPPORT JUL/20	5372.82		5372.82	
030683	2	20-Aug-07	WCC28	WESTCOAST CONNECT	4106	GREGG DIST. WB25921	20.53		20.53	
030684	2	20-Aug-07	SE130	WESTERRA EQUIPMENT LP	251200091	BUCKET FOR BOBCAT	2352		2352	
030685	2	20-Aug-07	WF001	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2020/1382	HEARING PROTECTION	18.17		18.17	
030686	2	20-Aug-07	wp166	WINDSOR PLYWOOD - UCLUELET DIV.	27452A 27715A 28741A 29055A 29445A 29645A 29676A 30422A 30610A	PARKS MATERIALS & SUPPLIES PLANTERS/PICNIC TABLES HOUSE NUMBERING-UAC/REC HALL NON-SLIP FOR 52 STEPS STAIRS CEMETARY BENCH MAINTENANCE UAC HALL-PAINT WHISKEY DOCK-LUMBER UAC HALL-SMOKE ALARM HOUSE LETTERS-PW	296.94 5437.61 22.26 30.11 30.27 16.99 1550.98 22.08 53.49		7460.73	
53127914	2	20-Aug-11	BC017	BC HYDRO	400003337206	JUL/20 HYDRO	20330.96		20330.96	
53146319	2	20-Aug-17	TP002	TELUS COMMUNICATIONS INC.	07/20	JUL/20 PHONE/INTERNET	5476.26		5476.26	
53146331	2	20-Aug-17	BMC01	BELL MOBILITY INC	07/2020	JUL/20	1230.96		1230.96	
030743	2	20-Aug-20	BP940	BLACK PRESS GROUP LTD.	33936340	JUL/20 ADS	1964.12		1964.12	
030742	2	20-Aug-20	BLA01	BLACK DOG ORGANIZATION	TRAIL01	CEDAR FENCE SOUND BARRIER	3290		3290	
030741	2	20-Aug-20	AFS01	ASSOCIATED FIRE & SAFETY	25780	UVFB TURNOUT GEAR X3	8666.69		8666.69	
030740	2	20-Aug-20	AHI01	ALLES HOLDINGS INC	57	JUL 27-AUG 7/20 UVFB CONTRACT	630		630	
030739	2	20-Aug-20	AEL78	ALBION ELECTRIC LTD	749472	SCH SHOWER/LIGHT REPAIRS	772.34		772.34	
030738	2	20-Aug-20	AGS11	AGS BUSINESS SYSTEMS INC	270265	COPIER 06/29-07/28/2020	838.35		838.35	
030737	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP19-04	DVP19-04 NOTICE ON TITLE	29.95		29.95	
030736	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP19-03	DVP19-03 NOTICE ON TITLE	29.95		29.95	
030735	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP19-01	DVP19-01 NOTICE ON TITLE	29.95		29.95	

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030734	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP18-05	DVP18-05 NOTICE ON TITLE	29.95		29.95	
030733	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP18-03	DVP18-03 NOTICE ON TITLE	29.95		29.95	
030732	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP18-02	DVP18-02 NOTICE ON TITLE	29.95		29.95	
030731	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP18-01	DVP18-01 NOTICE ON TITLE	29.95		29.95	
030730	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP17-05	DVP17-05 NOTICE ON TITLE	29.95		29.95	
030729	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP17-04	DVP17-04 NOTICE ON TITLE	29.95		29.95	
030728	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP17-03	DVP17-03 NOTICE ON TITLE	29.95		29.95	
030727	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP17-02	DVP17-02 NOTICE ON TITLE	29.95		29.95	
030726	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP17-01	DVP17-01 NOTICE ON TITLE	29.95		29.95	
030725	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP16-03	DVP16-03 NOTICE ON TITLE	29.95		29.95	
030724	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP15-01B	DVP15-01B NOTICE ON TITLE	29.95		29.95	
030723	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP15-01A	DVP15-01A NOTICE ON TITLE	29.95		29.95	
030722	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP13-02	DVP13-02 NOTICE ON TITLE	29.95		29.95	
030721	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DVP-249BOARDWLK	DVP-249BOARDWLK NOTICE ON TITLE	29.95		29.95	
030720	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP19-01	DP19-01 NOTICE ON TITLE	29.95		29.95	
030719	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP18-13	DP18-13 NOTICE ON TITLE	29.95		29.95	
030718	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP18-12	DP18-12 NOTICE ON TITLE	29.95		29.95	
030717	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP18-11	DP18-11 NOTICE ON TITLE	29.95		29.95	
030716	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP18-09	DP18-09 NOTICE ON TITLE	29.95		29.95	
030715	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP18-06	DP18-06 NOTICE ON TITLE	29.95		29.95	
030714	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP18-04	DP18-04 NOTICE ON TITLE	29.95		29.95	
030713	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP18-03	DP18-03 NOTICE ON TITLE	29.95		29.95	
030712	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP18-02	DP18-02 NOTICE ON TITLE	29.95		29.95	
030711	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP18-01	DP18-01 NOTICE ON TITLE	29.95		29.95	

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030710	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP17-10	DP17-10 NOTICE ON TITLE	29.95		29.95	
030709	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP17-08	DP17-08 NOTICE ON TITLE	29.95		29.95	
030708	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP17-07	DP17-07 NOTICE ON TITLE	29.95		29.95	
030707	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP17-06	DP17-06 NOTICE ON TITLE	29.95		29.95	
030706	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP17-05	DP17-05 NOTICE ON TITLE	29.95		29.95	
030705	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP17-04	DP17-04 NOTICE ON TITLE	29.95		29.95	
030704	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP17-02	DP17-02 NOTICE ON TITLE	29.95		29.95	
030703	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP16-03	DP16-03 NOTICE ON TITLE	29.95		29.95	
030702	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP16-01	DP16-01 NOTICE ON TITLE	29.95		29.95	
030701	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP15-02	DP15-02 NOTICE ON TITLE	29.95		29.95	
030700	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP15-01	DP15-01 NOTICE ON TITLE	29.95		29.95	
030699	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP14-04	DP14-04 NOTICE ON TITLE	29.95		29.95	
030698	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP14-03	DP14-03 NOTICE ON TITLE	29.95		29.95	
030697	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP14-02	DP14-02 NOTICE ON TITLE	29.95		29.95	
030696	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP14-01	DP14-01 NOTICE ON TITLE	29.95		29.95	
030695	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP13-02	DP13-02 NOTICE ON TITLE	29.95		29.95	
030694	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP13-01	DP13-01 NOTICE ON TITLE	29.95		29.95	
030693	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP12-07	DP12-07 NOTICE ON TITLE	29.95		29.95	
030692	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP12-06B	DP12-06B NOTICE ON TITLE	29.95		29.95	
030691	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP12-06A	DP12-06A NOTICE ON TITLE	29.95		29.95	
030690	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP12-04	DP12-04 NOTICE ON TITLE	29.95		29.95	
030689	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP12-03	DP12-03 NOTICE ON TITLE	29.95		29.95	
030688	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP12-02	DP12-02 NOTICE ON TITLE	29.95		29.95	
030687	2	20-Aug-20	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP12-01	DP12-01 NOTICE ON TITLE	29.95		29.95	
030744	2	20-Aug-20	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10174058	SEWER TESTING	334.64		861.74	

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					VA10173298	WATER TESTING	263.55			
					VA10176162	WATER TESTING	263.55			
030745	2	20-Aug-20	BUS01	BUSTON, TONI	123162	YOUTH CO JUL-AUG/20	943		943	
030746	2	20-Aug-20	CEV16	CANADIAN ELECTRIC VEHICLES LTD	CA20120	PARKS-EV PARTS	160.07		160.07	
030747	2	20-Aug-20	CUPE1	CUPE LOCAL #118	07/20	JUL/20 DUES	1462.01		1462.01	
030748	2	20-Aug-20	DE001	DUNCAN ELECTRIC MOTOR LTD.	P4143	ANNUAL LIFT STN INSPECTION	4065.6		4065.6	
030749	2	20-Aug-20	EB295	E.B. HORSMAN & SON	12556175	UCC CAPACITOR JOB	545.47		545.47	
030750	2	20-Aug-20	EL048	ERIK LARSEN DIESEL CO. LTD.	718119	GOV'T DOCK RAMP REPAIR	501.76		501.76	
030751	2	20-Aug-20	FW050	FAR WEST DISTRIBUTORS LTD	336487	PARKS-CLEAN SWEEP	350.71		1311.69	
					336597	UCC-BATHROOM/CLEANING SUPPLY	363.99			
					336774	PW-HAND SANI/MASKS	217.54			
					336859	PAPER TOWEL	167.83			
					336842	PAPER TOWEL/TOILET PAPER	211.62			
030752	2	20-Aug-20	FA898	FORTUNE ABBY	123165	2019/2020 FUEL ALLOWANCE	1448.51		1448.51	
030753	2	20-Aug-20	FSC10	FOUR STAR COMMUNICATIONS INC	55798	JUL/20 ANSWERING SERVICES	149.95		149.95	
030754	2	20-Aug-20	GAL39	GALLOWAY PAUL ROBERT	123163	BUCKET TRUCK DELIVERY	313.64		313.64	
030755	2	20-Aug-20	GB059	GIBSON BROS. CONTRACTING LTD.	23573	CRUSH GRAVEL	560		560	
030756	2	20-Aug-20	PD199	HARBOURVIEW DRUGSTORE	701585	GREIG,R.-HEP VACC 2ND SHOT	70.65		240.37	
					703150	PARKS-HAND SANI/MASKS/GLOVES	169.72			
030757	2	20-Aug-20	IC130	INFOSAT COMMUNICATIONS	437879	SAT PHONE AUG/20	65.12		65.12	
030758	2	20-Aug-20	IB275	ISLAND BUSINESS PRINT GROUP LTD	173693	CHEQUES (X3000)	598.08		598.08	
030759	2	20-Aug-20	CK608	KASSLYN CONTRACTING	D733	D733	5631.09		9900.12	
					D734	D734	4269.03			
030760	2	20-Aug-20	KL923	KERDMAN LINDSAY	123159	GYMNASTICS-AUG/20	3161.6		3161.6	
030761	2	20-Aug-20	MAL51	McELHANNEY ASSOCIATES LAND SURVEYING LTD	2231 139438	PROJ: CEDAR & MAIN EASEMENT	1050		1050	
030762	2	20-Aug-20	MISC	MADDIFORD, LOUIS	123158	SUMMER BIKE CLASSES JUL-AUG/20	409.6		409.6	
030763	2	20-Aug-20	MISC	████████████████████	BP19-42	BP19-42 DMG DEP RETURN	1000		1000	
030764	2	20-Aug-20	PR237	PACIFIC RIM ARTS SOCIETY	123160	DRIVE IN MOVIES	865		865	

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030765	2	20-Aug-20	PBX12	PBX ENGINEERING LTD	9332	14282-01 SCADA MAINT SUPPORT	748.13		748.13	
030766	2	20-Aug-20	PB104	PIONEER BOAT WORKS	79520 79621 79751	PARKS-RAIN GEAR PW-DIP NET PW-BEKINA BOOTS	474.88 134.4 106.97		716.25	
030767	2	20-Aug-20	PI110	PUROLATOR INC	445260873 445208451	BV LABS BV LABS	99.76 97.76		197.52	
030768	2	20-Aug-20	RF001	RAINCOAST EDUCATION SOCIETY	123156 123157	FOREST CAMP OCEAN CAMP	1700 3400		5100	
030769	2	20-Aug-20	SD199	SCHRAMM DESIGN	2983 2986	COVID19 SIGNAGE DOG PARK SIGN	156.8 78.75		235.55	
030770	2	20-Aug-20	SBR01	SONBIRD REFUSE & RECYCLING LTD.	39429 39593 39594 39592	UCC GARBAGE JUL/20 UCC GARBAGE JUL/20 UVFB/UAC GARBAGE JUL/20 PW GARBAGE JUL/20	215.25 238.69 84.53 1369.77		1908.24	
030771	2	20-Aug-20	TT321	TOFINO TECH	5900	SCH WIFI SYSTEM REPAIR	340.2		340.2	
030772	2	20-Aug-20	T9345	TOWGOOD JOHN	123164	TOWGOOD-TUITION 50% REIMBRSMNT	1354.21		1354.21	
030773	2	20-Aug-20	TSC19	TRANSPARENT SOLUTIONS CORP	11432	CLEARMAIL SEP/20	20.95		20.95	
030774	2	20-Aug-20	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	6579 22JUL2020#2169 20JUL2020#9923 71368101 23JUL2020#3183 71369255 71359994 71364916	CARDLOCK JUL/20 PW-DISTILLED WATER PAINT SPRAYER/TURPENTINE UVFB-CHAINSAW OIL/GAS PW-SPILL KIT SUPPLIES #2 PREM FUEL #2 PREM FUEL #2 PREM FUEL	3034.83 6 229.18 71.53 76.13 70 82 84.5		3654.17	
030775	2	20-Aug-20	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	09/20	SEP/20 LEASE	250		250	
030776	2	20-Aug-20	UR849	UCLUELET RENT-IT CENTER LTD	37887 37532 38300 38293 38835	GARDEN TOPSOIL HYDRO VAC-BOAT BASIN WATER LEAK BOAT BASIN-CARDBOARD JUL/20 JUL/20 PORTABLES WEED TRIMMER LINE	1365 756 354.9 1848.57 115.83		4440.3	
030777	2	20-Aug-20	WC345	WURTH CANADA LTD	23945013 23947823 23943840 24001639	PARKS-GLOVES PARKS-GLOVES PARKS-MISC PPE PW SUPPLIES	268.13 57.83 495.01 520.75		1341.72	
030778	2	20-Aug-20	XC300	XPLORNET COMMUNICATIONS INC	INV33184459	EMRGNCY INTERNET FIREHALL AUG/20	70.55		70.55	

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53210437.1	2	20-Aug-21	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	80878648	UCC FIRE ALARM SYSTEM AGRMNT	1538.38		1538.38	
53210437.2	2	20-Aug-21	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	24329236	UCC ELECTRICAL PERMIT	105		105	
53210560.1	2	20-Aug-21	LY001	YOUNG ANDERSON	120493	1190040	215.61		215.61	
53210560.2	2	20-Aug-21	LY001	YOUNG ANDERSON	120494	1190080	1997.08		1997.08	
53210560.3	2	20-Aug-21	ly001	YOUNG ANDERSON	120495	1190095	119.84		119.84	
53210560.4	2	20-Aug-21	LY001	YOUNG ANDERSON	120496	1190134	184.8		184.8	
53210560.5	2	20-Aug-21	LY001	YOUNG ANDERSON	120497	1190169	368.48		368.48	
53210560.6	2	20-Aug-21	LY001	YOUNG ANDERSON	120498	1190170	607.95		607.95	
53210560.7	2	20-Aug-21	LY001	YOUNG ANDERSON	120499	1190177	763.29		763.29	
030779	2	20-Aug-24	MISC	MISCELLANEOUS CHEQUE						1000 yes
030780	2	20-Aug-24	MISC	MISCELLANEOUS CHEQUE						1000 yes
030781	2	20-Aug-24	MISC	[REDACTED]	RF1068	ROWP20-01-DEPOSIT RETURN	1000		1000	

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030782	2	20-Sep-04	ACE92	ACE COURIER SERVICES	14283014 14284661	EXPRESS CUSTOM TRAILER A3074204 CAN ELEC VEHICLES	25.4 67.53		92.93	
030783	2	20-Sep-04	AS311	ACME SUPPLIES	937355 937355-1 931499-2	CLEANING SUPPLIES-UCC CLEANING SUPPLIES-UCC CLEANING SUPPLIES	116.68 92.06 15.32		224.06	
030784	2	20-Sep-04	AED01	AED ADVANTAGE SALES LTD.	13893	AED PADS/BATTERY-REC HALL	275.33		275.33	
030785	2	20-Sep-04	AGS11	AGS BUSINESS SYSTEMS INC	274872	COPIER 07/29-08/28/2020	826.17		826.17	
030786	2	20-Sep-04	AHI01	ALLES HOLDINGS INC	58	AUG 10-21/20 UVFB CONTRACT	630		630	
030787	2	20-Sep-04	AFS01	ASSOCIATED FIRE & SAFETY	25891	DELIVERY COST-TURNOUT GEAR	52.5		52.5	
030788	2	20-Sep-04	BDI01	BDI A DIVISION OF BELL MOBILITY INC.	18787671	2 NEW PHONES	134.4		134.4	
030789	2	20-Sep-04	BE440	BEAVER ELECTRICAL MACHINERY	5042	AERATOR REPAIRS	4345.6		4345.6	
030790	2	20-Sep-04	MA952	BUREAU VERITAS CANADA (2019) INC.	va10187036 VA10179568	WATER TESTING C061121 WATER TESTING C058370	263.55 263.55		527.1	
030791	2	20-Sep-04	CEV16	CANADIAN ELECTRIC VEHICLES LTD	CA20024	WATERING SYSTEM	157.47		157.47	
030792	2	20-Sep-04	C9409	CHAMBERLAIN NIKKI	123167	CHAMBERLAIN-SAFETY BOOTS	100.79		100.79	
030793	2	20-Sep-04	CHE01	CHERNOFF THOMPSON ARCHITECTS	15847	PROJ 39038.1 HEALTH CENTRE STUDY	10563		10563	
030794	2	20-Sep-04	CN411	CITY OF NANAIMO	123168	2020 FIRST RESPONDER CONTRACT	399		399	
030795	2	20-Sep-04	CT002	CLEARTECH INDUSTRIES INC	842992 201212	SODIUM HYPOCHLORITE/CONTAINER DEP CONTAINER RETURN	828.07 -819		9.07	
030796	2	20-Sep-04	CCL88	CORLAZZOLI CONTRACTING LTD	105	TREE FALLING-BAY ST	367.5		367.5	
030797	2	20-Sep-04	DFC01	DUMAS FREIGHT COMPANY	77486	FOUR STAR WATERWORKS	76.45		76.45	
030798	2	20-Sep-04	EB295	E.B. HORSMAN & SON	12579139	UCC-CONDUIT/PVC PIPE	368.9		368.9	
030799	2	20-Sep-04	FS004	EMCO CORPORATION	87101634-01 87101634-00	WATER/SEWER ITEMS WATER/SEWER ITEMS	292.13 2971.8		3263.93	
030800	2	20-Sep-04	EL048	ERIK LARSEN DIESEL CO. LTD.	718296	FIREHALL EMRG GENERATOR SERVICE	991.45		991.45	
030801	2	20-Sep-04	FW050	FAR WEST DISTRIBUTORS LTD	337460	CLEAN SWEEP-PARKS	380.62		380.62	

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030802	2	20-Sep-04	GF001	GRAPHICS FACTORY	26951	BAY ST/CEDAR RD SIGNAGE	265.44		265.44	
030803	2	20-Sep-04	HFE68	HUB FIRE ENGINES & EQUIPMENT LTD.	IN00037848	RED LED LIGHT	275.08		275.08	
030804	2	20-Sep-04	IR644	IRIDIA MEDICAL	20-2328	LYCHE-AED PADS REPLACEMNT	170.24		170.24	
030805	2	20-Sep-04	CK608	KASSLYN CONTRACTING	D735 D736	D735 D736	2153.34 4191.14		6344.48	
030806	2	20-Sep-04	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	1947-008 0361-081 1863-015 1750-018	1947 HARBOUR LIFT STATION 0361 SUBDIVISION REVIEWS LOT 13 1863 SANITARY MASTER PLAN 1750 BAY ST SANITARY SEWER	3612.92 482.35 9117.68 1730.72		14943.67	
030807	2	20-Sep-04	LB002	LB WOODCHOPPERS LTD.	360197	HELMET/CHAPS-UVFB	341.88		341.88	
030808	2	20-Sep-04	ME001	MINISTER OF FINANCE	WSI428321	2020 WATERWORKS LOCAL PROVIDER FEE	200		200	
030809	2	20-Sep-04	MISC	VIP SPORTS INC	123166	SOCCER CAMP/20	2940.25		2940.25	
030810	2	20-Sep-04	m9412	MONTEITH DONNA	20200818100606	PW VEHICLE INSURANCE	1196		1196	
030811	2	20-Sep-04	ORC01	ORCA HEALTH & SAFETY CONSULTING INC.	6518	RESPIRATOR FIT TESTING	757.72		757.72	
030812	2	20-Sep-04	PC285	PETTY CASH - LYVIER RIVERA	09/20	SEP/20 PETTY CASH	52		52	
030813	2	20-Sep-04	PI110	PURULATOR INC	445320368 445380816	BV LABS FRONTLINE OUTFITTRS/BV LABS	48.09 136.61		184.7	
030814	2	20-Sep-04	STA01	STANTEC CONSULTING LTD.	1484728	PEER REVIEW-FORMER BULK FUEL	2538.74		2538.74	
030815	2	20-Sep-04	SFO55	STERLING FLEET OUTFITTERS INC	29502	TAILGATE LIFTS	10003.53		10003.53	
030816	2	20-Sep-04	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	89922	SEP/20 EAP	121.28		121.28	
030817	2	20-Sep-04	TS002	TRAN SIGN 2019 LTD.	801271	ROAD SIGNS-PW	263.87		263.87	
030818	2	20-Sep-04	UP459	UCLUELET PETRO-CANADA	9338	BYLAW TRUCK LIGHTBULBS	13.7		13.7	
030819	2	20-Sep-04	UR849	UCLUELET RENT-IT CENTER LTD	38644 38892 38751	DEEP WELL PUMPOUTS AUG/20 POST HOLE AUGER RENTAL AUG/20 PORTABLES	571.2 67.2 1848.57		2486.97	
030820	2	20-Sep-04	UKE01	UKEE AUTO SERVICE	104994 104988	#3 DOOR REPAIRS #3 VARIOUS REPAIRS	944.16 1095.36		2039.52	

District of Ucluelet
AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
030821	2	20-Sep-04	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	30846A	SCH ALUMINUM FLASHING	216.29		1810.3	
					31844A	UCC PLUMBING MATERIALS	35.67			
					33652A	UAC HALL-KEYS/LOCK	107.02			
					33820A	LIGHTBULBS	68.54			
					33821A	PAINTING SUPPLIES	27.89			
					32439A	PARKS-MATERIALS/SUPPLIES	718.91			
					32859A	NAILS-CEMETERY	100.15			
					33914A	PARKS-AUG MATERIALS/SUPPLIES	367.81			
					33913A	PW AUG MATERIALS	168.02			
030822	2	20-Sep-04	WC345	WURTH CANADA LTD	24003262	HAND SCRUB/DISPENSER	139.89		139.89	
030828	2	20-Sep-18	CGISC	CGIS CENTRE	44105	OCT-DEC/2020 SLIMS	2229.16		2229.16	
030827	2	20-Sep-18	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10195629	WATER TESTING C065091	263.55		861.74	
					VA10191080	WATER TESTING C062535	263.55			
					VA10189493	SEWER TESTING C060292	334.64			
030826	2	20-Sep-18	BP940	BLACK PRESS GROUP LTD.	33950083	AUG/20 ADS & JUN/20 CR MEMO	1318.22		1318.22	
030825	2	20-Sep-18	AB166	ASHTON BRENT	123170	COFFEE REIMBRSMNT	50.97		50.97	
030824	2	20-Sep-18	AHI01	ALLES HOLDINGS INC	59	AUG 24-SEP 4/20 UVFB CONTRACT	630		630	
030823	2	20-Sep-18	AS311	ACME SUPPLIES	945442	FIREHALL-CLEANING EQUIPMENT	170.17		208.61	
					928418-2	CLEANING SUPPLIES-UCC	38.44			
030829	2	20-Sep-18	CS334	CONTROL SOLUTIONS	C003821	UCC HEAT MNTE-3RD QRTRLY BILL	895.78		895.78	
030830	2	20-Sep-18	ce004	CORPORATE EXPRESS CANADA INC	54006105	RETURN-HAND SANI STATION	-188.7		1507.66	
					53843038	SANITIZER DISPENSER RETURN	-166.2			
					53852409	SANITIZER STAND-RETURN	-188.7			
					54045640	LABEL KIT-GENERAL FILING	144.79			
					33847	SIT/STAND DESK LYCHE	1026.15			
					54099372	OFFICE SUPPLIES-LYCHE	365.14			
					54056837	SANITIZER DISPENSER W/ STAND	515.18			
030831	2	20-Sep-18	cupe1	CUPE LOCAL #118	08/20	AUG/20 DUES	2132.59		2132.59	
030832	2	20-Sep-18	DAV01	DAVID STALKER EXCAVATING LTD.	11298	PROJ 20-22 BAY ST SEWER	21830.97		21830.97	
030833	2	20-Sep-18	DFC01	DUMAS FREIGHT COMPANY	80357	CLEARTECH	471.85		1949.11	
					77473	FOUR STAR WATERWORKS	117.97			
					69288	BEAVER ELECTRIC	141.29			
					80547	CLEARTECH	509.25			
					74393	BEAVER ELECTRICAL	708.75			

District of Ucluelet
AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
030834	2	20-Sep-18	EB295	E.B. HORSMAN & SON	12598945 12606378	STREET LIGHT EYES BATTERIES-EMERGENCY LIGHTS	51.3 165.88		217.18	
030835	2	20-Sep-18	EISC2	ELITE IMAGE SOFTWARE CORP	27322	BUSINESS CARDS	439.25		439.25	
030836	2	20-Sep-18	EL048	ERIK LARSEN DIESEL CO. LTD.	718323 718274	BACKHOE-HYDRAULIC PARTS BACKHOE-HYDRAULIC REPAIRS	427.51 98.92		526.43	
030837	2	20-Sep-18	FW050	FAR WEST DISTRIBUTORS LTD	337210 338043 338129 337886	JANITORIAL SUPPLIES CLEANING SUPPLIES UCC TOILET PAPER-UCC SCH-BATHROOM SUPPLIES	368.2 671.9 251.1 223.17		1514.37	
030838	2	20-Sep-18	FL001	FAST LINE STRIPING SYSTEMS LTD.	36517 36377	YELLOW FAST STRIPE FIELD PAINT	720 795.49		1515.49	
030839	2	20-Sep-18	FC006	FINNING (CANADA)	946941976	GASKET/ORING/KIT SEAL	252.85		252.85	
030840	2	20-Sep-18	GB059	GIBSON BROS. CONTRACTING LTD.	23781	GRAVEL-PW YARD	736.96		736.96	
030841	2	20-Sep-18	GF001	GRAPHICS FACTORY	27226 27219 27229	2019 ANNUAL REPORT PRINTING SHOW YOUR LOVE" CAMPAIGN SIGN SHOW YOUR LOVE CAMPAIGN-STICKERS	446.88 334.88 502.88		1284.64	
030842	2	20-Sep-18	ic130	INFOSAT COMMUNICATIONS	441264	SAT PHONE SEP/20	65.12		65.12	
030843	2	20-Sep-18	IB275	ISLAND BUSINESS PRINT GROUP LTD	173734	SCH RECEIPT BOOKS	417.21		417.21	
030844	2	20-Sep-18	KL923	KERDMAN LINDSAY	123169	COURIER REIMBURSEMENT	300.84		300.84	
030845	2	20-Sep-18	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	1863-016 1956-007	1863 SANITARY MASTER PLAN 1956 STORM DRAINAGE MASTER PLAN	3348.85 2045.14		5393.99	
030846	2	20-Sep-18	MISC	TUFF CITY RADIO	19	UCLUELET TOWN HALLS MAR-SEP/20	2040		2040	
030847	2	20-Sep-18	MISC	[REDACTED]	TX151235-2020	PPTY TX OVERPYMT ROLL#151235	204.02		204.02	
030848	2	20-Sep-18	NP156	NORTH PACIFIC REPAIR	128282 128294	DISTRICT VENTS THE PLACE-TRAILER	451.92 397.11		849.03	
030849	2	20-Sep-18	ORC01	ORCA HEALTH & SAFETY CONSULTING INC.	6519	RESPIRATOR FIT TESTS-PW	364.55		364.55	
030850	2	20-Sep-18	PAC04	PACIFIC RIM DISTILLING	57	HAND SANITIZER	209.44		209.44	
030851	2	20-Sep-18	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF 08/20	D732-D736 (AUG)	1218.31		1218.31	

District of Ucluelet
AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
030852	2	20-Sep-18	PR004	PACIFIC RIM MOTEL	693000	LIFT TRAILER BEHIND PLACE TV	126		126	
030853	2	20-Sep-18	PB104	PIONEER BOAT WORKS	80113	BLUE POLY-PW	408.8		408.8	
030854	2	20-Sep-18	PI110	PUROLATOR INC	445491906 445437373	BV LABS BV LABS	50.16 154.13		204.29	
030855	2	20-Sep-18	SS874	SCIMITAR SPORTS LTD	1579	FACE MASKS (X60)	859.49		859.49	
030856	2	20-Sep-18	SC003	SHARE CANADA	20435	NATRAKLENE DEGREASER	2392.4		2392.4	
030857	2	20-Sep-18	TC002	THORNTON CREEK ENHANCEMENT SOCIETY	TCH 06/20	D705-D726 (JAN-JUN DONATIONS)	1635.36		1635.36	
030858	2	20-Sep-18	TU428	TOURISM UCLUELET	06/20	JUN/20 MRDT	15387.38		15387.38	
030859	2	20-Sep-18	TSC19	TRANSPARENT SOLUTIONS CORP	11487	CLEARMAIL OCT/20	20.95		20.95	
030860	2	20-Sep-18	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	10/20	OCT/20 LEASE	250		250	
030861	2	20-Sep-18	UP459	UCLUELET PETRO-CANADA	9462 9529 9754	BACKHOE OIL/TRAILER CONNECTOR TRUCK TAIL LIGHT BYLAW TRUCK-BRAKE INSPECTION	88.69 56.48 77.91		223.08	
030862	2	20-Sep-18	UR849	UCLUELET RENT-IT CENTER LTD	38762 38496	BOAT BASIN CARDBOARD AUG/20 REC HALL PORTABLE TOILETS	312.9 360.64		673.54	
030863	2	20-Sep-18	UB034	UKEE BIKES	220000003609 220000004009	SURLY HITCH WPT HELMETS/PANIERS-PARKS	514.5 604.05		1118.55	
030864	2	20-Sep-18	UI923	UKEE INFO TECH	12148	IT SUPPORT AUG/20	11070		11070	
030865	2	20-Sep-18	VIE01	VANCOUVER ISLAND ECONOMIC ALLIANCE	1591	ANNUAL MEMBERSHIP	278.25		278.25	
030866	2	20-Sep-18	WC345	WURTH CANADA LTD	24033712 23971752 23952569	VARIOUS SUPPLIES-PW PARKS PPE RETURN SAFETY VEST	513.26 -47.98 73.89		539.17	
030867	2	20-Sep-18	XC300	XPLORNET COMMUNICATIONS INC	INV33659204	EMRGNCY INTERNET FIREHALL SEP/20	70.55		70.55	
030868	2	20-Sep-18	CK608	KASSLYN CONTRACTING	D737 D738	D737 D738	6859.94 2558.08		9418.02	
030869	2	20-Sep-18	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	6627 02AUG2020#2956 5265	CARDLOCK AUG/20 UCC SOAP/BLEACH/TAPE/BATTERIES DIESEL DELIVERY-PW	2735.02 35.02 469.66		3757.08	

District of Ucluelet
 AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					07AUG2020#4456	LIGHTBULBS-PW	30.22			
					11AUG2020#5371	GARDEN SUPPLIES	88.86			
					12AUG2020#8944	MASKING TAPE-COUNCIL MTGS	9.85			
					71379172	REG GASOLINE-PW	100.08			
					14AUG2020#6315	LITTER PICKERS/HOSE-PARKS GARDENS	253.02			
					19AUG2020#8226	COFFEE-LYCHE	22.77			
					20AUG2020#1570	COFFEE CREAMER-PW	12.58			



STAFF REPORT TO COUNCIL

Council Meeting: October 13, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES **FILE NO:** 3900-25 BYLAW 1279
SUBJECT: FREEDOM OF INFORMATION BYLAW UPDATE (ADOPTION) **REPORT NO:** 20-100
ATTACHMENT(S): APPENDIX A - BYLAW NO. 1279, 2020
APPENDIX B – FREEDOM OF INFORMATION BYLAW UPDATE REPORT NO: 20-92

RECOMMENDATION(S):

1. **THAT** Council adopt District of Ucluelet Council Freedom of Information and Protection Bylaw No. 1279, 2020.

PURPOSE:

The purpose of this report is to bring back the District of Ucluelet Council Freedom of Information and Protection Bylaw No. 1279, 2020 (the “Proposed Bylaw”) for Council to consider it for adoption.

BACKGROUND:

On September 8, 2020, Council received a report about the Proposed Bylaw (**Appendix B**) and gave it first, second and third reading. Since the Proposed Bylaw has received three readings and Ministerial approval is not required, Council is now in a position to adopt the Bylaw.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

If the Proposed Bylaw is adopted, nominal staff time will be required to process the Bylaw.

FINANCIAL IMPACTS:

There are no financial impacts associated with the recommended motions.

POLICY OR LEGISLATIVE IMPACTS:

If adopted, the Proposed Bylaw will give the Manager of Corporate Services the authority to administer Freedom of Information and Protection of Privacy Act requests without obtaining Council approval.

OPTIONS REVIEW:

1. **THAT** Council adopt District of Ucluelet Council Freedom of Information and Protection Bylaw No. 1279, 2020. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

RESPECTFULLY SUBMITTED: Joseph Rotenberg, Manager of Corporate Services

DISTRICT OF UCLUELET Appendix A
Bylaw No. 1279, 2020

A Bylaw for the administration of the Freedom of Information and
Protection of Privacy Act.

WHEREAS the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 as amended, requires that a municipality to designate the Head and set any fees for services;

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

CITATION

1. This Bylaw may be cited for all purposes as the "District of Ucluelet Freedom of Information Bylaw No. 1279, 2020".

DEFINITIONS

2. (1) The definitions contained in Part I of the Act shall apply to this Bylaw.
(2) In this Bylaw:
 - “**Act**” means the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, as amended.
 - “**Head**” means the person designated under section 3(1) of this Bylaw as the Head;
 - “**Municipality**” means the District of Ucluelet; and
 - “**Request**” means a request under Section 5 of the Act.

DESIGNATION OF THE HEAD

3. (1) The Manager of Corporate Services is designated as the Head for the purposes of the Act;
- (2) The Head is authorized to delegate to any person any duty, power or function of the Head, except that the delegation:
 - (a) must be in writing;
 - (b) may be subject to conditions or restrictions as the Head consider appropriate; and
 - (c) must comply with Section 66 of the Act.
- (3) For the purposes of the Act, the Head shall act in their respective capacities for all

District of Ucluelet bodies, including but not limited to:

- (a) committees;
- (b) commissions;
- (c) a parcel tax review panel;
- (d) a board of variance; and
- (e) an advisory body.

FEES

- 4. Subject to section 75 of the Act, an applicant making a Request shall pay to the Municipality the fees set out in Schedule 1 of the *Freedom of Information and Protection of Privacy Act Regulations* as amended from time to time, for the following services:
 - (a) locating, retrieving and producing a record;
 - (b) preparing a record for disclosure;
 - (c) shipping and handling a record; and
 - (d) providing a copy of a record.

SEVERABILITY

- 5. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph subparagraph, clause or phrase.

REPEALS

- 6. The District of Ucluelet Freedom of Information By-Law No. 647, 1994 is hereby repealed.

READ A FIRST TIME this 8th day of September, 2020.

READ A SECOND TIME this 8th day of September, 2020.

READ A THIRD TIME this 8th day of September, 2020.

ADOPTED this *** day of *****, ****..

CERTIFIED A TRUE AND CORRECT COPY of "District of Ucluelet Freedom of Information Bylaw No. 1279, 2020".

Mayco Noël
Mayor

Mark Boysen
Corporate Officer

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

Mark Boysen
Corporate Officer

Appendix B

**STAFF REPORT TO COUNCIL**

Council Meeting: September 8, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 3900-25 BYLAW 1279

SUBJECT: FREEDOM OF INFORMATION BYLAW UPDATE

REPORT NO: 20-92

ATTACHMENT(S): APPENDIX A - BYLAW NO. 1279, 2020
APPENDIX B – BY-LAW NO. 647, 1994

RECOMMENDATION(S):

1. **THAT** Council give first, second and third reading to District of Ucluelet Council Freedom of Information and Protection Bylaw No. 1279, 2020.

PURPOSE:

The purpose of this report is to introduce the draft District of Ucluelet Council Freedom of Information and Protection Bylaw No. 1279, 2020 (the “Proposed Bylaw”) for consideration.

BACKGROUND:

The *Freedom of Information and Protection of Privacy Act* (the “Act”) provides a vehicle for accessing District controlled documents and a means of addressing personal privacy issues.

Section 77 of the “Act” requires public bodies like the District of Ucluelet to designate “a person or group of persons to be the head of the local public body for the purpose of the Act.” That section of the Act also permits the public body to set fees, for preparing and providing records.

The Proposed Bylaw presents three changes:

1. Switching the Freedom of Information and Privacy Head from Council to the Manager of Corporate Services;
2. Removing reference to the Freedom of Information Coordinator and stipulating that the Head may delegate their duties to another person in writing; and,
3. Stipulating the fees associated with accessing records are determined by a Schedule to the Act rather than by the Bylaw.

The Head and Coordinator

District of Ucluelet By-Law No. 647, 1994 (the “Current Bylaw”) designates Council as the “Head” of the local body for the purpose of the Act. The Head is responsible for interpreting and administering the Act. This includes but is not limited to deciding whether to provide access to documents, providing documents and responding to requests to correct personal information.

The Current Bylaw also delegates a comprehensive set of powers to the Clerk Administrator as the freedom of information coordinator. The responsibilities delegated to the Clerk Administrator/coordinator give that person carte blanche to respond to freedom of information requests except where “..., in the opinion of the Clerk Administrator, the Head has the discretion under the Act to determine whether a record shall be released or withheld from disclosure;”

Effectively the bylaw delegates all authority to respond and administer information requests to the Clerk Administrator (a position that no longer exists) except for circumstances where the Clerk Administrator is of the “opinion” that Council has discretion under the Act and therefore the authority to make a judgement calls about a freedom of information request.

The Local Government Act “Freedom of Information and Protection of Privacy Act Toolkit for Local Governments” explains that it is a best practice to designate a position (like the Manager of Corporate Services) as the Head rather than a group (like Council). The Toolkit recommends this approach for the following reasons:

- A group would require a meeting in order to make decisions as the Head and Freedom of Information requests are time sensitive;
- Meetings require administrative support;
- Issues may arise regarding closing the meeting to the public to consider requests; and,
- The group may not have the necessary familiarity with the Act and therefore would require training to administer the Act.

The Proposed Bylaw designates the Manager of Corporate Services as the Head and authorizes the head to delegate their responsibilities to another person in writing. This designation conforms with the best practice outlined above and gives the Head increased flexibility regarding to whom they delegate.

The Manager of Corporate Services is an appropriate Head because that position is responsible for records management, information technology and required to be familiar with the Act.

Fees

Section 75 of the Act regulates the levying of fees associated with requesting documents. The Current Bylaw enumerates these fees. The Proposed Bylaw instead incorporates by reference the maximum fees established by the Regulation to the Act.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

If the recommendation is adopted, nominal elected official time will be required to consider adopting the Proposed Bylaw at a future meeting and nominal staff time will be required to bring it back for adoption.

FINANCIAL IMPACTS:

There are no financial impacts associated with the recommended motions.

POLICY OR LEGISLATIVE IMPACTS:

If adopted, the Proposed Bylaw will satisfy section 77 of the Act and give the designated position the authority to administer the Act without seeking the Council approval.

OPTIONS REVIEW:

1. **THAT** Council give first, second and third reading to District of Ucluelet Council Freedom of Information and Protection Bylaw No. 1279, 2020. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

RESPECTFULLY SUBMITTED: Joseph Rotenberg, Manager of Corporate Services



STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 13, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 3900-25

SUBJECT: SINGLE-USE ITEM REGULATION BYLAW NO. 1266, 2020 (ADOPTION)

REPORT NO: 20-101

ATTACHMENT(S): APPENDIX A – BYLAW NO. 1266, 2020

APPENDIX B – FEBRUARY 11, 2020 REPORT TO COUNCIL – REPORT NO: 20-12

APPENDIX C – MARCH 12, 2020 REPORT TO COUNCIL – REPORT NO: 20-19

RECOMMENDATION(S):

1. **THAT** Council adopt District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020;
2. **THAT** Council authorize Staff to enter into a service delivery agreement in which the District of Ucluelet pays no more than \$4,000 to the District of Tofino to fund outreach, consultation and monitoring services provided by the Surfrider Foundation Pacific Rim; and
3. **THAT** Council allocate \$4,000 from the Council Promotion budget to satisfy the above service agreement.

PURPOSE:

The purpose of this report is to bring back District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 (the “Bylaw”) for adoption.

BACKGROUND:

On February 11, 2020 Council gave three readings to the Bylaw and directed Staff to forward it to the Minister of Environment and Climate Change (the “Minister”) for approval. Ministerial approval is required because the Bylaw seeks to protect the natural environment. At that meeting Council also received a delegation from Surfrider Foundation Pacific Rim (the “Surfrider”) about their Cut the Cutlery and Forget the Foam Campaign. During that delegation Surfrider requested that Council consider prohibiting businesses from providing plastic cutlery and polystyrene take-away containers.

The Bylaw was forwarded to the Minister for approval and Ministry Staff recommended that the Bylaw be amended to exempt the provision of plastic straws to individuals with accessibility needs and diverse abilities.

The Bylaw was brought back to Council on March 12, 2020. District Staff recommended that the Bylaw be amended in accordance with the Minister’s recommendations regarding straws and to prohibit polystyrene takeaway containers. The proposed polystyrene ban would be effective six months after the Bylaw is adopted and does not apply to public institution (like hospitals) or polystyrene used to package foods that require further preparation (like raw meat).

At the March meeting, Council rescinded third reading of the Bylaw, amended it, provided members of the public with an opportunity to comment on the Bylaw, and gave the amended Bylaw third reading.

The Bylaw, as amended, was forwarded to the Minister and received approval on September 10, 2020.

It is also worth noting that October 7, 2020 the Government of Canada released a plan to ban single-use plastic items like bags and straws. The federal government is accepting comments until December 9, 2020 with the anticipation that regulations will be finalized by the end of 2021.

DISCUSSION:

Adoption of the Bylaw will not have an immediate impact on local businesses because it is similar to the current District of Ucluelet Single-Use Plastic Regulation Bylaw No. 1247, 2019 and the proposed polystyrene ban comes into effect six months after adoption. This gives the District time to rollout the Bylaw.

Staff plan to work with Surfrider to rollout the Bylaw and test its effectiveness. Staff propose engaging Surfrider through a service delivery agreement with the District of Tofino which will not exceed \$4000.00 per municipality. Surfrider has proposed that their services include outreach, consultation and monitoring components.

Surfrider will begin by reaching out to businesses that are using polystyrene foam containers to provide information about the Bylaw and alternative products. At this time Surfrider will also provide information about compostable containers that are compatible with existing and future compost systems. Surfrider will also develop a media campaign for the Bylaw.

Next, Surfrider will consult with businesses directly about the provision of plastic cutlery. Data collected through the consultation will be used to assess the viability of an amendment to the Bylaw that prohibits providing plastic cutlery.

The final stage is monitoring. This component will provide information about the effectiveness of the Bylaw by collecting statistics about the number of businesses using single use items such as polystyrene, plastic bags, straws and non-compostable containers. The information will be presented to Council in the fall or early winter of 2021.

FINANCIAL IMPACTS:

Surfrider is proposing to provide the above services to the District of Ucluelet and Tofino over a twelve-month period. The total cost of the services (outreach, consultation, and monitoring) to the District of Ucluelet will be no greater than \$4,000.00.

Since there are limited funds available in the Admin Contracting and Consulting Services Budget, Staff are asking that \$4,000.00 of the Council Promotions budget be allocated for this project.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Nominal time will be required to process the Bylaw if it is adopted. Supervising and supporting Surfrider's delivery of the services mentioned above will take some staff time but there will be overall time savings, as Staff will not have to take a lead role.

OPTIONS REVIEW:

1. **THAT** Council adopt District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020; **(Recommended)**
2. **THAT** Council authorize Staff to enter into a service delivery agreement in which the District of Ucluelet pays no more than \$4,000 to the District of Tofino to fund outreach, consultation and monitoring services provided by the Surfrider Foundation Pacific Rim; and **(Recommended)**
3. **THAT** Council allocate \$4,000 from the Council Promotion budget to satisfy the above service agreement. **(Recommended)**
4. **THAT** Council provide alternative direction to Staff.

Respectfully submitted: Joseph Rotenberg, Manager of Corporate Services

DISTRICT OF UCLUELET**BYLAW NO. 1266, 2020**

A bylaw to regulate single-use items.

Appendix A

WHEREAS the *Community Charter* authorizes a council to regulate in relation to protection of the natural environment with approval from the minister responsible;

AND WHEREAS the Council of the District of Ucluelet wishes to establish a bylaw to reduce the creation of waste from single-use items and the associated municipal costs to better steward municipal property, including sewers, streets, parks, beaches and waterways;

AND WHEREAS the Council of the District of Ucluelet wishes to promote responsible and sustainable environmental practices that are consistent with the values of the community;

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

1. Citation

This Bylaw may be cited for all purposes as the “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020.”

2. Definitions

In this Bylaw:

“Checkout Bag” means:

- (a) any bag that is intended for the purpose of transporting items received by a customer from a Business;
- (b) and includes Paper Bags, Plastic Bags, or Reusable Bags;

“Business” means any person, organization, or group engaged in a trade, business, profession, occupation, calling, employment or purpose that is regulated under the Ucluelet Business Regulation and Licensing Bylaw No. 922, 2003, as amended from time to time or any successor legislation to that bylaw and, for the purposes of section 3, includes a person employed by, or operating on behalf of, a Business;

“Drinking Straw” means a tube used to transfer a beverage from a container to the mouth of the individual drinking the beverage by suction;

“Food Service Ware” means products used for serving or transporting prepared food or beverages including, but not limited to, plates, cups, bowls, trays, and hinged or lidded containers;

“Paper Bag” means a bag made out of paper, but does not include a Small Paper Bag;

“Plastic Bag” means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a Reusable Bag or a Small Plastic Bag;

“Plastic Drinking Straw” means a straw made primarily of plastic, including biodegradable or compostable plastic;

“Polystyrene Foam” means blown polystyrene and expanded and extruded foams composed of thermoplastic petrochemical materials containing a styrene monomer and processed by any technique including, but not limited to, fusion of polymer spheres (expandable bead form), injection molding, foam molding, and extrusion-blown molding (extruded foam polystyrene);

“Prepared Food” means any food or beverage prepared for consumption by a Business at a licenced premises or location, using any cooking or preparation technique. Prepared Food does not include any raw or uncooked food, including meat, poultry, fish, seafood, or vegetables, unless provided for consumption without further preparation;

“Reusable Bag” means a bag with handles that is for the purpose of transporting items purchased by the customer from a Business and is designed and manufactured to be capable of at least 100 uses;

“Small Paper Bag” means any bag made out of paper that is less than 15 centimetres by 30 centimetres when flat;

“Small Plastic Bag” means any bag made out of plastic that is less than 15 centimetres by 30 centimetres when flat;

3. Regulation

- (1) Except as provided in this Bylaw, no Business may provide a customer with any of the following items:
 - (a) Checkout Bag
 - (b) Plastic Drinking Straw
 - (c) Polystyrene Foam Food Service Ware for Prepared Foods
- (2) A Business may provide a Checkout Bag to a customer only if:
 - (a) the customer is first asked whether they need a bag;
 - (b) the bag provided is a Paper Bag or a Reusable Bag; and
 - (c) the customer is charged a fee not less than:
 - i. \$0.25 per Paper Bag; and
 - ii. \$2.00 per Reusable Bag.
- (3) For certainty, no Business may:
 - (a) sell or provide to a customer any of the items listed in section (1) except as provided by this Bylaw; or
 - (b) provide a Checkout Bag to a customer free of charge.

- (4) No Business shall deny or discourage a customer from using their own Checkout Bag or drinking straw.

4. Exemptions

- (1) Section 3 does not apply to Small Paper Bags or Small Plastic Bags used to:
- (a) package loose bulk items such as fruit, vegetables, nuts, grains, and candy;
 - (b) package loose small hardware items such as nails and bolts;
 - (c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;
 - (d) wrap flowers or potted plants;
 - (e) protect prepared foods or bakery goods that are not pre-packaged; or
 - (f) contain prescription drugs received from a pharmacy;
- (2) Section 3 does not apply to Plastic Bags used to protect linens, bedding, construction materials or other similarly large items that cannot easily fit in a Reusable Bag.
- (3) Section 3 does not apply to Plastic Drinking Straws provided by request to customers with an accessibility need, and customers shall not be required to provide any medical information to prove their need.
- (4) This Bylaw does not apply to the sale of Plastic Bags intended for use at the customer's home or business, provided they are prepackaged and sold in packages of multiple bags.
- (5) This Bylaw does not apply to the sale of Plastic Drinking Straws intended for use in the customer's home, provided they are sold in packages of multiple straws.
- (6) Notwithstanding section 3(2) and 3(3), a Business may provide a Checkout Bag without asking and free of charge if the bag has been donated to the Business for the purpose of being reused by other customers, and:
- (a) the bag has already been used by a customer; or
 - (b) in the case of a Reusable Bag, the bag is made from 100% recycled materials.

5. Offence

- (1) A person commits an offence and is subject to the penalties imposed by this Bylaw, and the Offence Act if that person:
- (a) contravenes a provision of this Bylaw;
 - (b) consents to, allows, or permits an act or thing to be done contrary to this Bylaw; or
 - (c) neglects or refrains from doing anything required by a provision of this Bylaw.
- (2) Each day that a contravention of a provision of this Bylaw occurs or continues

shall constitute a separate offence.

6. Enforcement

- (1) Bylaw Enforcement Officers of the District of Ucluelet are responsible for the enforcement and administration of this Bylaw.
- (2) For the purposes of this Bylaw, the designated Bylaw Enforcement Officer means any of the following:
 - (a) Chief Administrative Officer or his designate;
 - (b) Bylaw Enforcement Officer or his designate; or
 - (c) Manager of Community Planning or his designate.
- (3) No person shall unreasonably obstruct or prevent a Bylaw Enforcement Officer from carrying out his or her duties as prescribed in this Bylaw. The Bylaw Enforcement Officer is authorized and empowered to inspect, compel and require that all the regulations and provisions in this Bylaw are carried out.
- (4) Every person who contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfil, observe, carry out, or perform a duty or obligation imposed by this Bylaw, shall be deemed to have committed an offence against this Bylaw and:
 - (a) shall be liable to a fine set out in "Schedule A" attached hereto and forming part of this Bylaw, as amended from time to time;
 - (b) shall be liable to a penalty set out in the "Municipal Ticket Information System Bylaw No. 949, 2004" as amended from time to time;
 - (c) shall be liable, upon summary conviction, to the penalties provided under the "Offence Act" and amendments thereto; or
 - (d) any combination of 6 (4) (a), (b), and (c).
- (5) The intent of this Bylaw is to set standards of general public interest, and not to impose a duty on the District of Ucluelet or its employees to enforce its provisions and:
 - (a) a failure to administer or enforce its provisions or the incomplete or inadequate administration or enforcement of its provisions is not to give rise to a cause of action in favour of any person; and
 - (b) the grant of any approval or permission or issuance of any permit is not a representation, warranty or statement of compliance with the Bylaw and the issuance thereof in error is not to give rise to a cause of action.

7. Severability

If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed and its severance shall not affect the validity of the remainder of the Bylaw.

8. Effective Date

This Bylaw comes into force upon adoption, except section 3(1)(c) which comes into force six months thereafter.

9. Repeal

“District of Ucluelet Single-Use Plastic Regulation Bylaw No. 1247, 2019” is hereby repealed.

READ A FIRST TIME this 11th day of February, 2020.

READ A SECOND TIME this 11th day of February, 2020.

READ A THIRD TIME this 11th day of February, 2020.

THIRD READING RESCINDED this 12th day of March, 2020.

THE AMENDED BYLAW WAS READ A THIRD TIME this 12th day of March, 2020.

APPROVED BY THE MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY this 10th day of September, 2020.

NOTICE GIVEN UNDERS SECTION 59(2)(A) AND (3) OF THE COMMUNITY CHARTER on this 7th day of February, 2020 and this 10th day of March, 2020.

OPPORTUNITY TO MAKE REPRESENTATIONS TO COUNCIL UNDER SECTION 59(2)(B) PROVIDED this 11th day of February, 2020 and this 12th day of March, 2020.

ADOPTED this this [] day of [], 2020.

CERTIFIED A TRUE AND CORRECT COPY of the “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020.”

Mayco Noël
Mayor

Mark Boysen
Corporate Officer

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

Mark Boysen
Corporate Officer

SCHEDULE "A"**Fines and Penalties**

Fines for tickets issued pursuant to this Bylaw shall be as follows:

Description of Offence	Section #	Fine - 1st Offence	Fine - if paid within 7 days	Fine - 2nd and Each Subsequent Offence
Providing a Checkout Bag to a customer except as provided in the bylaw	3(1)(a)	\$100	\$75	\$200
Providing a Plastic Drinking Straw to a customer except as provided in the bylaw	3(1)(b)	\$100	\$75	\$200
Providing a Polystyrene Foam Food Service Ware for Prepared Foods to a customer	3(1)(c)	\$100	\$75	\$200
Denying or discouraging customer's own Checkout Bag or Drinking Straw	3(4)	\$100	\$75	\$200



STAFF REPORT TO COUNCIL

Council Meeting: MARCH 12, 2020

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 3900-25

SUBJECT: AMENDED SINGLE-USE ITEM REGULATION BYLAW NO. 1266, 2020

REPORT NO: 20-19

ATTACHMENT(S): APPENDIX A – BYLAW NO. 1266, 2020

APPENDIX B – FEBRUARY 11, 2020 REPORT TO COUNCIL

RECOMMENDATION(S):

1. **THAT** third reading of “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020” be rescinded.
2. **THAT** “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be revised to include a prohibition on polystyrene foam containers and an exemption for the provision of plastic drinking straws to persons with diverse abilities, upon request.
3. **THAT** “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020” as amended, be given third reading.
4. **THAT** a copy of the amended Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be sent to the Minister of Environment and Climate Change Strategy for approval.
5. **THAT** an opportunity for representations from the public be provided before adoption.

PURPOSE:

The purpose of this report is to introduce amendments to District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 (the “Bylaw”). The amendments prohibit businesses from providing polystyrene foam take-away containers and allow businesses to provide plastic straws to individuals with diverse abilities / accessibility needs, upon request.

BACKGROUND:

Council gave three readings to the Bylaw on February 11, 2020 and directed Staff to forward it to the Minister of Environment and Climate Change for approval. At that meeting Council also received a delegation from Surfrider Pacific Rim regarding their Cut the Cutlery and Forget the Foam Campaign. During that delegation Surfrider requested that Council consider prohibiting businesses from providing plastic cutlery and polystyrene take-away containers.

The Bylaw was forwarded to the Ministry of Environment and Climate Change Strategy for approval. Ministry Staff recommended that the Bylaw be amended to exempt the provision of plastic straws to individuals with accessibility needs / diverse abilities.

DISCUSSION:

Staff recommend that the Bylaw be amended to incorporate Ministry recommendations and prohibit the provision of polystyrene take-away packaging. The recommended amendments are bolded and underlined in the attached Amended Bylaw (Appendix A).

Plastic Straws

The amendments related to plastic straws were recommended by Ministry Staff. They allow for the provision of plastic straws to individuals with diverse abilities / accessibility needs. These amendments do not create a positive obligation for businesses to stock plastic straws and they do not require individuals with diverse abilities / accessibility to provide medical evidence to qualify for the exemption. The amendments related to plastic straws would be effective upon adoption.

Polystyrene

The polystyrene related amendments were recommended by the Surfrider during their February 11, 2020 delegation. The proposed amendments apply to take-out containers such as clamshells. These amendments do not apply to hospitals or community care facilities, or to foam trays used for uncooked meat, poultry, seafoods or other food that requires further preparation. The polystyrene related amendments would be effective six months after adoption, unlike the balance of the Bylaw.

Surfrider reports that polystyrene is a serious local and global issue. Polystyrene is not biodegradable, is frequently found during beach cleanups, is difficult to collect and is not eligible for the roadside recycling pickup.

A recent survey conducted by the Chamber of Commerce suggests that there is strong local support for the polystyrene related amendments. The Chamber reports that of 41 local businesses who responded to the survey, 38 respondents support the amendment, three respondents are neutral and none are opposed.

FINANCIAL IMPACTS:

There are no additional financial impacts associated with the enactment of Bylaw No. 1266 or the repeal of Bylaw No. 1247.

OPTIONS REVIEW:

1. **THAT** third reading of “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020” be rescinded. **(Recommended)**
2. **THAT** “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be revised to include a prohibition on polystyrene foam containers and an exemption for the provision of plastic drinking straws to persons with diverse abilities, upon request. **(Recommended)**
3. **THAT** “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020” as amended, be given third reading. **(Recommended)**
4. **THAT** a copy of the amended Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be sent to the Minister of Environment and Climate Change Strategy for approval. **(Recommended)**
5. **THAT** an opportunity for representations from the public be provided before adoption. **(Recommended)**
6. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Joseph Rotenberg, Manager of Corporate Services



STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 11, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FILE NO: 3900-25

FROM: NICOLE MORIN, CORPORATE / PLANNING CLERK

REPORT NO: 20-12

SUBJECT: SINGLE-USE ITEM REGULATION BYLAW NO. 1266, 2020

ATTACHMENT(S): APPENDIX A – BYLAW NO. 1266, 2020

RECOMMENDATION(S):

1. **THAT** “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020” be introduced and given first, second and third reading.
2. **THAT** a copy of the Bylaw be sent to the Minister of Environment and Climate Change Strategy for approval.
3. **THAT** an opportunity for representations from the public be provided before adoption.

PURPOSE:

The purpose of this report is to introduce a revised single-use item bylaw for Council’s consideration.

BACKGROUND:

In May of 2019, Council adopted “District of Ucluelet Single-Use Plastic Regulation Bylaw No. 1247, 2019” (the “2019 District Bylaw”). The 2019 District Bylaw was enacted pursuant to the municipal authority to regulate business under section 8 (6) of the *Community Charter* in order to regulate the distribution of paper and plastic bags by businesses in Ucluelet. District of Ucluelet and District of Tofino adopted essentially the same regulations in order to ensure a cohesive regulatory scheme across the West Coast, and modelled the regulations on a similar bylaw passed by the City of Victoria (the “City”) in 2018 (the “Victoria Bylaw”).

In 2018, a challenge to the validity of the Victoria Bylaw was dismissed by BC Supreme Court and the Victoria Bylaw came into effect on July 1, 2018. In July 2019, the BC Court of Appeal overturned the Supreme Court decision and declared the Victoria Bylaw invalid on the grounds that it was an environmental measure rather than a business regulation. As such, the Court of Appeal ruled that it should have been enacted under the municipal power to pass bylaws for the protection of the natural environment, which required approval from the (then) Minister of Environment prior to adoption.

On January 23, 2020, the Supreme Court of Canada declined to hear the City's appeal and the Court of Appeal's decision is final.

Even after the Court of Appeal ruling setting aside the Victoria Bylaw, the 2019 District Bylaw remains unchallenged and in force, and the majority of local customers and businesses in Ucluelet and Tofino continue to adopt reusable bag alternatives.

DISCUSSION:

The implementation of the 2019 District Bylaw, and similar District of Tofino bylaw, has been considered highly successful due to the rapid adoption and compliance by local businesses, and the enthusiastic community response. Following the guidance from the BC Court of Appeal, staff is recommending that Council give consideration to the enactment of Bylaw No. 1266 which would:

1. Repeal the 2019 District Bylaw; and
2. Enact a single use item regulation under the concurrent sphere of authority to protect the natural environment found in section 8(3)(j) of the *Community Charter*.

Section 9 of the *Community Charter* requires that before a bylaw is adopted under the concurrent authority to protect the natural environment, approval from the Province must be sought. One of the ways listed in section 9(3) is through approval of the minister responsible. Therefore, before Council adopts Bylaw No. 1266, approval from the Minister of Environment and Climate Change Strategy is required.

The proposed new Bylaw No. 1266 has similar provisions to the 2019 District Bylaw with the following changes:

1. The preamble has been amended to expressly identify that the bylaw is being adopted for the protection of the natural environment;
2. Section 4 of the bylaw, which lists the exemptions to allow for single use bags in certain cases, has been amended to expressly exempt small paper and plastic bags only (under 15cm x 30cm) to avoid any uncertainty as to the scope of the exemption; and
3. Transition provisions contained in the original bylaw have been removed as there is no need for gradual introduction of the new bylaw.

POLICY OR LEGISLATIVE IMPACTS:

Council's power to amend or repeal a bylaw is subject to the same requirements as the power to adopt a new bylaw under that authority (S. 137 of the *Community Charter*). As "District of Ucluelet Single-Use Plastic Regulation Bylaw No. 1247, 2019" was adopted under section 8 (6) [business regulation] of the *Community Charter*, its repeal is subject to the same notification and public comment provisions as its adoption.

Before repealing Bylaw No. 1247, Council must:

- give notice of its intention in the form and manner, at the times and as often as the council considers reasonable, and
- provide an opportunity for persons who consider they are affected by the bylaw to make representations to Council.

Staff recommends that notice be given through the agenda publishing process (email subscription, social media, website) and that an opportunity for public representations be provided before adoption, after ministerial approval.

Timeline:

The timeline for adoption and enforcement of Bylaw No. 1266 is as follows:

- February 2020: Bylaw receives first, second and third reading and is forwarded to Minister of Environment and Climate Change Strategy for approval.
- Spring 2020: Opportunity is provided for public representations to Council.
- Spring/Summer 2020: Bylaw No. 1266, 2020 is adopted and Bylaw No. 1247, 2019 is repealed.
- Spring/Summer 2020: Bylaw No. 1266, 2020 comes into force.

FINANCIAL IMPACTS:

There are no additional financial impacts associated with the enactment of Bylaw No. 1266 or the repeal of Bylaw No. 1247.

OPTIONS REVIEW:

1. **THAT** Council give first, second, and third reading to the “District of Ucluelet Single-use Item Regulation Bylaw No. 1266, 2020”. **(Recommended)**
2. **THAT** Council make amendments to Bylaw No. 1266 and give first, second and third reading to the “District of Ucluelet Single-use Item Regulation Bylaw No. 1266, 2020” as amended.
3. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Nicole Morin, Corporate / Planning Clerk
Mark Boysen, Chief Administrative Officer