



**REGULAR MEETING OF COUNCIL
Tuesday, April 27, 2021 @ 3:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
Council would like to acknowledge the Yuułuᑭiᑦᐱᐱ 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 broadcast on YouTube and Zoom, which may store data on foreign servers.	
4. LATE ITEMS	
5. APPROVAL OF AGENDA	
6. ADOPTION OF MINUTES	
6.1 March 4, 2021, Committee of the Whole Minutes 2021-03-04 COW	5 - 8
6.2 March 18, 2021, Special Minutes 2021-03-18 Special Budget Council	9 - 19
6.3 March 23, 2021, Regular Minutes 2021-03-23 Regular Council	21 - 32
6.4 March 26, 2021, Special Minutes 2021-03-26 Special Council	33 - 34
6.5 April 1, 2021, Special Budget Minutes 2021-04-01 Special Budget Council	35 - 38
7. UNFINISHED BUSINESS	
8. MAYOR'S ANNOUNCEMENTS	
9. PUBLIC INPUT, DELEGATIONS & PETITIONS	
9.1 Public Input	
• Public input via Zoom.	
• Public input via communityinput@ucluelet.ca	

10.	CORRESPONDENCE	
10.1	Letter Regarding Support for Laid Off Hospitality Workers <i>Lisa Helps, Mayor, City of Victoria</i> 2021 03 31 Council Motion - Support for Laid-off Hotel and Tourism Industry Workers	39 - 40
10.2	Moratorium on Recreation Wolf Hunting on Vancouver Island <i>Samantha Web, President, Wild Wise</i> 2021 04 08 Letter to Mayor and Councils March 2021 2021 04 08 MT-Minister-Conroy-Moratorium-Wolf-Hunting	41 - 44
11.	INFORMATION ITEMS	
11.1	Thank You Letter <i>First Ucluelet Pathfinders</i> 2021 04 09 Thank you card from Pathfinders	45 - 46
12.	COUNCIL COMMITTEE REPORTS	
12.1	Councillor Marilyn McEwen <i>Deputy Mayor January - March 2021</i>	
12.2	Councillor Lara Kemps <i>Deputy Mayor April - June 2021</i>	
12.3	Councillor Jennifer Hoar <i>Deputy Mayor July - September 2021</i>	
12.4	Councillor Rachelle Cole <i>Deputy Mayor October - December 2021</i>	
12.5	Mayor Mayco Noël	
13.	REPORTS	
13.1	Matterson Drive Speeding Concern <i>Warren Cannon, Manager of Operations</i> R - Matterson Road Speeding Concerns	47 - 56
13.2	Change of Council Schedule - May 11, 2021 <i>Joseph Rotenberg, Manager of Corporate Services</i> R - 1 May 11, Meeting Time	57 - 58
14.	LEGISLATION	
14.1	Updated Burning Regulations <i>Rick Geddes, Fire Chief</i> L - Outdoor Burning Bylaw	59 - 65
14.2	Zoning Amendment for 829 Rainforest Drive <i>Bruce Greig, Manager of Community Planning</i> L - 829 Rainforest Drive	67 - 75
14.3	District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021 (Garage FAR Exemption) - Adoption <i>Joseph Rotenberg, Manager of Corporate Services</i> L - Garage FAR Exemption	77 - 79
14.4	Five Year Financial Plan and Tax Rates Bylaws - Adoption	81 - 116

Donna Monteith, Chief Financial Officer

[L - Budget.1](#)

15. OTHER BUSINESS

16. QUESTION PERIOD

16.1 Questions via Zoom.

16.2 Questions via communityinput@ucluelet.ca.

17. CLOSED SESSION

17.1 Procedural Motion to Move In-Camera

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(i) and (l) of the Community Charter related to:

- *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and*
- *discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98.*

18. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Thursday, March 4, 2021 at 3:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen (All Councillors via Zoom)
 Staff: Donna Monteith, Chief Financial Officer, Acting CAO (Via Zoom)
 Joseph Rotenberg, Manager of Corporate Services
 Sharon Evans, Administration Clerk

Regrets:

1. CALL TO ORDER

The Committee of the Whole was called to order at 3:31 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council acknowledged the Yuułuʔiłʔatḥ First Nation, on whose traditional territories the District of Ucluelet operates.

3. NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was being broadcast on YouTube and Zoom, which may store data on foreign servers.

4. LATE ITEMS

There were no late items.

5. INFORMATION ITEMS

5.1 Grant in Aid and In-Kind Contribution Request Summary

Staff noted that the Wild Pacific Trail Society withdrew their Grant in Aid request.

6. DELEGATIONS

6.1 Central Westcoast Forest Society
Sarita Mielke, Director of Operations

The Mayor left the meeting at 3:32 PM because he is the Chair of Central Westcoast Forest Society's Board of Directors.

Ms. Mielke presented on behalf of the Central Westcoast Forest Society. This society requested \$2,500.00 in cash funding to improve their

forest interpretive room by purchasing an Emriver Stream Table which is used for modelling and exploring river behaviour.

6.2 Clayoquot Biosphere Trust
Faye Missar, Program Coordinator

The Mayor returned to the meeting at 3:45 PM.

Ms. Missar presented on behalf of Clayoquot Biosphere Trust, which requested \$1,000.00 in cash funding for Clayoquot Biosphere Trust Society's Youth Action Grants. Ms. Missar encouraged Council to incorporate youth voices into their decision making process. Council noted the importance of youth voices and in particular obtaining youth feedback on the Draft District of Ucluelet Official Community Plan.

6.3 Wild Pacific Trail Society
Barbara Schramm, President

There was no delegation as the Wild Pacific Trail Society withdrew their Grant in Aid application.

6.4 Pacific Rim Whale Festival Society
Lauri Filgiano, Director at Large

Ms. Filgiano presented on behalf of the Pacific Rim Whale Festival Society, which is requesting \$10,000 in cash funding for their annual festival and an In-Kind Council Contribution with the approximate value of \$10,000. The In-Kind contribution would be used to offset Ucluelet Community Centre rental fees associated Society meetings and their festival. Ms. Filgiano noted the virtual format adopted for the festival.

6.5 Westcoast Community Resources Society
Margaret Morrison, Executive Director

Erin Kostashuk presented on behalf of the Westcoast Community Resources Society, which requested cash funding in the amount of \$10,000 to support the West Coast Free Counselling Clinic. She outlined the Clinic's service model and noted high demand during the COVID-19 pandemic.

6.6 Paula Ross Dance Society - DBA Rainforest Dancers
Margaret Morrison, Director and Paula Ross, Principal Dance

Ms. Ross clarified that this is an In-Kind Council Contribution request to waive Ucluelet Community Centre rental fees associated with dance programming provided by this society. The approximate value of the request is \$1,375.00

6.7 Food Bank on the Edge
Barbara Millar, Treasurer

Cris Martin presented on behalf of the Food Bank on the Edge which requested cash funding in the amount of \$2,000.00 to purchase food for distribution through the Food Bank. The Food Bank also requested an In-Kind Council Contribution with the approximate value of \$350.00 to offset District rental fees.

6.8 Ucluelet and Area Childcare Society
Kathy de Vries, Daycare Manager

Ms. de Vries presented for the Ucluelet and Area Childcare Society which is a requesting an In-Kind Council contribution with the approximate value of \$0 to offset fees for their rentals at the Ucluelet Community Centre and Ucluelet Athletic Centre Hall.

6.9 Pacific Rim Toastmasters

Julie Beeley presented on behalf of Pacific Rim Toastmasters which is requesting an In-Kind Council Contribution with the approximate value of \$700.00 to offset rental fees at the Ucluelet Community Centre.

6.10 Girl Guides of Canada
Heather Riddick, Guider

Ms. Riddick presented on behalf of the Girl Guides of Canada - Ucluelet. The Girl Guides requested an In-Kind Council Contribution to offset District of Ucluelet rental fees.

6.11 Pacific Rim Hospice Society
Tarni Jacobsen, Executive Director

Ms. Jacobson presented on behalf of the Pacific Rim Hospice Society. The Society requested \$0 in cash funding for their Peer Mentoring for Youth and Clinical Grief and Wellness Counselling programs.

6.12 Ucluelet and Area Historical Society
Barb Gudbranson, President

Ms. Gudbranson presented on behalf of the Ucluelet and Area Historical Society which applied for a In-Kind Council Contribution with the approximate value of \$1,410.00 to offset District of Ucluelet rental fees.

6.13 Junior Canadian Rangers
Bernadette Herbert - Adult Chairperson

Ms. Herbert presented on behalf of the Junior Canadian Rangers, which

requested an In-Kind Council Contribution with the approximate value of \$725.00 to offset District of Ucluelet rental fees.

6.14 Surfrider Pacific Rim Foundation
Lilly Woodbury, Chapter Manager

Nicol Holman presented on behalf of Surfrider Pacific Rim Foundation which applied for cash funding in the amount of \$2,500.00 for their beach clean signage project.

7. ADJOURNMENT

This meeting was adjourned at 5:15 PM.

CERTIFIED CORRECT: Minutes of the Committee of the Whole Meeting held on Thursday, March 4, 2021 at 3:30 pm in the Activity Room One, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON
DRIVE Thursday, March 18, 2021 at 2:00 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen (All via Zoom)
 Staff: Donna Monteith, Chief Financial Officer and Acting CAO (Via Zoom)
 Bruce Greig, Manager of Community Planning (Via Zoom)
 Warren Cannon, Manager of Operations (Via Zoom)
 Rick Geddes, Fire Chief (Via Zoom)
 Abby Fortune, Manager of Recreation and Tourism (Via Zoom)
 Joseph Rotenberg, Manager of Corporate Services
 Sharon Evans, Administration Clerk

Regrets:

1. CALL TO ORDER

The meeting was called to order at 2:05 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 proceeding was being broadcast on Zoom and YouTube, which may store data on foreign servers.

4. LATE ITEMS

There were no late items.

5. APPROVAL OF AGENDA

5.1 March 18, 2021, Special Council Meeting

2021.2073.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Hoar**
 THAT Council approve the March 18, 2021, Special Budget Council Meeting
 Agenda as presented.

CARRIED.

6. MAYOR'S ANNOUNCEMENTS

6.1 Whale Festival 2021

The Mayor noted that the Whale Festival is ongoing and Councillor McEwen provided an update on current events.

6.2 Sergeant Mancini

The Mayor acknowledged that Sergeant Mancini's term with the Ucluelet RCMP detachment is coming to an end. He thanked him and presented the Sergeant with a District of Ucluelet banner signed by Council.

7. PUBLIC INPUT & DELEGATIONS

7.1 Public input via Zoom.

There was no public input via Zoom.

7.2 Public input via email to communityinput@ucluelet.ca.

There was no public input via email.

8. REPORTS

8.1 ACRD Service Delivery Presentation *Douglas Holmes, ACRD, Chief Administrative Officer*

Teri Fong, ACRD Chief Financial Officer, presented this report. She outlined the financial rules that apply to Regional Districts and their plans for the COVID-19 Restart Grant funds. Ms. Fong discussed the services that the ACRD provides the District of Ucluelet. They include:

- 911 North Island
- General Government Services
- Grant in Aid Program
- Regional Parks (2021 focus is connecting the bike path in Area C to the bike path in the Pacific Rim Nation Park. Unfortunately, the ACRD's CERIB grant application for the path was denied)
- Regional Planning Services
- Long Beach Airport
- Emergency Program Coordination on the West Coast
- West Coast Public Transit
- Waste Management

Ms. Fong noted that the implementation of public transit on the west coast had been delayed, but BC Transit aims to provide transit service in the area by spring or summer of 2022. Ms. Fong also noted that the ACRD plans to implement curbside organic pickup in the summer of 2022 and address leachate issues at the West Coast Landfill.

Ms. Fong provided an analysis of Ucluelet's estimated tax rates. The ACRD tax requisition for Ucluelet will increase by 3.74% in 2021, which amounts to a \$33.16 tax increase for a residentially zoned property with an assessed value of \$497,661.

Ms. Fong noted that the ACRD could provide building inspection services to the District of Ucluelet.

8.2 Budget Presentation

Donna Monteith, Chief Financial Officer, Acting CAO

Ms. Monteith outlined the budget process to date and next steps.

Public Realm Projects

Bruce Greig, Manager of Community Planning, discussed the 2019-2021 multi-year Public Realm Projects. He addressed the following projects:

- Village Green Revitalization
- Peninsula Road Revitalization
- Cedar Road Parking Lot
- Amphitrite House
- Amphitrite Centre
- Ucluelet Health Centre Design
- Water's Edge Walkway

Community Planning

Mr. Greig discussed the Community Planning department's 2020 and 2021 budgets. He addressed 2020 actual revenues, expenses, and any variances. Mr. Greig also discussed the proposed increase in the Community Planning budget and noted the 2021 budget includes business license fee revenues.

Council clarified that COVID-19 Recovery Grant funds would partially fund increased bylaw enforcement expenses projected for 2021.

Mr. Greig discussed the Community Planning Long-Range Planning projects, which include:

- OCP Adoption
- Residential Zoning Amendments
- Flood Plain Bylaw
- Development Cost Charges Bylaw Update
- Affordable Housing Needs Assessment
- Subdivision & Development Servicing Standards Bylaw

Fire & Emergency Services

Rick Geddes, Fire Chief, discussed the Fire & Emergency Services' 2020 and 2021 budgets. He addressed 2020 actual revenues, expenses, and any variances. Chief Geddes also discussed proposed increases in the 2021 budget.

Chief Geddes outlined the Fire & Emergency Services 2021 proposed projects, which include:

- A Roof for the ESS Trailer and Shipping Container
- Fire Hall Feasibility Study
- Evacuation Route Plan

Chief Geddes concluded by discussing potential future projects, including installing two additional tsunami warning system sirens and replacing the Fire Hall's roof.

Recreation and Tourism

Abby Fortune, Manager of Recreation and Tourism, discussed the Recreation and Tourism 2020 and 2021 budgets. She outlined 2020 actual revenues, expenses and variances. Ms. Fortune also discussed increases proposed for the 2021 budget.

Ms. Fortune outlined the proposed 2021 projects. They include:

- Tourism Master Plan
- Water Fountain Install
- Hard Sports Surface Facility Planning
- Junction Entrance Sign Upgrade & Lighting
- Skatepark and Basketball Court Lights
- Lighthouse Loop Upgrades

Ms. Fortune also outlined the proposed Resort Municipality Initiative (RMI) funded projects. Projects include:

- Heritage Signs
- Wayfinding
- Bi-lingual Road Signs
- Public Washroom at the Cedar Road Parking Lot
- Kayak Launch at Alder Park (design and install)
- Pathway access to the Cedar Road Parking Lot to Main Thoroughfares
- Terrace Beach Public Access (a 2022 project)

The RMI funded projects which the District will carry over from 2020 to 2021 include:

- Amphitrite House
- Tugwell Emergency Kiosk #2
- Ucluelet Community Centre Audio Visual Upgrades
- Site Amenities
- Refurbishing of Welcome Signs
- Electronic Vehicle Charging Stations
- Banner Install at the Cedar Road Parking Lot

Corporate Services/Finance

Donna Monteith, Acting CAO, and Chief Financial Officer, discussed the 2020 and 2021 Corporate Services/Finance budgets. She addressed variances and discussed proposed budget increases.

Joseph Rotenberg, Manager of Corporate Services, addressed the 2020 Information Technology Budget and actuals. He addressed variances and the proposed 2021 Information Technology budget increase.

Ms. Monteith and Mr. Rotenberg noted 2020 carry forward projects for their departments which include:

- Bylaw/Policy Gap Analysis
- Continued Indigenous Awareness Training

They also discussed the proposed 2021 projects, which include:

- SewerWorth Implementation
- Bi-Monthly Mayor Radio Addresses
- Policy Update/additions
- Bylaw reviews/updates

Mr. Rotenberg outlined the projects completed Information Technology 2020 projects and proposed the District's servers be upgraded in 2021 and moved to a new location.

Mr. Rotenberg outlined the 2020 Council budget, 2020 actuals and addressed variances. He noted that the 2021 Council Salary budget includes per diems, which will likely be lower in 2021 due to fewer in-person conferences. He noted that this budget could be decrease to account for fewer in-person conventions or it could be decreased if Council decides to cap the number of Council members that attend the Union of British Columbia Municipalities annual convention.

Council discussed their Conference/Travel and Salaries/Benefits budgets. They noted the importance of Council education.

Mr. Rotenberg discussed the 2021 Grants in Aid and In-Kind Council Contribution budget. He noted the Grants/Contributions made to date. He also addressed the need for funding to obtain electoral approval of a proposed long-term loan for the District's Water Filtration Project, which is subject to grant approval.

Harbour

Abby Fortune, Manager of Recreation and Tourism, reviewed the 2021 proposed Harbour projects, which are as follows:

- Harbour Master Plan
- New Pilings to Whiskey Dock
- Whisky Dock Ramp
- Small Craft Harbour Beautification
- Washrooms (painting and upgrade)
- Asphalt Pathway
- Water's Edge Walkway
- Cleaning Station Education Signage
- Electric Vehicle Charging Station install
- Public Boat Launch Design
- Harbour Master Boat Procurement

Ms. Fortune noted that the Harbour budget is not funded through municipal taxes. Ms. Fortune reviewed 2020 budget and actuals. She noted high costs associated with garbage disposal and electricity.

Council discussed solutions for the high garbage disposal costs.

Ms. Fortune went on to discuss proposed 2021 budget increases.

Parks

Warren Cannon, Manager of Operations, reviewed 2020 budgeted and actual revenues and expenses for the Parks department and addressed variances. Mr. Cannon discussed proposed 2021 budget increases.

Mr. Cannon noted that the Edna Batchelor Park Path project would be carried forward from 2020 to 2021. He outlined 2021 parks projects, which include Wild Pacific Trail planning and design, and expansion of the cemetery.

Public Works, Water and Sewer

Warren Cannon, Manager of Operations, reviewed 2020 budgeted and actual revenues and expenses for the Public Works, Water, and Sewer departments, and addressed variances. Mr. Cannon discussed the proposed 2021 budget increases.

He also reviewed the ongoing and proposed projects and their status, costs, and funding sources. They include the following:

- Matterson Reservoir Upgrade
- Well Upgrade
- SCADA Water
- New Water Filtration System
- Bay street Duplex Elimination
- Sewer Master Plan
- Storm Master Plan
- Lagoon Aerators
- SCADA Sewer
- Seaplane Base Sewer
- Sanitary Sewer Auxiliary Power

Mr. Cannon highlighted the District's Water Capacity and Filtration Improvement project, which is the subject of a grant funding application. This project would be funded through a \$7,000,000 grant and \$2,600,000 loan. The debt servicing on the loan will require a 4.5% increase in user fees each year for five years.

2021 Payroll Increases

Donna Monteith, Chief Financial Officer, outlined the Council and Union Staff 2021 payroll increases.

Barkley Community Forest (BCF) funds

Ms. Monteith outlined how Council has allocated BCF funds for 2020 and 2021. She outlined options for Council to allocate BCF funds in 2021.

Ms. Monteith noted the need to produce a strategic document that guides the future BCF fund spending. Council emphasized the importance of using BCF funds to create a legacy fund for the community.

Provincial COVID-19 Safe Restart Grant

Ms. Monteith noted that the District received \$764,000 in COVID 19 Safe Restart Grant funds in 2020. She outlined expense eligibility requirements and noted how these funds were spent in 2020. She also noted the 2021 and 2022 proposed allocations, which are as follows:

- Recreation & other revenue losses
- Temporary Part-Time Janitorial position
- RCMP Reservist/Bylaw Officer
- Temporary Sanitation Labourer

The proposed 2022 allocations are as follows:

- Recreation & other revenue losses
- Temporary Part-Time Janitorial position
- RCMP Reservist/Bylaw Officer

Council noted the importance of additional Bylaw/RCMP reservist services, especially for backroad camping.

2021 Staffing Request

Ms. Monteith outlined the 2021 Staffing request. Council adopted a motion to fund the Temporary Part-Time Janitor and Temporary Full-Time Maintenance Waste Collector positions.

Proposed Tax Increase

Ms. Monteith noted that the proposed overall municipal tax increase for the 2021 budget is 2% which amounts to \$60,298.00. She noted that significant projects are funded through the Gas Tax, Resort Municipality Initiative, user fees, grants, and reserve funds (rather than municipal taxes). In total 19% of the District's budget is funded through municipal tax revenues.

Potential Property Tax Impact

Ms. Monteith outlined the implications of the proposed overall municipal tax increase on a residential, a business, and a split class property in Ucluelet. They are as follows:

- For an average residential property with an assessed value of \$554,000, there would be a Municipal tax increase of \$43;
- For an average business with an assessed value of \$382,000, there would be a Municipal tax increase of \$155; and

- For an average split class (residential / business) property with an assessed residential value of \$149,100 and an assessed business value of \$526,000, there would be a municipal tax decrease of \$295.

Council noted the need to protect businesses and requested that Staff convene an additional meeting to present options for a lower tax increase. They noted that it was important of not collecting business license fees in 2020.

2021 Revenue & Expenditures

Ms. Monteith outlined the 2021 District of Ucluelet revenues and expenditures. She recommended that Council increase municipal taxes incrementally each year to ensure financial sustainability. Ms. Monteith also noted that the budget, as presented, relies on approximately \$500,000 in surplus reserves.

Ms. Monteith outlined the next steps in the budget process and noted that the public can provide budget input by email to communityinput@ucluelet.ca.

2021.2074.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Hoar**

THAT Council direct Staff to:

1. *present a report regarding the 2021 Council Salaries & Benefits budget, which includes the last three years actual expenses; and*
2. *provide a report that addresses reducing the Council Conference/Travel budget by limiting the number of Councilors that attend the Annual Union of British Columbia Conference to three.*

DEFEATED.

2021.2075.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Cole**

THAT Council approve the following staff additions for the 2021 & 2022 budget:

- a. *Part-Time Janitor (8 month temporary);*
- b. *Full-Time Maintenance Waste Collector (6 month temporary)*

CARRIED.

9. UNFINISHED BUSINESS

9.1 Ucluelet Chamber of Commerce - Common Ground Market Project *Joseph Rotenberg, Manager of Corporate Services*

Councillor Kemps left the meeting at 5:23 PM due to her role as Director on the Ucluelet Chamber of Commerce Board.

Mr. Rotenberg noted that on February 25, 2021, Council adopted a resolution to provide \$8,000 in Economic Development Funding to the Chamber of Commerce to fund the Common Ground Initiative.

2021.2076.SPECIAL **It was moved by Mayor Noël and seconded by Councillor McEwen**
THAT Council reconsider its February 25, 2021, resolution to provide \$8,000 in Economic Development Funding to the Chamber of Commerce to fund the common Ground Initiative.

CARRIED.

2021.2077.SPECIAL **It was moved by Mayor Noël and seconded by Councillor McEwen**
THAT Council reconsider and rescind its February 25, 2021, motion to provide \$8,000 in Economic Development Funding to the Chamber of Commerce to fund the Common Ground Market Initiative.

CARRIED.

2021.2078.SPECIAL **It was moved by Mayor Noël and seconded by Councillor McEwen**
THAT Council Direct Staff to work with the Ucluelet Chamber of Commerce to apply to the Clayoquot Biosphere Trust's Arts and Culture Grant fund on behalf of the Chamber for their Common Ground Market initiative.

CARRIED.

9.2 Ucluelet and Area Child Care Society - In-Kind Contribution Request

Abby Fortune, Manager of Recreation and Tourism

Councillor Kemps returned to the meeting at 5:31 PM after Council concluded its discussions related to item 9.1.

Ms. Fortune outlined the Ucluelet and Area Child Care Society's In-Kind Council Contribution request related to their rental of Ucluelet Athletic Club Hall (UAC Hall). She also addressed the monthly hard costs related to this Society's use of the Hall.

Council noted the importance of childcare programming, explored options for funding the Ucluelet and Area Child Care Society's In-Kind Council Contribution request, and noted that the matter will be revisited at the next budget meeting.

10. OTHER BUSINESS

There was no other business.

11. QUESTION PERIOD

11.1 Questions via Zoom.

There were no questions.

11.2 Questions via email to communityinput@ucluelet.ca.

There were no questions via email.

12. CLOSED SESSION

12.1 Procedural motion to move in Camera.

Council deferred this procedural motion to the next Regular Council meeting.

13. ADJOURNMENT

The meeting was adjourned at 5:50 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Thursday, March 18, 2021 at 2:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, March 23, 2021 at 3:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen (All via Zoom)
 Staff: Donna Monteith, Chief Financial Officer, Acting CAO (Via Zoom)
 Bruce Greig, Manager of Community Planning (Via Zoom)
 Rick Geddes, Fire Chief (Via Zoom)
 Abby Fortune, Manager of Recreation and Tourism (Via Zoom)
 Joseph Rotenberg, Manager of Corporate Services
 Sharon Evans, Administration Clerk

Regrets:

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council acknowledged the Yuułu?i?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 proceeding was being broadcast on YouTube and Zoom, which may store data on foreign servers.

4. LATE ITEMS

4.1 Add Report Item "Seasonal Worker Housing - TUP for RV's Pilot" as Report Item 13.3.

4.2 Reorder the Agenda

The Mayor requested that the Legislation Items be dealt with after Item 8.2. and the remaining Agenda Items be renumbered accordingly.

5. APPROVAL OF AGENDA

5.1 March 23, 2021, Regular Council Meeting Agenda

2021.2101.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

THAT Council approve the March 23, 2021, Regular Council Meeting Agenda as amended.

CARRIED.

6. UNFINISHED BUSINESS

There was no unfinished business.

7. MAYOR'S ANNOUNCEMENTS

7.1 The Mayor reported that the Kennedy Hill construction closure will reopen at 6 PM.

8. PUBLIC INPUT & DELEGATIONS**8.1 Public Input****Public input via Zoom.**

There was no public input via Zoom.

Public input via communityinput@ucluelet.ca

There was no public input via email.

8.2 Delegations**Alex Lazarowich, Anne Francis and David Kerr, Frantic Films
Re: Filming the Ucluelet Episode of CBC's Still Standing**

Ms. Francis and Mr. Kerr presented this delegation which addressed the prospect of filming Still Standing in Ucluelet on April 18, 2021.

The delegates described the show, its impact on profiled communities and the show's COVID-19 protocols. They noted that they will not be shooting in Ucluelet unless they obtain the consent of Council and the health authority.

The delegates noted that there is a 50 person gathering involved in producing the show, but the shoot will not occur unless gatherings are allowed by the provincial authority. They noted that if they are unable to shoot in April, they plan to shoot in Ucluelet in July.

9. LEGISLATION**9.1 Zoning Amendment: Lot 16 Marine Drive
Bruce Greig, Manager of Community Planning**

Mr. Greig presented this report. He explained Lot 16's current zoning, the proposed zoning amendment bylaw and associated Section 219 Covenant. The proposed zoning amendment would allow for the development of:

- a 48 unit rental apartment building on the corner of Matterson Drive and Marine Drive;
- 6 R-1 Single Family lots on Marine Drive;
- 30 small Single Family residential lots; and
- 28 townhouse Multi-Family Residential units.

Mr. Greig addressed the recommended conditions to be satisfied as the property is subdivided and developed, which would be enforced through a Section 219 Covenant. He noted that one of those conditions is the connection of the Developer's new internal road to Victoria Drive. This road is not shown on the Developer's drawings.

Mr. Greig noted that water and sewer upgrades would be required for this development. He outlined those upgrades and how the District's Development Cost Charge program relates.

Mr. Greig outlined the community amenities that the Developer is offering. He explained that the proposed rental apartment building could be considered a community amenity given local demand. Mr. Greig also noted the recommendation that the proposed apartment building be subject to a housing agreement intended to limit its use to long-term rental. He also noted the park dedication offered by the Developer, a small residential lot provided by the Developer to the District of Ucluelet, and a \$1,000.00 financial contribution to the District by the developer per unit, times 112 units for a total cash contribution of \$112,000.

Mr. Greig outlined the proposed zoning areas in detail.

Nigel Gray, the applicant's agent, outlined the developers request that the bylaw be amended to:

1. increase the maximum height of the apartment building to 16 meters; and
2. allow Bed and Breakfast use in the R-6 zone (the small residential lots) proposed for this development.

Mr. Gray summarized the input received at a public information session held by the Developer in December of 2018.

Council discussed the importance of introducing various housing options to the market and noted that this development would support that goal.

Council discussed the amendment related to the height of the rental apartment building. Concerns regarding granting the height-related amendment before Council has the opportunity to review architectural plans for the rental apartment building were raised.

Council also noted the water and sewer upgrades required for this development.

In response to questions about the need for fire equipment related to the construction of a four-story apartment building, Chief Geddes, noted that the District might wish to consider purchasing an areal apparatus fire truck (ladder truck) if the building is constructed.

Council debated the amendment related to allowing short-term rentals (Bed and Breakfast use) in the R-6 Zone.

2021.2102.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

THAT Council, with regard to the proposed development of Lot 16 District Lot 281 Clayoquot District Plan VIP76214 Except part in plans VIP80735, VIP83067 and VIP86140 (“Lot 16”) introduce and give first reading to District of Ucluelet Zoning Amendment Bylaw No. 1284, 2020.

CARRIED.

2021.2103.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

THAT Council amend District of Ucluelet Zoning Amendment Bylaw No. 1284, 2020, by inserting under text amendment C the following into the new text for the site specific Other Regulations under R-3.8.1(1):
"c.) the maximum height is 16m (52 ft);"

CARRIED.

2021.2104.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

THAT Council further amend District of Ucluelet Zoning Amendment Bylaw No. 1284, 2020, by inserting under text amendment C the following into the new text for the site specific Other Regulations under R-3.8.1(1):
"c.) the maximum height is 16m (52 ft);" and,

Unless first approved by the District Council upon submission of detailed architectural plans.

Council noted that the first three adopted resolutions moved by Councillor Hoar referenced "...Zoning Amendment Bylaw No. 1284, 2020" when the subject bylaw is actually named "...Zoning Amendment Bylaw No. 1284, 2021."

- 2021.2105.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**
THAT Council, with regard to the proposed development of Lot 16 District Lot 281 Clayoquot District Plan VIP76214 Except part in plans VIP80735, VIP83067 and VIP86140 (“Lot 16”) introduce and give first reading to District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021.
 CARRIED.
- 2021.2106.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**
THAT Council amend District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021, by inserting under text amendment C the following into the new text for the site specific Other Regulations under R-3.8.1(1):
"c.) the maximum height is 16m (52 ft);"
 CARRIED.
- 2021.2107.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**
THAT Council give second reading to District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021, as amended.
 CARRIED.
- 2021.2108.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**
THAT Council direct Staff to give notice of public hearing for the District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021.
 CARRIED.
- 2021.2109.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**
THAT Council Indicate to the applicant and the public that adoption of District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021, would be subject to registration of a Section 219 restrictive covenant on the title of the subject property to ensure, as a matter of public interest, that the following conditions and offers be satisfied as the property is subdivided and developed:
- a. construction and development of the rental apartment building on proposed Lot ‘A’ (the “Apartment site”) be in the first phase of the development;*
 - b. dedication of a 10m wide park greenbelt along the eastern (Victoria Drive side) boundary of the property, as proposed;*
 - c. dedication of a park area of approximately 1,300m² on the western (Marine Drive) side of the property, as proposed;*
 - d. registration of a greenspace covenant on a 10m wide strip along the Marine Drive frontage of the subject property to retain vegetation and preclude driveway access along this road corridor, as proposed;*
 - e. extension of the proposed new road to connect to Victoria Drive in the general location as shown in Figure 7 of the staff report;*

- f. vehicle access to the proposed Lot 'B' ("Townhouse site") be from the new internal road only;*
- g. the proposed amenity contributions of \$1,000 per multi-family unit or single-family lot be payable prior to approval of a subdivision plan creating the corresponding development parcels;*
- h. the proposed transfer of ownership of one small serviced residential lot to the District at the time of subdivision approval;*
- i. registration of the Housing Agreement on the title of proposed Lot 'A' (the "Apartment site") at the time of subdivision approval to ensure that the apartments are rental tenure only and will not be subject to strata conversion; and*
- j. despite the zoning of proposed Lot 'A', the maximum building height be limited to 11m (3 storeys) unless first approved by the District Council upon submission of detailed architectural plans.*

CARRIED.

It was clarified by Council and Councillor Hoar that when the following motion was adopted:

"THAT Council amend the draft Bylaw No. 1284, 2021, by adding the following restrictive covenant:

j.) despite the zoning of proposed Lot 'A', the maximum building height be limited to 11m (3 storeys) unless first approved by the District Council upon submission of detailed architectural plans."

Council intended to add the following term to a 219 Restrictive Covenant registered against the title of Lot 16 rather than to amend Bylaw No. 1284, 2021 further:

"j.) despite the zoning of proposed Lot 'A', the maximum building height be limited to 11m (3 storeys) unless first approved by the District Council upon submission of detailed architectural plans."

2021.2110.REGULAR **It was moved by Mayor Noël and seconded by Councillor McEwen**
THAT Council amend the draft Bylaw No. 1284, 2021, by inserting (under text amendment B) Bed and Breakfast into the list of permitted secondary uses in the new R-6 zone under R-6.1.(2) specific to the area of Lot 16 Marine Drive as shown in Appendix B to the staff report of March 23, 2021.
 DEFEATED.

2021.2111.REGULAR **It was moved by Mayor Noël and seconded by Councillor McEwen**
THAT Council take a five minute break.
 CARRIED.

9.2 Public Hearing on Bylaw Nos. 1281, 1282 and DVP20-06 for "The Lodge & Staff Housing" Properties in the Reef Point area and Discussion of Timing for "The Cabins".
Bruce Greig, Manager of Community Planning

Council recessed at 5:00 PM and returned to the session at 5:08 PM.

Mr. Greig presented this report and noted the responses to District inquiries from the British Columbia Archeology Branch and the Yuułu?iŋ?atŋ Government shown in the report.

Mr. Greig explained that Development Variance Permit DVP 20-06 has been updated to only include variances related to the Lodge Property (330 Reef Point Rd). He noted that the Public Hearing scheduled for April 8th would focus on Official Community Plan Bylaw No. 1281, 2020, and Ucluelet Zoning Amendment Bylaw No. 1282, 2020, which apply to the properties at 316 and 330 Reef Point Rd. He also noted that this public hearing would be an opportunity to receive public input on the modified version of Development Variance Permit DVP20-06, which applies to 330 Reef Point Rd. Staff will bring forward the variances and Development Permit for the Cabins Property at a later date.

Council discussed the importance of having in-person attendance at public hearings.

Staff noted that due to COVID-19, the Province does not currently permit public in-person attendance at Council meetings. Staff also outlined the reasons for not allowing public in-person attendance at public hearings at this time.

9.3 Covenant Modification - 858 Barkley Place ***John Towgood, Planner 1***

Bruce Greig, Manager of Community Planning, presented this report and noted that the property owner requested this covenant.

2021.2112.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

THAT Council authorize the discharge of the Section 219 Restrictive Covenant EJ96930 registered on Lot 30, Section 1, Barclay District (situated in Clayoquot District), Plan VIP61995 (858 Barkley Place) and replace it with a new Section 219 covenant based on the January 22, 2021, Geotechnical Report by Lewkowich Engineering and Associates Ltd.

CARRIED.

9.4 Water and Sewer Parcel Tax - Adoption ***Joseph Rotenberg, Manager of Corporate Services***

2021.2113.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**

THAT Council adopt Sewer Parcel Tax Bylaw No. 1285, 2021.

CARRIED.

2021.2114.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Kemp**

THAT Council adopt Water Parcel Tax Bylaw No. 1286, 2021.

CARRIED.

10. CORRESPONDENCE

10.1 Request for Support for Delivering Community Power
Jan Simpson, National President, Canadian Union of Postal Workers

10.2 Letter of Support Request
Pac Rim Home Development Cooperative

Council discussed providing a letter of support. They noted the importance of developing staff housing in the community but concerns were raised about not fully understanding Pacific Rim Home Development Cooperative's grant application.

Randy Oliwa, President of Pac Rim Home Development Cooperative, spoke to the letter of support request.

2021.2115.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**

THAT Council Direct Staff to draft a letter of support for the concept of affordable Staff housing in the District of Ucluelet.

2021.2116.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**

THAT the motion be amended for the letter to reference the grant funder.

CARRIED.

2021.2117.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**

THAT Council direct Staff to draft a letter of support for the concept of affordable staff housing in the District of Ucluelet and Pac Rim Home Development Cooperative's application to the Federation of Canadian Municipalities' (FCM) Green Fund (GMF) grant - the Sustainable Affordable Housing Planning Grant.

CARRIED.

11. INFORMATION ITEMS

11.1 Support for 988 Crisis Line
Christine Fraser, Mayor, Township of Spallumcheen

2021.2118.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

THAT Council direct Staff to write a letter of support for the Township of Spallumcheen's resolution regarding the 988 Crisis Line.

CARRIED.

11.2 Raise Disability and Income Assistance to a Livable Rate
Kelly Kenney, Corporate Officer, City of Langley

2021.2119.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**
THAT Council direct Staff to write a letter of support for the City of
Langley's resolution regarding raising disability and income assistance to a
livable rate.

CARRIED.

12. COUNCIL COMMITTEE REPORTS

12.1 Councillor Marilyn McEwen
Deputy Mayor January - March 2021

- March 18 - Attended the District of Ucluelet Special Council Budget Meeting.
- March 24 - Attended the Tourism Ucluelet Annual General Meeting.
- March 27 - Will attend the Vancouver Island Regional Library Board Meeting.

12.2 Councillor Lara Kemps
Deputy Mayor April - June 2021

- March 18 - Attended the District of Ucluelet Special Council Budget Meeting.
- March 22 and 23 - Attended a Crisis Communication Workshop hosted by Tourism Ucluelet.

12.3 Councillor Jennifer Hoar
Deputy Mayor July - September 2021

- March 18 - Attended the District of Ucluelet Special Council Budget Meeting.

12.4 Councillor Rachelle Cole
Deputy Mayor October - December 2021

- March 10 - Attended ACRD Committee of the Whole.
- March 11 - Attended the Healthy Communities Forum.
- March 15 and 19 - Participated in the poverty reduction working group.
- March 17 - Attended Ucluelet Emergency Network meeting.
- March 22 and 23 - Attended a Crisis Communication Workshop hosted by Tourism Ucluelet.

12.5 Mayor Mayco Noël

- March 22 and 23 - Attended a Crisis Communication Workshop hosted by Tourism Ucluelet.

13. REPORTS

13.1 Update - Bylaw Enforcement Policy & Priorities *Bruce Greig, Manager of Community Planning*

Mr. Greig presented this report about the proposed Bylaw Enforcement Policy. He noted the policy sets enforcement priorities and identifies matters that are actively monitored.

Mr. Greig, presented a graph that shows the breakdown of bylaw complaints over the summer of 2020. He noted the top four most frequently reported complaints were related to illegal camping, public drinking, COVID-19 issues, and beach related issues such as noise.

Council noted a number of differences between the current policy and the proposed proposed.

2021.2120.REGULAR **It was moved by Mayor Noël and seconded by Councillor Cole**

THAT the Bylaw Enforcement Policy be brought back to for Council to consider as unfinished business at the next Regular Council Meeting.

CARRIED.

13.2 Short-Term Rental Monitoring Program - Update *Bruce Greig, Manager of Community Planning*

Mr. Greig provided an update on the District's short-term rental monitoring program. He noted that there are currently 185 active short-term accommodation listings but, due to COVID-19, this number may underrepresent the total number of short-term accommodations in Ucluelet.

The report shows that there were some businesses that were unable to comply with the business license provisions and therefore will not receive a business license.

Mr. Greig noted that Staff have had difficulty ensuring that a permanent resident is in attendance at the short-term rental properties.

2021.2121.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**

THAT Council receives this Short-Term Rental Program update report for information.

CARRIED.

13.3 Seasonal Worker Housing - TUP for RV's Pilot *Bruce Greig, Manager of Community Planning*

Mr. Greig explained the proposed Seasonal Worker Housing Temporary Use Permit (TUP) Pilot Project, associated timelines and procedural requirements. This Project responds to the lack of seasonal housing for workers which was identified as an issue by the COVID-19 Task Force.

The proposed Pilot Project allows for a streamlined application process for Temporary Use Permits for RVs on private property to be used for staff housing. Application deadlines and requirements will be enforced strictly and the Chamber of Commerce will assist with communicating this Project.

Council discussed the need for temporary seasonal housing for workers and the importance, in this situation, of waiving the TUP notification fees.

2021.2122.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

1. THAT Council indicate that there is support for staff to focus time on a pilot project for a batch TUP intake for businesses and/or property owners looking to house a seasonal worker for this summer; and

2. THAT Council waive collection of the notification portion of the individual TUP application fee, since any applications moving forward through the batch pilot project would be advertised in a single joint notice.

CARRIED.

13.4 Filming the Ucluelet Episode of CBC's Still Standing (Verbal Report)

Abby Fortune, Manager of Recreation & Tourism

Ms. Fortune outlined the regulations related to filming in Ucluelet and noted that the District would require local health authority approval before issuing a filming permit.

Council noted Still Standing's COVID-19 protocols and discussed the show's casting procedures.

2021.2123.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**

THAT when the public health orders allow, the District of Ucluelet supports the shooting of Still Standing in Ucluelet.

CARRIED.

14. OTHER BUSINESS

There was no other business.

15. QUESTION PERIOD

15.1 Questions via Zoom.

There were no questions via Zoom.

15.2 Questions via communityinput@ucluelet.ca.

There were no questions via email.

16. CLOSED SESSION

16.1 Procedural motion go move in-camera.

2021.2124.REGULAR **It was moved by Mayor Noël and seconded by Councillor McEwen**
THAT the meeting be closed to the public pursuant to sections 90(1)(c) and (e) of the Community Charter to discuss matters relating to:

1. *labour relations or other employee relations; and,*
2. *the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.*

CARRIED.

17. ADJOURNMENT

The meeting was adjourned at 7:50 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, March 23, 2021 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Friday, March 26, 2021 at 9:00 AM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen (Via Zoom)
 Staff: Gary Nason, Consultant
 Jerry Berry, Consultant

Regrets:

1. CALL TO ORDER

The meeting was called to order at 9:00 AM.

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 March 26, 2021, Special Council Meeting

2021.2079.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**
 THAT Council approve the March 26, 2021, Special Council Meeting
 agenda as presented.

CARRIED.

5. CLOSED SESSION

5.1 Procedural motion to go In-Camera.

2021.2080.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**
 THAT the meeting be closed to the public pursuant to Section 90(1)(c) of the
 Community Charter to discuss matters relating to labour relations or other
 employee relations.

C

6. ADJOURNMENT

The meeting was adjourned at 1:00 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting

held on Friday, March 26, 2021 at 9:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Thursday, April 1, 2021 at 2:00 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen (All via Zoom)
 Staff: Andy Laidlaw, Acting Chief Administrative Officer (Via Zoom)
 Donna Monteith, Chief Financial Officer (Via Zoom)
 Abby Fortune, Manager of Recreation & Tourism (Via Zoom)
 Joseph Rotenberg, Manager of Corporate Services
 Sharon Evans, Administration Clerk

Regrets:

1. CALL TO ORDER

The meeting was called to order at 2:00 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council acknowledged the Yuułu?i?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 proceeding was being broadcast on YouTube and Zoom, which may store data on foreign servers.

4. LATE ITEMS

There were no late items.

5. APPROVAL OF AGENDA

5.1 April 1, 2021, Special Budget Council Meeting

2021.2081.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**
 THAT Council approve the April 1, 2021, Special Council Budget Meeting
 agenda as presented.

CARRIED

6. UNFINISHED BUSINESS

6.1 Ucluelet and Area Child Care Society - In-Kind Contribution Request

Abby Fortune, Manager of Recreation and Tourism

Ms. Fortune noted that Council approved an In-Kind Council Contribution with the value of \$30,610 to the Ucluelet and Area Child Care Society to waive rental fees at the Ucluelet Community Centre. She noted that the Society's request to waive rental fees for their programming at the Ucluelet Athletic Centre (UAC) Hall was deferred to this meeting. Ms. Fortune outlined the hard costs associated this Society running their programming at the UAC Hall.

Council discussed the Society's In-Kind Contribution request and what, if any, UAC hard costs should be paid by the Society.

Staff noted that if Council waived \$4,470 in rental fees, the remaining rent paid by the Society would cover hard costs associated with this Society operating their proposed programming at the UAC Hall.

2021.2082.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**

THAT Council make a In-Kind Council Contribution in the amount of \$4,470 to the Ucluelet and Area Child Care Society for their rental of the Ucluelet Athletic Centre Hall.

CARRIED.

7. MAYOR'S ANNOUNCEMENTS

There were no announcements.

8. PUBLIC INPUT & DELEGATIONS

8.1 Public Input

- Public input via Zoom.
- Public input via communityinput@ucluelet.ca.

There was no public input via oom or email.

9. REPORTS

9.1 Budget Revision - Taxation

Donna Monteith, Chief Financial Officer

Councillor Cole joined the meeting at 2M.

Ms. Monteith presented this report. She noted an overall 2% municipal tax increase was introduced at the last Social Budget Meeting and Council directed that Staff present a lower tax increase.

Ms. Monteith noted that the revised roll shows a downward adjustment for businesses.

Ms. Monteith outlined the implications of a 0%, 1% and 2% municipal tax increase on single family residential properties and business properties. She then outlined the municipal tax impact on four real properties in Ucluelet. One of which is classified by BC Assessments as Residential, another as Split Class (Residential and Business), and two properties classified as Business.

Ms. Monteith noted that in order to levy a 0% tax increase, the District would have to make service cuts. To deliver services, and continue projects that are tax funded, we do need to see taxes increase each year to not only offset inflation, but meet the growing needs of the community.

Council discussed the 1% and 0% tax increases. Council noted that the Consumer Price Index is currently 0.8%. Council commented that we have absorbed a CPI totaling 3.1% over the last tow years, but have not had a corresponding tax increase to support it.

2021.2083.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**
THAT Council have staff prepare the draft 5 Year Financial Plan and corresponding Tax Rates Bylaws based on an overall Municipal tax increase of 1%.

CARRIED.

10. OTHER BUSINESS

There was no other business.

11. QUESTION PERIOD

11.1 Questions via Zoom.

There were no questions via Zoom.

11.2 Questions via communityinput@ucluelet.ca.

There were no questions via email.

12. CLOSED SESSION

There was no closed session.

13. ADJOURNMENT

The meeting was adjourned at 2:41 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Thursday, April 1, 2021 at 2:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

March 31, 2021

The Honourable Harry Bains
 Minister of Labour
 PO Box 9064, Stn Prov Govt
 Victoria, BC V8W 9E2

Dear Minister Bains,

On behalf of Victoria City Council, I am writing today to request favourable consideration for the below motion passed at the March 11, 2021 Council meeting:

WHEREAS the covid pandemic has exacerbated existing inequalities and its social, health, and economic impacts are particularly devastating for women and racialized communities; and

WHEREAS the tourism and hospitality industries have been drastically impacted; and

WHEREAS of the 50 000 hotel workers that were laid off in March 2020, the majority are women and people of colour; and

WHEREAS the duration of the pandemic means that recall rights require extension; and

WHEREAS there are reports of hotels in British Columbia refusing to commit to bringing workers back to their jobs when business returns; and

WHEREAS the City of City of Victoria is committed to a COVID recovery plan that takes better care of people, the environment, and the community than the systems we had before the pandemic; and

WHEREAS the City of City of Victoria recognizes hotel workers and people who work in the tourism industry as valued and valuable members of our community;

THEREFORE, BE IT RESOLVED THAT the City of City of Victoria affirms that people should not lose their livelihoods due to the pandemic; and

.../2

1 Centennial Square Victoria British Columbia Canada V8W 1P6
 Telephone (250) 361-0200 Fax (250) 361-0348 Email mayor@victoria.ca

www.victoria.ca

Letter Regarding Support for Laid Off Hospitality Workers Lisa Helps, Ma...

THAT the City of Victoria write to the Ministers of Labour and Tourism expressing our support for the right for laid off workers to return to their jobs when the pandemic eases; and

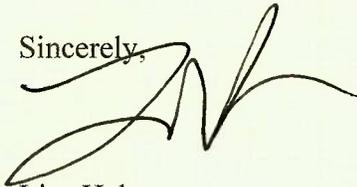
THAT this letter be forwarded to all BC municipalities asking to write their support; and

THAT the City of Victoria writes to the Association of Vancouver Island and Coastal Communities.

Though not expressly in the resolution, the intention of this motion was to write to both the Association of Vancouver Island and Coastal Communities and the Union of BC Municipalities, encouraging them to host future conferences and events in venues that respect worker rights and pay at least a living wage. A copy has been sent to both organizations.

Thank you for your time and consideration. Please do not hesitate to reach out should you have any questions regarding this letter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Helps', with a stylized flourish extending to the right.

Lisa Helps
Victoria Mayor

Cc: Honourable Melanie Mark, Minister of Tourism, Arts, Culture and Sport
The Association of Vancouver Island and Coastal Communities (AVICC)
The Union of British Columbia Municipalities (UBCM)

The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx ga"

March 29, 2021

Dear Mayor and Council,

RE: Moratorium on recreational wolf hunting on Vancouver Island

On behalf of Coexisting with Carnivores Alliance (CwCA) and the Wild Wise Society, we are writing to express concern regarding the recreational hunting of wolves on Vancouver Island.

CwCA is a non-profit organization that promotes coexistence between people, bears, cougars and wolves on southern Vancouver Island. The Wild Wise Society is a wildlife educational program designed to reduce human-wildlife conflicts in various communities. Both organizations work closely with the Conservation Officer service, provincial government staff and local wildlife officers to teach people the tools needed to coexist so that we can share the landscape.

As a part of this work, we are concerned for the survival of the subspecies of Grey Wolf (*canis lupus nublus*) that live on Vancouver Island. In British Columbia wolves are killed by legal recreational hunting and trapping - the largest source of mortality for wolves. In many cases in BC, there is no limit to the number of wolves that can be killed daily. Wolves play an important ecological role as apex predators. They provide food to other species who scavenge on their kills, cycle nutrients through the environment and regulate populations of deer and elk leading to greater biodiversity and balance of the natural ecosystem. Healthy wolf populations support intact, functional and biodiverse ecosystems. We believe that it is possible for humans to coexist with wolves in a way that is beneficial to both species as well as the ecosystem. This would require a better understanding of wolves and their interactions with their habitat and with humans.

At present, there is very little information available regarding the population of wolves on Vancouver Island, and how the recreational hunting of such species affects the long-term survival of the species and their habitat. Without science-driven decision making there is concern that wolf numbers may drop significantly under current regulations, as experienced on Vancouver Island between 1950s and 1970s.

The District of Oak Bay has put forward a Motion to AVICC as follows:

“Whereas the public and wildlife conservation organizations are concerned about provincial regulations for recreational wolf hunting practices on Vancouver Island, and believe that these practices should be re-examined for scientific and ethical reasons;

And whereas very little scientific evidence exists about the size of Vancouver Island’s wolf population or the sustainability of impacts of unrestricted harvesting levels on the Island’s biodiversity related to habitats and wildlife ecology, especially at the regional level:

Therefore, be it resolved that AVICC and UBCM request the provincial government to implement a moratorium on recreational wolf hunting on Vancouver Island, pending the completion of a scientific, data-driven and evidence-based study that includes consultation with

the Island's Indigenous communities, to re-examine the efficacy of unrestricted wolf harvesting practices and their impacts on the Island's bio-diversity, wildlife ecology and sustainability of the resident wolf population."

The District of Sooke has provided a letter of support to this Motion (see attached). We request a letter from you to Minister Conroy and the AVICC in support of the Resolution by Oak Bay prior to the AVICC AGM on May 28, 2021. Please feel free to contact us at coexcarnivores@gmail.com for any further information.

Thank you for your consideration of this matter.

Sincerely,

Nitya Harris
Chair, Coexisting with Carnivores Alliance
coexcarnivores.org

Samantha Webb, BSc, RVT, WR
Wild Wise President
wildwise123@gmail.com



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: 250-642-1634 Fax: 250-642-0541 Email: info@sooke.ca Website: www.sooke.ca

File No 0400-01

March 8, 2021

Attention: Minister Katrine Conroy
 BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development
 Via email: FLNR.Minister@gov.bc.ca

Re: Moratorium on Recreational Wolf Hunting on Vancouver Island

Dear Minister Conroy,

I am writing today regarding the District of Oak Bay's Feb. 22 resolution asking the memberships of the Association of Vancouver Island and Coastal Communities and the Union of BC Municipalities to request that the Province of BC *"implement a moratorium on recreational wolf hunting on Vancouver Island, pending completion of a scientific, data-driven and evidence-based study that includes consultation with the Island's Indigenous communities, to re-examine the efficacy of unrestricted wolf harvesting practices and their impacts on the Island's biodiversity, wildlife ecology and sustainability of the resident wolf population."*

I am contacting you directly to express my support for this resolution while also sharing some of the outrage expressed within the District of Sooke at last month's news that a Victoria big-game hunter was planning to "trap and kill an entire pack" in the Sooke Hills, according to a report that first appeared in the *Globe and Mail*.

Premier Horgan was duly concerned about this when he first learned of it at a press conference on Feb. 10. And many of us in Sooke were sickened by this callous threat, especially given how all levels of government and many NGOs are working so hard, effectively and strategically to protect wildlife and habitat.

We in Sooke are certainly encouraged to learn of your willingness to consult with the BC Wildlife Federation and the BC Trappers Association to "close the loopholes" in hunting legislation that allows the kind of behaviour illustrated by this regrettable situation. This said, a moratorium on hunting and trapping on Vancouver Island is urgent and essential until we learn more about the island's wolf population.

The Sooke organization Project HOWL (Help Our Wolves Live), founded by local teenagers Finn and Chloe Unger, has reported that no less than nine packs of the genetically distinct Vancouver Island "sea wolf" (*Canis lupis crassodon*) roam the Sooke Hills. The Ungers have documented the role of these remarkable wild creatures in creating a balanced ecosystem -- "if we let them," they add.

The Wild Wise Sooke Society, which receives annual funding from the District of Sooke, has been delivering public education campaigns focused on bears, cougars and other local wildlife, wolves included. Its new "Living with Wolves" working group is a collaboration with Coexisting With Carnivores' Nitya Harris and will involve 20 dedicated volunteers. "We are hoping to not only spread education on the importance of wolves as a keystone species but also encourage

others to support the moratorium on wolf hunting on the island," writes Wild Wise Sooke coordinator Sam Webb. The group intends to consult with First Nations and the BC-SPCA in moving ahead.

Sadly, Ms. Webb reports that one of the Sooke region packs identified by Project HOWL has now seemingly been eradicated according to anecdotal evidence from Sooke wildlife photographer Gary Schroyen. He has been closely studying wolves in East Sooke and Metchosin, and he believes one particular pack has been destroyed with the possible exception of a last remaining member. Wild Wise intends to honour this pack by posting videos and photos on its website as inspiration to protect our Sooke wolves before it's too late.

Given, as the Oak Bay resolution clearly states, that Vancouver Island's sea-wolves are a unique, quite small and therefore extremely vulnerable population about which little is known, I wholeheartedly support its call for a moratorium to be implemented with all due urgency.

Sincerely,



Maja Tait
Mayor

cc Premier John Horgan
cc Mayor Kevin Murdoch, City of Oak Bay mayor@oakbay.ca
cc Ian Morrison, President, AVICC ian.morrison@cvrd.bc.ca
cc Brian Frenkel, President, Union of BC Municipalities bfrenkel13@gmail.com
cc Sam Webb, Wild Wise Sooke Society wildwise123@gmail.com
cc Nitya Harris, Coexisting With Carnivores coexcarnivores@gmail.com

References:

- Wild Wise Sooke: <https://www.wildwisesooke.com>
- Project HOWL: <https://www.facebook.com/ProjectHOWL>
- Sooke Talks ~ Finn & Chloe Unger: <https://www.youtube.com/watch/VjEDue4pODc>
- Coexisting With Carnivores: <https://coexcarnivores.org>
- *The Globe & Mail* (Feb. 12, 2021): <https://www.theglobeandmail.com/canada/british-columbia/article-bc-to-tighten-rules-for-trapping-wolves>
- *Victoria Times Colonist* (Feb. 12, 2021): <https://www.timescolonist.com/news/local/hunter-s-social-media-posts-prompt-outrage-calls-for-more-protection-for-wolves-1.24281261>

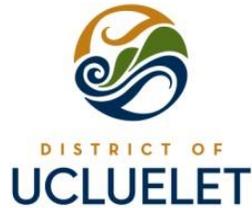


RECEIVED
09 2021
District of Ucluelet

Hi Distric of Ucluelet,

Thank you for putting the welcome
in girl guide blue for world ^{sign} ~~sign~~ thinking
day. It was fun to see it with my friends!

Thank you, from the first Ucluelet
Pathfinders.



STAFF REPORT TO COUNCIL

Council Meeting: APRIL 27, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: WARREN CANNON, MANAGER OF OPERATIONS

FILE NO: 5230-20

SUBJECT MATTERSON DRIVE SPEEDING CONCERN

REPORT NO: 21-55

ATTACHMENT(S): APPENDIX A - DRDUL COMMUNITY TRANSPORTATION PLANNING REPORT

RECOMMENDATION(S):

1. **THAT** Council direct Staff to install the removable rubber speed calming device, initially purchased for the school zone area improvement project, west of Victoria Road along Matterson Drive.
2. **THAT** Council direct Staff to purchase and install removable rubber raised crosswalk device at the crosswalk located along Matterson Drive east of Bay Street utilizing funds from the Community Works Fund (Gas Tax) estimated at \$12,000.

PURPOSE:

The purpose of this report is to provide Council with the findings of an engineering study regarding the speeding concerns along Matterson Drive.

BACKGROUND:

In 2019 Council received a report regarding the installation of speed humps within the USS and UES school traffic school zone area. Staff contracted the services of McElhanney Consulting Services Ltd. ("McElhanney") to review the status of safety measures implemented, options for additional safety measures, and the potential implications of implementing new measures.

McElhanney recommended installing four speeds humps along Peninsula Road. There were some potential concerns with adding speed humps highlighted in the report that should be noted:

- Increased potential for rear-end collisions.
- Potential for increased congestion that could increase traffic on Pine, Helen, and Victoria roads.

District staff have installed three speed humps within the school zone area on Peninsula Road.

DISCUSSION:

In 2021 members of Council met with RCMP Staff Sergeant Steve Mancini. A variety of topics were discussed including concerns with speeding. Staff Sergeant Steve Mancini identified the corridor along Matterson Drive between Peninsula Road and Marine Drive, specifically within the skate park and community center area, as an area of concern.

Following this discussion, Council requested Staff investigate traffic calming solutions focusing on the possible installation of speed humps similar to the ones recently installed along Peninsula Road

along Matterson Drive. Staff contracted the services of Drdul Community Transportation Planning (The “Consultant”) to review and address the speeding concerns along Matterson Drive.

The Consultant’s report (Appendix A) focused on calming devices that would be appropriate on Matterson Drive. Speed Humps, Speed Tables, Speed Cushions and Raised Crosswalks were reviewed. These devices all meet the Transportation Association of Canada (TAC) guidelines presented in the Canadian Guide to Traffic Calming (2018) and the Manual of Uniform Traffic Control Devices for Canada (2014). These devices were reviewed using the following criteria:

- to address speeding concerns
- considering the road classification and cross-section
- grades, intersections
- adjacent land uses

Consultant recommends addressing concerns with speeding on Matterson Drive by installing a raised crosswalk at Bay Street and Matterson Drive and a speed table west of Victoria Road on Matterson Drive.



Figure 1– Recommended traffic calming devices on Matterson Drive

In further discussions with the Consultant, it was noted that the two traffic devices approximately 110 meters apart are preferred to a single device as it would not only discourage speeding at each device but also discourage speeding along the section of road between the devices.

Currently the District possesses only one speed calming device. This device would fit the need of the speed table west of Victoria Road however would not complete the recommended approach to addressing the speeding concerns as identified by the Consultant.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Staff will need to allow for time to notify the community of the proposed traffic system change. Therefore, the estimated completion date will be determined based on the outcome of this report.

District Staff will install the devices.

FINANCIAL IMPACTS:

The Consultant has estimated the cost for an individual raised cross walk to be \$7000 to \$8000 per unit. This does not include signage, hardware and delivery which is estimated to be \$4000. This brings the total to \$ 12,000.

The 2021-2025 Financial plan does not include the purchase of the raised crosswalk, signage, hardware, or delivery.

Gas Tax funds are eligible to fund the proposed additional raised crosswalk and the associated costs identified above.

POLICY OR LEGISLATIVE IMPACTS:

There are no direct policy or legislative impacts with the options being recommended.

OPTIONS REVIEW:

1. **THAT** Council direct Staff to install the removable rubber speed calming device, initially purchased for the school zone area improvement project, west of Victoria Road along Matterson Drive. **(Recommended)**
2. **THAT** Council direct Staff to purchase and install removable rubber raised crosswalk device at the crosswalk located along Matterson Drive east of Bay Street utilizing funds from the Community Works Fund (Gas Tax) estimated at \$12,000. **(Recommended)**
3. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Warren Cannon, Manager of Operations

Appendix A

16 April 2021



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

Attn: Warren Cannon
Manager of Operations

Dear Warren:

Re: Speeding on Matterson Drive

This letter describes traffic calming options to address speeding concerns on Matterson Drive. Planning and design considerations are identified for each traffic calming device in accordance with Transportation Association of Canada (TAC) guidelines presented in the *Canadian Guide to Traffic Calming* (2018) and the *Manual of Uniform Traffic Control Devices for Canada* (2014).

Overview

Speeding is a concern on Matterson Drive in the vicinity of Victoria Road and Bay Street, including at the skate park and community centre. The section of Matterson Drive west of Peninsula Road is classified in the District's Official Community Plan as a collector road.

The District recently installed speed humps on Peninsula Road between Matterson Drive and Alder Street. The humps have proven effective at discouraging speeding, and the District now wishes to consider a similar traffic calming approach on Matterson Drive.

Traffic Calming Devices

The following traffic calming devices would be appropriate on Matterson Drive to address speeding concerns, considering the road classification and cross-section, grades, intersections and adjacent land uses:

- *Speed humps* are shown in Figures 1 and 2. At speeds of 40 km/h or less, speed humps gently rock a vehicle as it travels over the hump, whereas at higher speeds motorists experience more discomfort. The result is that motorists typically slow to 30 to 40 km/h travelling over a speed hump. When spaced approximately 100 m apart, speed humps can maintain traffic speeds in the range of 45 km/h. In addition to discouraging speeding, the experience in other communities has demonstrated a 40% to 60% reduction in collisions attributable to speed humps. They have no effect on cyclists or parking, but can increase emergency response times by 3 to 10 seconds per hump.
- *Speed tables* are elongated speed humps with a flat section in the middle for use on collector roads, as shown in Figures 1 and 3. Experience in other communities indicates that speed tables

drdul community transportation planning

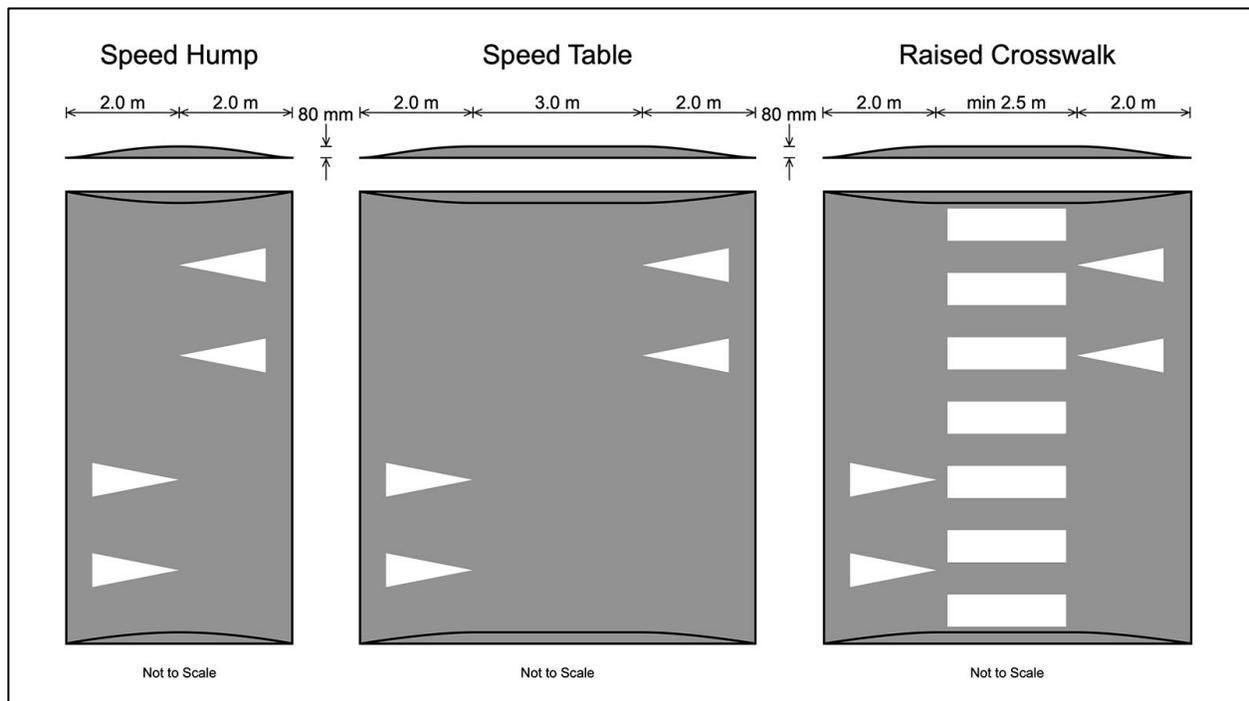
trans.drdul.com

Warren Cannon
 16 April 2021
 Page 2

can reduce 85th percentile traffic speeds by 6 km/h or more (the 85th percentile speed is the standard measure of traffic speeds). Like speed humps, speed tables have no effect on cyclists, but can increase emergency response times by 3 to 10 seconds per table.

- *Speed cushions* can be used instead of speed humps or speed tables to minimize delays to emergency vehicles. As illustrated in Figure 4, speed cushions incorporate gaps that are spaced to permit trucks, buses and other large vehicles to travel over the cushions with minimal effect, while still discouraging speeding by motorists in automobiles (even if a motorist drives with one set of wheels in the gap).
- A *raised crosswalk* is similar in design to a speed table, with a flat section in the middle that incorporates a pedestrian crossing, as shown in Figures 1 and 5. A raised crosswalk discourages speeding and improves safety for pedestrians using the crosswalk. A raised crosswalk does not affect cyclists, but can increase emergency response times by 3 to 10 seconds per crosswalk.

Figure 1 – Speed hump, speed table and raised crosswalk dimensions



Warren Cannon
16 April 2021
Page 3

Figure 2 – Speed hump (Delta BC)



Figure 3 – Speed table (Surrey BC)



Warren Cannon
16 April 2021
Page 4

Figure 4 – Speed cushions (Vancouver BC)

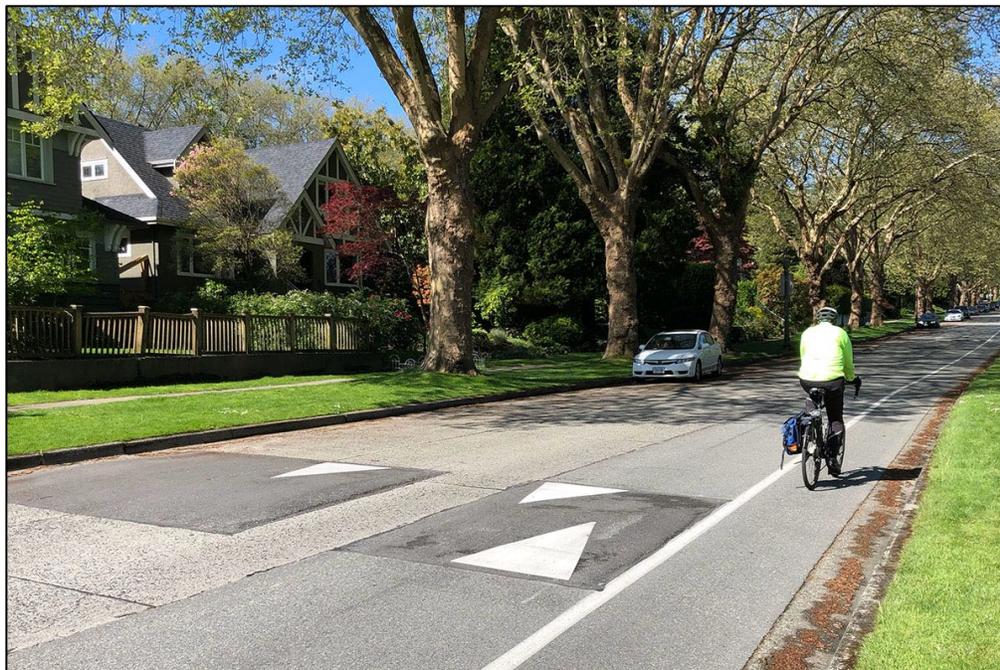


Figure 5 – Raised crosswalk (North Vancouver BC)



Warren Cannon
16 April 2021
Page 5

Approximate costs for prefabricated traffic calming devices are indicated below, plus any additional costs as necessary for drainage or lighting. These costs would be eligible for cost sharing funding from ICBC, but it should be noted that ICBC would likely require speed data, collision data and other data to support an application for funding.

- Speed humps = approximately \$7,000 each.
- Speed tables and raised crosswalks = \$7,000 to \$8,000 each.
- Speed cushions = approximately \$5,500 per location.

Recommended Approach

The recommended approach to addressing speeding concerns on Matterson Drive is illustrated in Figure 6, and includes a raised crosswalk at Bay Street and a speed table west of Victoria Road.

Figure 6 – Recommended traffic calming devices on Matterson Drive



Warren Cannon
16 April 2021
Page 6

The two traffic calming devices would be approximately 110 m apart, and would work in tandem to discourage speeding throughout this section of Matterson Drive, in both directions. Two devices are preferred to a single device not only to discourage speeding at each device, but also to discourage speeding along the section of road between the devices.

Specific notes and considerations regarding the recommended traffic calming devices include:

- The grade on Matterson Drive at Bay Street is approximately 3%, and the grade on the west side of Victoria Road is approximately 4%. These grades are well below the maximum grade of 8% for speed tables and raised crosswalks.
- The existing streetlights on the south side of the crosswalk at Bay Street and on the southwest corner at Victoria Road would likely provide adequate illumination of the traffic calming devices, and as a result there is not likely a need for additional lighting.
- The speed table should be constructed to the edges of the asphalt roadway, as in Figures 2 and 3, so that motorists do not attempt to drive across the speed table with one set of wheels off the side of the table.
- Similarly, the south side of the raised crosswalk should be extended to the edge of the asphalt roadway. On the north side, the raised crosswalk should be constructed to the pedestrian crossing sign, as illustrated in Figure 7.

Figure 7 – Raised crosswalk at Bay Street



Image source: Apple Maps

Warren Cannon
16 April 2021
Page 7

- Drainage could be an issue with either device. If there is sufficient cross-slope on Matterson Avenue water would flow to one side of the road at the speed table and the raised crosswalk. Otherwise, water could collect on the uphill side of the device, and it might be necessary to install a catchbasin or other form of drainage.

I trust that the recommended traffic calming devices meet your objectives of discouraging speeding on Matterson Drive. Please let me know if you have any questions regarding the locations or design of the devices.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard Drdul', written over a series of horizontal lines.

Richard Drdul, P.Eng.
Community Transportation Engineer



STAFF REPORT TO COUNCIL

Council Meeting: APRIL 27, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 0550-30

SUBJECT: CHANGE OF COUNCIL SCHEDULE – MAY 11, 2021

REPORT NO: 21-53

ATTACHMENT: NONE

RECOMMENDATION(S):

1. **THAT** the May 11, 2021, Regular Council meeting be rescheduled to start at 5:00 PM rather than 3:30 PM.

PURPOSE:

The purpose of this report is to recommend that Council reschedule their May 11, 2021, Regular Council Meeting to start at 5:00 PM rather than 3:30 PM.

DISCUSSION:

Council adopted their 2021 Council Meeting schedule in late 2020. This schedule identifies the date and time of Regular Council, Committee of the Whole, and Harbour Authority Meetings.

On March 23, 2021, Council directed Staff "...to focus time on a pilot project for a batch TUP intake for businesses and/or property owners looking to house a seasonal worker for this summer..." and waive the collection of associated notification fees. This project is known the Pilot Worker Housing Project.

The application period for the Pilot Worker Housing Project has now closed. The District has received 10 applications for Temporary Use Permits, for in excess of twenty campsites around Ucluelet.

At the May 11, 2021, Regular Meeting, Council will receive a report that outlines these applications. Since Council would be considering the issuance of Temporary Use Permits, the public should be given an opportunity to comment. To facility increased public participation, Staff recommend moving the May 11th meeting time from 3:30 PM to 5:00 PM.

Council could reschedule this meeting by adopting the recommended motion. After which, notice of this change would be provided by Staff.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Nominal Staff time will be required to provide notice of the new meeting time.

FINANCIAL IMPACTS:

There are no financial impacts.

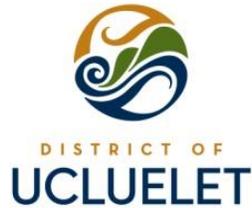
POLICY OR LEGISLATIVE IMPACTS AND CONSIDERATIONS:

This scheduling change may facilitate increased public participation in the Temporary Use Permit process.

OPTIONS REVIEW:

1. **THAT** the May 11, 2021, Regular Council meeting be rescheduled to start at 5:00 PM rather than 3:30 PM. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

Respectfully submitted: Joseph Rotenberg, Manager of Corporate Services



STAFF REPORT TO COUNCIL

Council Meeting: APRIL 27, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: RICK GEDDES, FIRE CHIEF

FILE NO: 3900-25

SUBJECT: UPDATED BURNING REGULATION

REPORT NO. 25-52

ATTACHMENT: APPENDIX A – BYLAW No. 1288, 2021

RECOMMENDATION(S):

1. **THAT** District of Ucluelet Outdoor Burning Bylaw No. 1288, 2021 be given first, second and third reading.

PURPOSE:

The purpose of this report is to present Council with the “District of Ucluelet Outdoor Burning Bylaw No. 1288, 2021.”

SUMMARY:

Currently, Bylaw No. 978, 2005, “*A Bylaw to Regulate Outdoor Burning*”, provides municipal legislation on outdoor burning. This bylaw does not align with the Ministry of Forests, Lands, and Natural Resource Operations (FLNRO) Open Burning Regulation in several areas. Because of these discrepancies, this Bylaw has proven challenging to enforce.

Bylaw No. 1288, 2021 will represent best practice for maintenance of air quality while reducing risk of wildfire within the District of Ucluelet.

BACKGROUND:

As air quality concerns and wildfire prevention awareness within the District of Ucluelet continue to increase, so does the need for increased regulation of outdoor burning.

Key improvements that would be reflected in Bylaw No. 1288, 2021 include:

- The addition of several definitions.
- The elimination of reference to “Land Clearing Fires”. This represents a departure from previously permitted behaviour within the District.
- The elimination “Land Clearing Fires” also eliminates the need to describe the “Burning Permit Application Process”. The largest allowable fire within the District would become a campfire. This will encourage the use of an alternate means of wood fibre disposal such as chipping.
- The Fire Chief would retain the ability to authorize specific fires “*For fire department training, or for the good of the municipality.*” This would provide the means to

continue such long-standing traditions as the Halloween bonfire at Big Beach.

- Bylaw 978, 2005 allows for “Garden Refuse Fires” during the first two weeks of April and the last two weeks of October. Bylaw 1288, 2021 does not allow for “Garden Refuse Fires” at any time. Residents should be encouraged to compost garden refuse.
- Bylaw 1288, 2021 provides clarity on beach fires. Some examples of this include:
 - *“Fires must be at least 3 (three) metres from any combustible materials”.*
 - *“Campfires on municipal beaches must be located below the high tide mark”.*
 - *“Campfires on municipal beaches must be completely extinguished by 10:00 pm or at the direction of a Bylaw Enforcement Officer”.*
- Bylaw 1288, 2021 aligns the size of a campfire with Provincial Regulations. Currently, Bylaw 978, 2005 allows a campfire which is twice the size that the Province allows.
- Bylaw 1288, 2021 provides the means for the District of Ucluelet to charge a fee should fire department response be required due to fire extension from the point of origin.
- Bylaw 1288, 2021 provides clarity on not allowing the release of sky lanterns.
- Bylaw 1288, 2021 provides exemptions for the use of a “Portable Campfire Apparatus”, with certain conditions.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Approximately 12 (twelve) hours of staff time was required to produce Bylaw 1288, 2021. Adoption of Bylaw 1288, 2021 would mean a reduction in staff time which was previously dedicated to the issuance of burning permits and subsequent compliance assessments.

FINANCIAL IMPACTS:

Other than staff time to produce and enforce the bylaw, there are no other anticipated financial impacts.

POLICY OR LEGISLATIVE IMPACTS AND CONSIDERATIONS:

With tourist season fast approaching, a new Bylaw Enforcement Officer starting soon, and more land development within the District imminent, this would be an ideal time to introduce a new Outdoor Burning Bylaw, namely Bylaw No. 1288, 2021.

OPTIONS REVIEW:

1. **THAT** District of Ucluelet Outdoor Burning Bylaw No. 1288, 2021 be given first, second and third reading. **(Recommended)**
2. **THAT** Council provides alternate direction to staff.

Respectfully submitted: Rick Geddes, Fire Chief

Appendix A

DISTRICT OF UCLUELET

Bylaw No. 1288, 2021

A bylaw to Regulate Outdoor Burning

WHEREAS the District of Ucluelet Council deems it desirable and necessary to regulate outdoor burning within the District of Ucluelet;

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

1. Definitions:

1.1 In this Bylaw:

“Accelerant” means any substance which increases the rate of combustion of a fire, rapidly expands a fire, or rapidly starts a fire, including but not limited to gasoline, butane, alcohol, or commercial fire starter products.

“Bylaw Enforcement Officer”, for the purposes of this Bylaw means any of the following:

- a) Bylaw Enforcement Officer for the District of Ucluelet;
- b) Fire Chief for the District of Ucluelet;
- c) Chief Administrative Officer for the District of Ucluelet;
- d) Superintendent of Public Works for the District of Ucluelet; or
- e) An Officer of the Royal Canadian Mounted Police.

“Campfire” means a contained outdoor fire used for cooking, social enjoyment, or ceremonial purposes which does not exceed 0.5 (one half) metre high and 0.5 (one half) metre wide.

“Fire Chief” means the person appointed by the Chief Administrative Officer, as head of the fire department.

“Garden Refuse” means any garden materials, and includes grass clippings, leaves, branches pruned from trees, shrubs, and any similar garden material.

“Municipality” means the District of Ucluelet.

“Noxious Material” means tires, plastics, drywall, demolition waste, dimensional lumber, domestic waste, treated wood, construction waste, land clearing debris, paint, special waste, tar paper, lumber, railway ties, manure, rubber, asphalt, asphalt products, petroleum products or containers, biomedical waste, tar, shingles, batteries, and any other substance which produces heavy black smoke, noxious odours or toxic residue when burned.

“Open Burning” means the combustion of material with or without control of the

combustion air and without a stack or chimney to vent the emitted products of combustion to the atmosphere.

“Portable Campfire Apparatus” means a free-standing fireplace that burns liquid or gaseous fuel designed to provide ambiance and heat and is approved by Underwriters Laboratories of Canada (ULC) or the Canadian Standards Association (CSA). Such devices must only be operated on a non-combustible surface.

“Sky Lantern” means a small hot air balloon made of paper or a similar lightweight material that is powered by a candle.

2. Restrictions

- 2.1. The Fire Chief may suspend, restrict, or cancel any or all Open Burning.
- 2.2. A person who lights, fuels, or makes use of a fire must extinguish it immediately when directed to do so by a Bylaw Enforcement Officer.

3. Campfires

- 3.1 Campfires are permitted provided there are no Open Burning restrictions in place and all the following conditions are met:
 - a) Fires must be at least 3 (three) metres from any combustible materials;
 - b) A pail containing at least 8 (eight) litres of water, garden hose capable of reaching and extinguishing the fire, or a shovel capable of extinguishing the fire must always be near the fire;
 - c) A competent person 18 (eighteen) years of age or older must always attend the fire;
 - d) Campfires on municipal beaches must be located below the high tide mark;
 - e) Campfires on municipal beaches must be completely extinguished by 10:00 pm or at the direction of a Bylaw Enforcement Officer; and
 - f) Fires must be completely extinguished, and ashes must be cool to the touch prior to abandonment.

4. Prohibitions

- 4.1 A fire which exceeds the size of a Campfire is prohibited.
- 4.2 The use of Accelerants is prohibited.
- 4.3 The burning of Noxious, explosive, corrosive, or toxic material is prohibited.
- 4.4 It is prohibited to allow a fire to extend from the point of origin. Such person(s) responsible may be liable for any and all damages caused by said fire and all costs for fire department response. Fire department charges will be based on the All-Found rate listed in the “Memorandum of Agreement for Inter-Agency Operational Procedures and Reimbursement Rates” for the Province of British Columbia which is

current at the time of the fire.

- 4.5 The use of Sky Lanterns is prohibited.
- 4.6 The burning of Garden Refuse is prohibited.

5. Exemptions

- 5.1 Notwithstanding any of the above, Open Burning is allowed where authorized by the Fire Chief for the purposes of fire department training, or for the good of the Municipality.
- 5.2 A Portable Campfire Apparatus may be operated provided its use is in accordance with the manufacturer's specifications. Flame length must not exceed 15 (fifteen) centimeters.

6. Inspections

- 6.1 A Bylaw Enforcement Officer may:
 - a) enter at all reasonable times, on any property that is subject to this Bylaw, to ascertain whether the regulations in this Bylaw, or the directions made under this Bylaw, are being observed;
 - b) inspect property or premises for conditions that may cause a fire or increase the danger of fire or increase the danger to persons;
 - c) make orders directing the property owner, occupiers, or owner's agent to bring the property, premises, or fire into compliance with this Bylaw; or
 - d) order a property owner, occupier, or owner's agent to extinguish any type of fire, at the Bylaw Enforcement Officer's discretion.
- 6.2 No person shall prevent or obstruct, or attempt to prevent or obstruct, a Bylaw Enforcement Officer who is enforcing the provisions of this Bylaw.

7. Ticketing

- 7.1 A person commits an offence and is subject to the penalties imposed by this Bylaw, and the Offence Act, if that person:
 - a) contravenes, violates or fails to comply with any provision of this Bylaw or any order issued under this Bylaw;
 - b) suffers or permits any act or thing to be done in contravention or violation of any provision of this Bylaw or any order issued under this Bylaw; or
 - c) fails or neglects to do anything required to be done under this Bylaw or any order issued under this Bylaw.
- 7.2 Each day that a contravention of a provision of this Bylaw occurs or continues shall constitute a separate offence.
- 7.3 Fines and penalties for tickets issued for offences against this Bylaw shall be in

accordance with Schedule "A", attached hereto and forming part of this Bylaw.

8. Severability

8.1 If any provision of this Bylaw is determined by a court of competent jurisdiction to be unlawful or unenforceable, that provision shall be severed from this Bylaw and shall not affect the validity of any remaining provision of this Bylaw.

9. Administrative Provisions

9.1 This Bylaw may be cited as the "District of Ucluelet Outdoor Burning Bylaw No. 1288, 2021".

9.2 This bylaw hereby repeals the "District of Ucluelet Outdoor Burning Bylaw No. 978, 2005 and amendments thereto".

READ A FIRST TIME this day of , .

READ A SECOND TIME this day of , .

READ A THIRD TIME this day of , .

ADOPTED this day of , .

CERTIFIED A TRUE AND CORRECT COPY of the "District of Ucluelet Outdoor Burning Bylaw No. 1288, 2021."

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

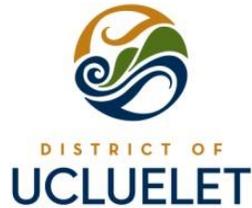
THE CORPORATE SEAL of the
District of Ucluelet was hereto
affixed in the presence of:

Joseph Rotenberg
Corporate Officer

Outdoor Burning Bylaw No. 1288, 2021

Schedule "A" Fines and Penalties

Description of Offense	Section	Fine
Burning while restrictions are in place	3.1	\$250.00
Refusal to extinguish fire when directed to do so	2.2	\$250.00
Fire less than 3 metres from combustibles	3.1 (a)	\$100.00
Inadequate means of extinguishment at site of fire	3.1 (b)	\$100.00
No person 18 years of age or older in attendance at fire	3.1 (c)	\$100.00
Burning above the high tide line	3.1 (d)	\$100.00
Beach fire not extinguished by 10:00 pm or when directed to do so	3.1 (e)	\$100.00
Fire not completely extinguished	3.1 (f)	\$100.00
Fire which exceeds the allowable size	4.1	\$250.00
Use of an Accelerant	4.2	\$250.00
Burning Noxious, explosive, corrosive, or toxic material	4.3	\$250.00
Fire extension from the point of origin Additional fire department charges may be applied	4.4	\$250.00
Use of a Sky Lantern	4.5	\$250.00
Lighting a Garden Refuse Fire	4.6	\$250.00
Use of a non-compliant Portable Campfire Apparatus	5.2	\$100.00
Obstruction of a Bylaw Officer	6.2	\$250.00



STAFF REPORT TO COUNCIL

Council Meeting: April 27, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING **FILE NO:** 3360-20-RZ21-03

SUBJECT: ZONING AMENDMENT FOR 829 RAINFOREST DRIVE **REPORT NO:** 21-56

ATTACHMENT(S): APPENDIX A - BYLAW NO. 1291, 2021
APPENDIX B – APPLICATION

1. Requested resolution:

- A. **THAT** Council give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1291, 2021, and refer the bylaw to a public hearing.

2. Purpose:

To provide Council with information on an application to amend Zoning Bylaw No. 1160, 2013, for Lot 38, District Lot 282, Clayoquot District, Plan VIP79602 - 829 Rainforest Drive (the **Subject Property**) to allow for a detached Accessory Residential Dwelling Unit (**ARDU**) provided that the Single-Family Dwelling does not contain a Secondary Suite (**SS**) or Bed and Breakfast (**B&B**).



Figure 1 – Subject Property

3. Background:

The subject property is a vacant 0.6-acre residential lot on Rainforest Drive. There are residential properties to the sides and rear of the subject property as well as to the front and across Rainforest Drive. Along the southern property line there is a public path that connects the Rainforest Area to the St. Jacques Area. The applicant submitted this application (**Appendix B**) to add an ARDU on March 8, 2021.

4. Discussion:

Council has seen a few similar applications in recent years where a ARDU is added as a secondary use provided that the Single-Family Dwelling does not contain a SS or a B&B. Planning Staff have been working on a report that reviews the integration of ARDU's into residential zones along with other zoning consideration that look to the attainability and affordability of the community's residential neighborhoods. Not wanting to let this application get caught in that bigger conversation, this application is being brought forward on its own accord.

The Subject Property is currently zoned *CD-3A Subzone-District Lot 282* and has the following permitted uses:

(1) *Principal:*

(a) *Single Family Dwelling*

(2) *Secondary:*

(a) *Bed and Breakfast*

(b) *Secondary Suite*

The applicant is proposing to relinquish the allowance for a B&B or SS in favor of a 60m ARDU located as indicated in the following site plan:

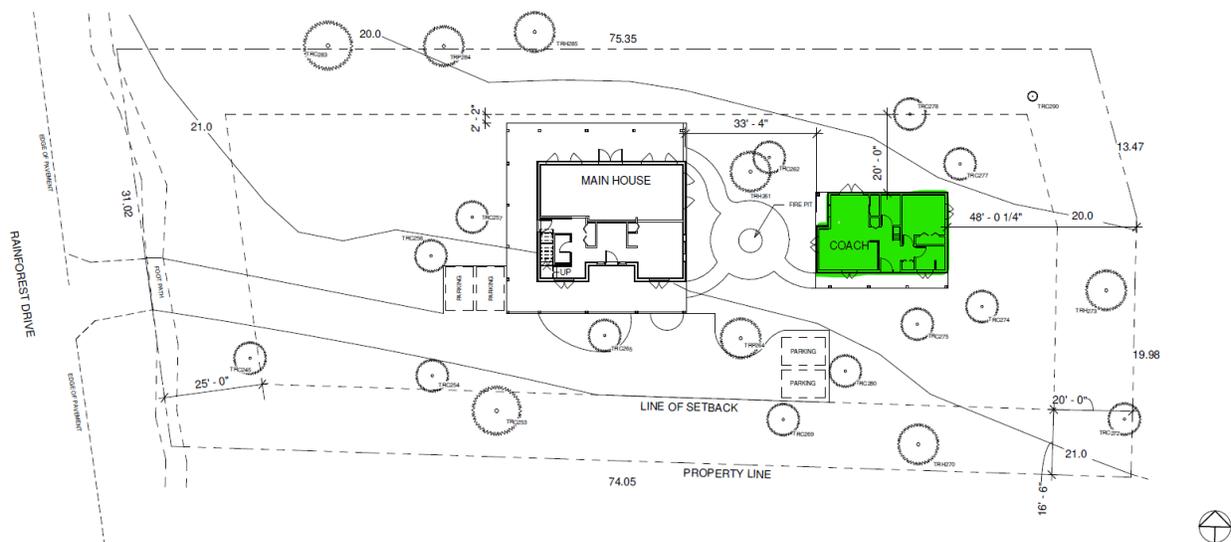


Figure 2 – Site Plan

The subject property is a large property with the ARDU unit located well within the required setbacks. The impact of this small separate dwelling would be less than the existing potential impact from a three-unit B&B. To allow an ARDU on the subject property the following would need to be added alphanumerically to section CD-3A.1.1 as follows:

“(3) On Lot 38, District Lot 282, Clayoquot District, Plan VIP79602 (829 Rainforest Drive), Accessory Residential Dwelling Unit is also permitted as a secondary use to the principal Single-Family Dwelling, located within a detached accessory building on the same property, provided that the Single Family Dwelling does not contain a Secondary Suite or a Bed and Breakfast.”

Council has seen similar applications where the owner was required to enter into a section 219 restrictive covenant to ensure the size and location of the proposed development. In this case, the CD-3A Zone has large accessory building setbacks (5m to the side and rear yard) and a maximum building size of 60m² (same as proposed), therefore a section 219 covenant may not be necessary. The addition of a section 219 restrictive covenant remains an option if Council desires more surety of the ARDU's location.

5. Financial Implications:

There are no direct financial implications to the District of Ucluelet.

6. Policy or Legislative Impacts:

As the requested change does not change the Residential – Single Family land use designation, Staff consider this application to be consistent with the *Official Community Plan*.

7. Options:

Staff support the zoning amendment for the ARDU being proposed in this application for 829 Rainforest Drive. Alternatively, Council could consider the following:

B. THAT Council provide alternative direction to staff.

Respectfully submitted: Bruce Greig, Manager of Planning
John Towgood, Planner 1

Appendix A**DISTRICT OF UCLUELET****Zoning Amendment Bylaw No. 1291, 2021**

A bylaw to amend the "District of Ucluelet Zoning Bylaw No. 1160, 2013".
(829 Rainforest Drive)

WHEREAS the District of Ucluelet Council by Bylaw No. 1160, 2013, adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

1. Text Amendment:

Schedule B of the District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by adding the following subsection (3) to section CD-3A.1.1 in alphanumerical order, as follows:

"(3) On Lot 38, District Lot 282, Clayoquot District, Plan VIP79602 (829 Rainforest Drive), *Accessory Residential Dwelling Unit* is also permitted as a secondary use to the principal *Single Family Dwelling*, located within a detached accessory building on the same property, provided that the *Single Family Dwelling* does not contain a *Secondary Suite* or a *Bed and Breakfast*."

2. Citation:

This bylaw may be cited as "District of Ucluelet Zoning Amendment Bylaw No. 1291, 2021".

READ A FIRST TIME this day of , 2021.

READ A SECOND TIME this day of , 2021.

PUBLIC HEARING this day of , 2021.

READ A THIRD TIME this day of , 2021.

ADOPTED this day of , 2021.

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Zoning Amendment Bylaw No. 1291, 2021.”

Mayco Noël
Mayor

Corporate Officer

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

Corporate Officer

Appendix B

District of Ucluelet Zoning Bylaw Amendment
RE: 829 Rainforest drive

Attn: District of Ucluelet Council

We are applying for a zoning bylaw amendment to use a proposed detached accessory building as an accessory residential dwelling unit (ARDU) for a long term tenant. The proposed detached accessory unit is to be constructed at the same time as the principal residence.

This site is 2,413.6m² (0.6 acres) in the Rainforest development. The proposed house and accessory building are sited to the middle/rear of the property to provide privacy from the road. The accessory building is located behind the principal residence along the rear of the property for privacy and to minimize impact to the neighbourhood and neighbours. The proposed house complies with the CD-3A zoning requirements. The home is 2,192 square foot single family residence. The accessory building also complies with the CD-3A zoning guidelines under 645 sf and under 18'.

As a long term west coast family, we are feeling the effects of the increasing costs. Being able to utilize the accessory unit as an ARDU will alleviate the need for childcare and long distance elderly care by providing a home for Adela's mother. The ARDU accessory unit will never be used for any short term rental operations.

Our goal for this zoning bylaw amendment is to be able to manage to offset living costs by all moving to the same property. Please consider this zoning bylaw amendment to help support a long term west coast family. A set of building plans is included with the application which shows the proposed principal residence and the proposed accessory building.

Thank you for your time and consideration.

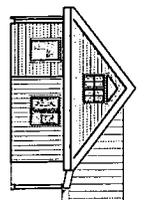
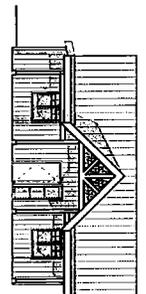
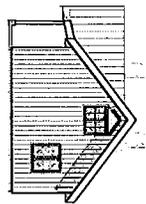
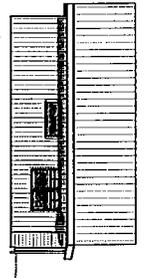
Kind regards,

Christopher Randall Shaw

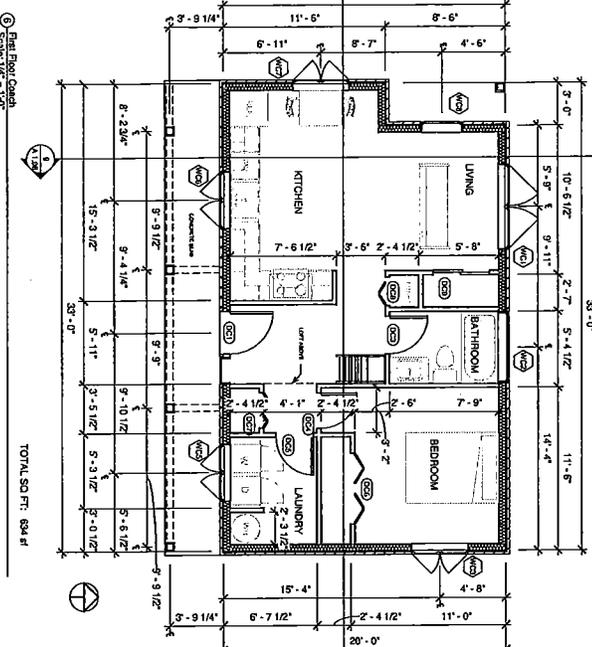
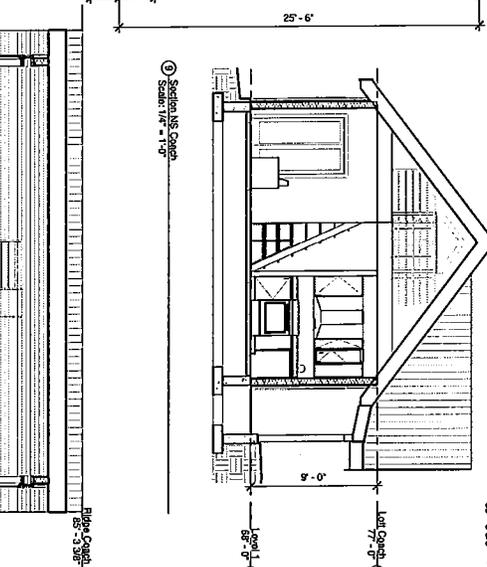
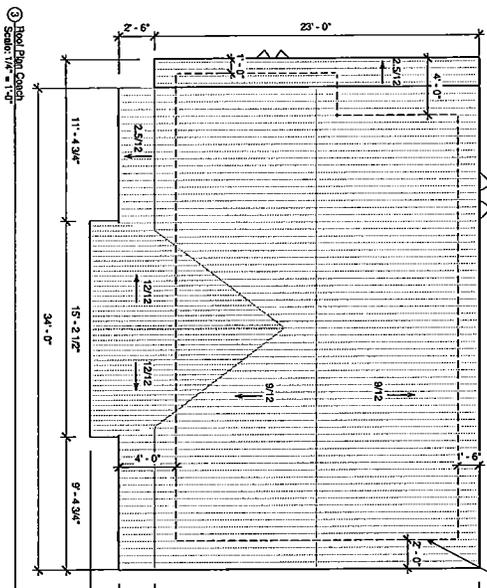
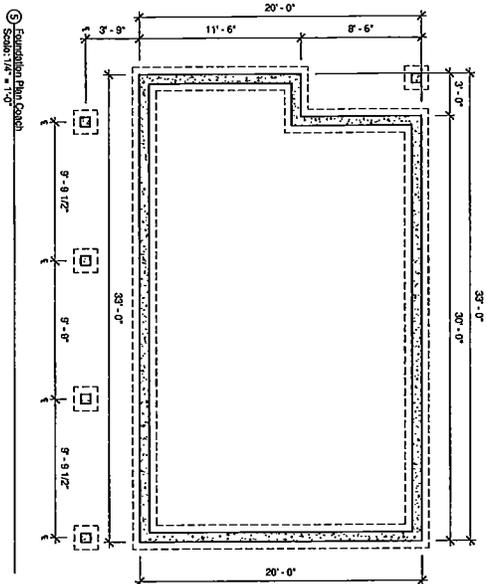


Adela Christine Fawkes



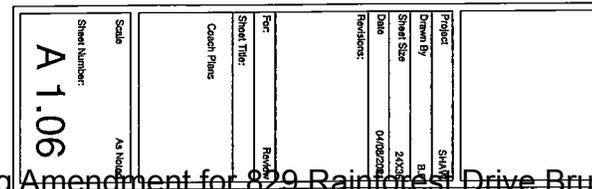


① Elevation Coach
Scale: 1/8" = 1'-0"
NORTH
EAST
SOUTH
WEST



Door Schedule Coach					
Mark	Width	Height	Finish	Comments	Count
DC1	3'-0"	6'-8"	Exterior, Left Handing w/ 20° Sidelight	Sidelight Not Included in VOB	1
DC2	2'-6"	6'-8"	Interior, Single, Left Handing		1
DC3	2'-6"	6'-8"	Interior, Single, Left Handing		1
DC4	2'-6"	6'-8"	Interior, Single, Left Handing		1
DC5	2'-6"	6'-8"	Interior, Single, Left Handing		1
DC6	2'-6"	6'-8"	Interior, Single, Left Handing		1
DC7	2'-6"	6'-8"	Interior, Single, Left Handing		1
DC8	2'-6"	6'-8"	Interior, Single, Left Handing		1
DC9	2'-6"	6'-8"	Interior, Single, Left Handing		1

Window Schedule Coach					
Mark	Height	Width	Material	Comments	Count
WC1	4'-0"	4'-0"	12" Mullion	Roof Slope 9/12, Pane Not Included in VOB	1
WC2	4'-0"	4'-0"	12" Mullion	Roof Slope 9/12, Pane Not Included in VOB	1
WC3	4'-0"	4'-0"	12" Mullion	Roof Slope 9/12, Pane Not Included in VOB	1
WC4	4'-0"	4'-0"	12" Mullion	Roof Slope 9/12, Pane Not Included in VOB	1
WC5	4'-0"	4'-0"	12" Mullion	Roof Slope 9/12, Pane Not Included in VOB	1
WC6	4'-0"	4'-0"	12" Mullion	Roof Slope 9/12, Pane Not Included in VOB	1
WC7	4'-0"	4'-0"	12" Mullion	Roof Slope 9/12, Pane Not Included in VOB	1
WC8	4'-0"	4'-0"	12" Mullion	Roof Slope 9/12, Pane Not Included in VOB	1
WC9	4'-0"	4'-0"	12" Mullion	Roof Slope 9/12, Pane Not Included in VOB	1



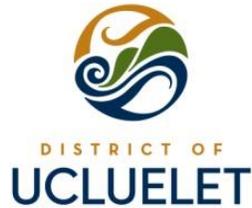
SHAW RESIDENCE

829 RAINFOREST DRIVE
UCLUELET, BC V0R 2A0

PO BOX 187
 TORNO BC, V0R 2B0
 info@nectordesign.ca
 www.nectordesign.ca

Project:	SHAW
Drawn By:	Bl.
Sheet No:	2405
Date:	04/02/2024
Revisions:	

Part:
 Part Title:
 Coord Planes:
 Scale: AS NOTED
 Sheet Number: **A1.06**



STAFF REPORT TO COUNCIL

Council Meeting: April 27, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 3360-20-RZ21-02

**SUBJECT: DISTRICT OF UCLUELET ZONING AMENDMENT BYLAW
NO. 1287, 2021 (GARAGE FAR EXEMPTION) – ADOPTION**

REPORT NO: 21- 54

ATTACHMENT(S): APPENDIX A – DISTRICT OF UCLUELET ZONING AMENDMENT BYLAW NO. 1287, 2021

RECOMMENDATION:

1. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, be adopted.

PURPOSE:

The purpose of this report is to bring back District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021 (the “Bylaw”) for Council to consider adoption.

BACKGROUND:

At the March 9, 2021, Regular Meeting, Council gave the Bylaw first and second reading and referred it to Public Hearing. A Public Hearing was conducted on April 8, 2021 and the Bylaw received third reading on April 14, 2021.

Since the Bylaw received first, second and third reading, and a Public Hearing has been conducted, Council is now in a position to adopt the Bylaw.

OPTIONS:

1. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, be adopted.
(Recommended)
2. **THAT** Council provide alternative direction to Staff.

Respectfully submitted: Joseph Rotenberg, Manager of Corporate Services

Appendix A

DISTRICT OF UCLUELET

Zoning Amendment Bylaw No. 1287, 2021

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

(Areas used for parking may be excluded from *gross floor area* in the R-1 Zone)

WHEREAS the District of Ucluelet Council by Bylaw No. 1160, 2013, adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

1. Text Amendment:

THAT Schedule B of the District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by adding the following subsection to section **R-1.3 Density** in alphanumerical order, as follows:

“R-1.3.2(a) Notwithstanding the Density Regulations in Section 304.2, on lots within the R-1 zone, up to 56m² (600 ft²) of building area designated and used solely for the parking or temporary storage of private vehicles may be excluded from the *gross floor area* used in the calculation of *floor area ratio*.”

2. Citation:

This bylaw may be cited as “District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021”.

READ A FIRST TIME this 9th day of March , 2021.

Amended this 9th day of March , 2021.

READ A SECOND TIME as amended this 9th day of March, 2021.

PUBLIC HEARING held this 8th day of April, 2021.

READ A THIRD TIME this 14th day of April, 2021.

ADOPTED this day of , 2021.

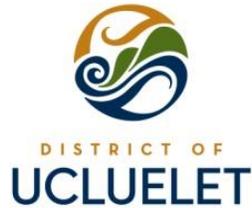
CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021.”

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

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

Joseph Rotenberg
Corporate Officer



STAFF REPORT TO COUNCIL

Council Meeting: APRIL 27, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 1700-02

SUBJECT: FIVE YEAR FINANCIAL PLAN AND TAX RATES BYLAWS - ADOPTION

REPORT NO: 21-50

ATTACHMENT(S): APPENDIX A – UCLUELET 2021-2025 FINANCIAL PLAN BYLAW NO. 1289, 2021
APPENDIX B – UCLUELET ANNUAL TAX RATES BYLAW NO. 1290, 2021
APPENDIX C – UCLUELET 2021 BUDGET PUBLIC OPEN HOUSE SLIDES
APPENDIX D – BUDGET CORRESPONDENCE
APPENDIX E – REPORT NO. 21-46

RECOMMENDATION(S):

1. **THAT** the District of Ucluelet 2021–2025 Financial Plan Bylaw No. 1289, 2021 be given third reading and be adopted.
2. **THAT** the District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021 be given third reading and be adopted.

PURPOSE:

Staff recommend Council giving third reading and adopt the 2021-2025 Financial Plan Bylaw No. 1289, 2021 (“Bylaw 1289”) first, and the Annual Tax Rate Bylaw No. 1290, 2021 (“Bylaw 1290”) second.

BACKGROUND:

On April 14th Council gave Bylaw 1289 and Bylaw 1290 first and second reading. Since Ministerial Order M192 allows municipalities to adopt financial bylaws at the same meeting as third reading, Council is able to give these Bylaws third reading and adopt them at this meeting.

The public has been encouraged to provide feedback about the budget throughout the budget process, but the formal public input period was from April 14th to April 26th. Attached as Appendix D to this report is Budget Correspondence that had been received at the time that this report was published.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

In accordance with the *Community Charter*, a municipality must annually adopt their financial plan and tax rates bylaw by May 15 of each year.

FINANCIAL IMPACTS:

At this time, it is unknown the extent of the impact the COVID-19 pandemic will have on the District of Ucluelet. The 2021 financial plan takes into account potential reductions in revenues, reduced

taxation as was previously planned, and decreases in expenditures where possible. Should the need arise the financial plan may be amended under Section 165 (2) of the *Community Charter*.

The proposed 2021-2025 Financial Plan Bylaw No. 1289, 2021 and Annual Tax Rates Bylaw No. 1290, 2021 would replace the current Financial Plan and Tax Rates bylaws from 2020.

POLICY OR LEGISLATIVE IMPACTS:

The 2021-2025 Financial Plan Bylaw and the Annual Tax Rates Bylaw complete the Financial Plan process for 2021, and enable the District of Ucluelet to meet the obligation of levying and collecting taxes for other bodies.

OPTIONS REVIEW:

1. **THAT** the District of Ucluelet 2021–2025 Financial Plan Bylaw No. 1289, 2021 be given third reading and be adopted. **(Recommended)**
2. **THAT** the District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021 be given third reading and be adopted. **(Recommended)**
3. **THAT** Council provide alternative direction to Staff.

Respectfully submitted: Joseph Rotenberg, Manager of Corporate Services
Donna Monteith, Chief Financial Officer

Appendix A

DISTRICT OF UCLUELET**Bylaw No. 1289, 2021**

A Bylaw to Adopt the Five-Year Financial Plan
For the Period 2021 to 2025 inclusive

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

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

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

1. Citation

This bylaw may be cited for all purposes as the “**District of Ucluelet 2021 – 2025 Financial Plan Bylaw No. 1289, 2021**”.

2. Objectives and Policies

Schedule “A” attached to and forming part of this bylaw, sets out the objective and polices for the period January 1, 2021 to December 31, 2025.

3. Consultation

Pursuant Section 166 of the *Community Charter*, public consultation occurred throughout the budget process beginning in December 2020. As well, online feedback took place from April 15, 2021 to April 27, 2021.

4. Repeal

The District of Ucluelet 2020 – 2024 Financial Plan Bylaw No. 1274, 2020 is repealed.

READ A FIRST TIME this 14th day of April, 2021.

READ A SECOND TIME this 14th day of April, 2021.

READ A THIRD TIME this day of , 2021.

ADOPTED this day of , 2021.

CERTIFIED CORRECT: “District of Ucluelet 2021 – 2025 Financial Plan Bylaw No. 1289, 2021”

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

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

Joseph Rotenberg
Corporate Officer

Schedule “A”
“District of Ucluelet 2021 – 2025 Financial Plan Bylaw No. 1289, 2021”

Statement of Objectives and Policies:

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

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

The current financial plan provides for \$16,374,729 to be generated for the 2021 year.

Revenue Objectives

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

	2021	Percent of Total
REVENUE		
Property Taxes	\$3,078,693	18.8%
1% Utility Taxes	46,113	0.3%
Federal/Provincial in place of taxes	40,000	0.2%
Taxes	3,164,806	19.3%
Sale of services	884,414	5.4%
Penalties and Interest earned	85,300	0.5%
Grants and donations	7,463,680	45.6%
Deferred revenues recognized (DCC, Other)	1,013,383	6.2%
Water sale of services	747,655	4.6%
Sewer sale of services	646,518	3.9%
Transfers	2,368,973	14.5%
Total Revenue	16,374,729	100.0%

Surplus Funds Objective

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

Use of Surplus Funds

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

Debt Objective

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

Reserve Funds Objective

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

Proportion of Taxes Allocated to Classes Objective

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

Permissive Tax Exemptions Objective

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

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

Development Cost Charges Objective

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

DISTRICT OF UCLUELET					
FINANCIAL PLAN 2021-2025					
BYLAW NO. 1289					
SCHEDULE A					
	2021	2022	2023	2024	2025
REVENUE					
Property Taxes	\$3,078,693	\$3,201,841	\$3,329,914	\$3,463,111	\$3,601,635
1% Utility Taxes	46,113	46,189	46,189	46,189	46,189
Federal/Provincial in place of taxes	40,000	40,000	40,000	40,000	40,000
Taxes	3,164,806	3,288,030	3,416,103	3,549,300	3,687,824
Sale of services	884,414	984,129	1,012,470	1,033,710	1,052,100
Penalties and Interest earned	85,300	85,360	85,360	85,360	85,360
Grants and donations	7,463,680	7,945,750	9,327,096	9,210,639	7,293,304
Deferred revenues recognized (DCC, Other)	1,013,383	-	-	-	-
Water sale of services	747,655	742,300	744,940	752,631	763,060
Sewer sale of services	646,518	652,831	658,007	663,287	673,890
Transfers	2,368,973	2,717,936	1,287,927	1,353,055	1,187,413
Total Revenue	16,374,729	16,416,336	16,531,903	16,647,982	14,742,951
EXPENSE					
Interest payments	145,329	144,839	144,343	143,843	144,640
Amortization expenses	1,167,665	1,167,665	1,167,665	1,167,665	1,167,665
General Government	1,679,231	1,804,874	1,798,409	1,834,416	1,863,089
Protective services	371,767	327,584	336,566	346,359	352,122
Planning & Development	763,040	734,414	742,514	770,793	719,457
Transportation services	961,331	996,715	1,020,237	1,038,768	1,050,306
Environmental health (Garbage/recycling)	27,686	38,239	10,000	10,000	10,000
Cemetery	12,442	12,581	12,800	12,800	12,946
Recreation and Tourism	1,016,061	1,077,169	1,030,517	1,042,391	1,047,507
Parks	681,440	678,973	690,658	706,328	721,468
Water operations	1,020,167	943,059	959,280	915,184	1,091,386
Sewer operations	661,027	632,737	578,450	603,830	610,942
Total Expense	8,507,186	8,558,849	8,491,439	8,592,377	8,791,528
ADD					
Amortization	1,167,665	1,167,665	1,167,665	1,167,665	1,167,665
Total Additions	1,167,665	1,167,665	1,167,665	1,167,665	1,167,665
DEDUCT					
Principal payments debt	171,106	171,597	172,093	172,593	132,724
Transfers to Reserves	55,000	55,000	72,557	56,009	56,030
Acquisitions of tangible capital assets	8,809,102	8,798,555	8,963,479	8,994,668	6,930,334
Total Deductions	9,035,208	9,025,152	9,208,129	9,223,270	7,119,088
Financial Plan Balance: Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0

Appendix B

DISTRICT OF UCLUELET

Bylaw No. 1290, 2021

A Bylaw for the Levying of Taxation Rates for Municipal, Debt, Regional Library,
Regional Hospital, and Regional District Purposes for the year 2021

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

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

Title

1. This bylaw may be cited for all purposes as "**District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021**".

Enactment

2. The following taxes rates are hereby imposed and levied for the year 2021:
 - I. General Municipal Purposes - For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" attached hereto and forming a part of this bylaw.
 - II. Regional District Purposes - For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional district purposes, rates appearing in Column II of Schedule "A" attached hereto and forming a part of this bylaw.
 - III. Regional Hospital District - For Hospital purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" attached hereto and forming a part of this bylaw.
 - IV. Library - For Library purposes on the value of land and improvements taxable for regional library purposes, rates appearing in Column IV of Schedule "A", attached hereto and forming a part of this bylaw.

Effective Date

- 3. The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January 2021.

Terms of Payment and Penalties

- 4. The aforementioned rates and taxes shall be due and payable on July 2, 2021 at the municipal office of the District of Ucluelet, at Ucluelet in the Province of British Columbia.
- 5. There shall be added to the unpaid taxes levied for the year 2021, in respect of each parcel of land and improvements thereon on the real property tax roll, ten percent (10%) of the amount unpaid as of the fifth day of July 2021.

READ A FIRST TIME this 14th day of April, 2021.

READ A SECOND TIME this 14th day of April, 2021.

READ A THIRD TIME this day of , 2021.

ADOPTED this day of , 2021.

CERTIFIED CORRECT; " District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021".

Mayco Noël
Mayor

Joey Rotenberg
Corporate Officer

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

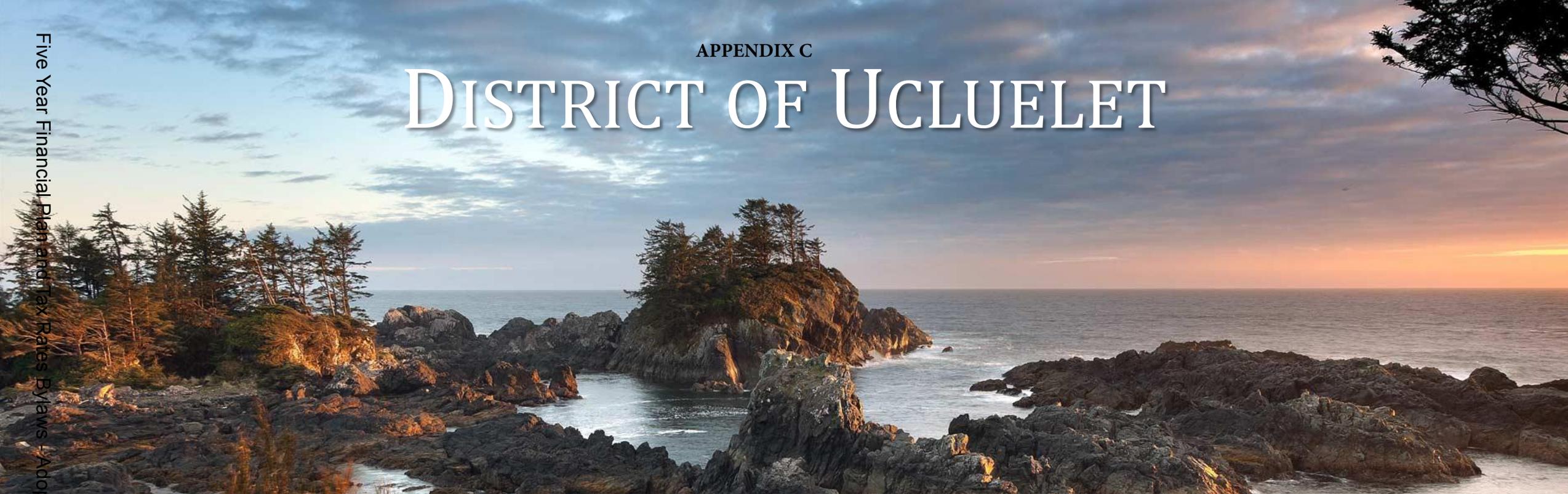
Joey Rotenberg
Corporate Officer

Schedule "A"
"District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021"

		I	II	III	IV
Class	Class Name	General Municipal	Regional District of Alberni Clayquot	Regional Hospital District	Library
1	Residential	3.06622	0.4352	0.1939	0.12168
2	Utilities	38.46975	1.5234	0.6789	1.52660
3	Supportive Housing	3.06622	0.4352	0.1939	0.12168
4	Major Industry	0.0000	1.4798	0.6595	0.00000
5	Light Industry	10.70155	1.4798	0.6595	0.42466
6	Commercial	10.70427	1.0663	0.4752	0.42478
7	Managed Forest Lands	0.0000	1.3057	0.5819	0.00000
8	Recreational	11.36727	0.4352	0.1939	0.45107

APPENDIX C

DISTRICT OF UCLUELET



2021 PROPOSED BUDGET ONLINE OPEN HOUSE



2021 BUDGET PROCESS AND TIMELINE

December 3, 2020 – April 1, 2021

Budget Presentations

April 14th

First & Seconds Readings - Five Year Financial Plan, and Tax Rates Bylaws

April 15th

Online Public Input Begins

April 26th

Deadline for submitting written public feedback to communityinput@ucluelet.ca

April 27th

3rd and Final Approval - Five Year Financial Plan Bylaw

3rd and Final Readings - Tax Rates Bylaw

Note: Bylaws MUST be adopted prior to May 15, 2021



2021 BUDGET OVERVIEW



District Budget

- \$10,033,744 million in 2020
- \$16,374,729 million in 2021

Challenges and Highlights

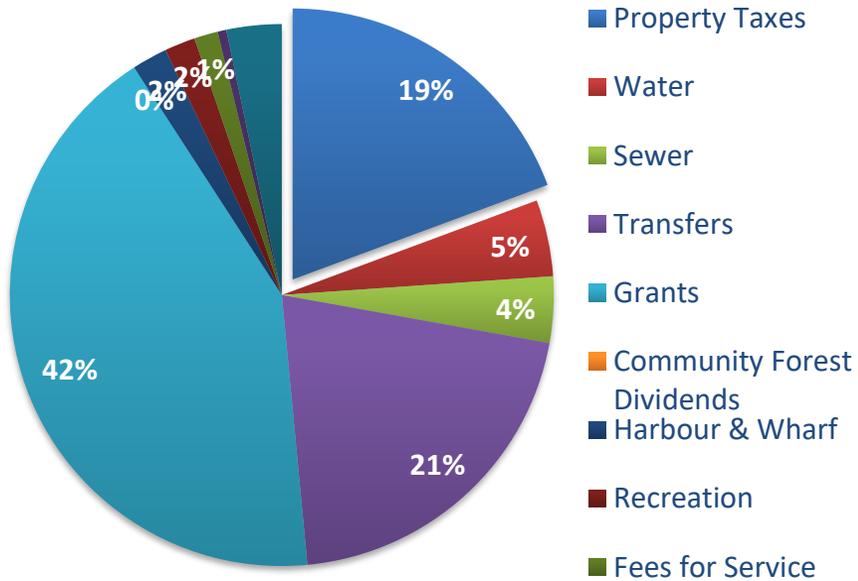
- Increase largely capital projects, carry over items from previous year, and temporary staff funded by the Covid-19 Restart grant.
- COVID-19 has created significant impacts on operational revenues and cash flows.
- 1% overall general municipal property tax proposed for operations.
- Future years are based on a 4% revenue increase in general Municipal taxation **each** year.



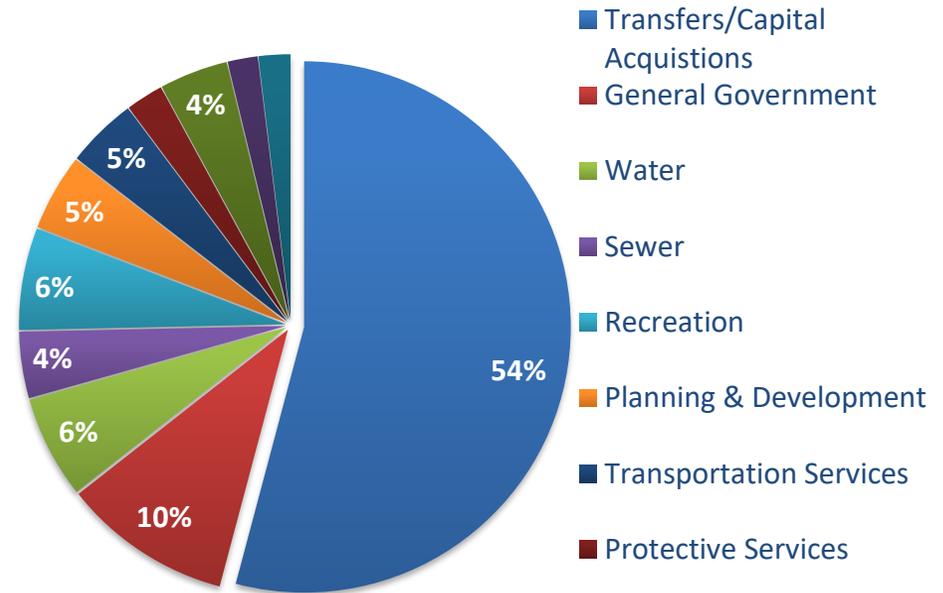
2021 REVENUES & EXPENDITURES

2021 District Budget: ~16.3 Million

Where do our dollars come from?



How are our dollars spent?



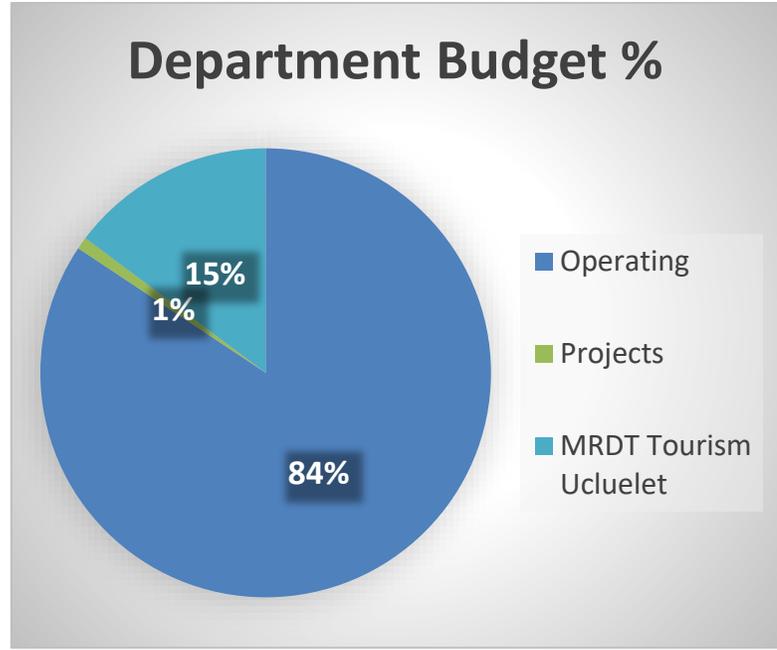
FINANCE/CORPORATE SERVICES DEPARTMENT OVERVIEW

Department Summary

2020 Budget - \$ 1,352,958

2021 Budget - \$1,694,231

Departmental Staff – 7.50 FTE



Finance Core Services

- Accounting for transactions
- Treasury
- Taxation
- Financial Planning & Budgeting
- Procurement & Purchasing
- Fiscal Management
- Support Services

Corporate Core Services

- Council & Harbour Authority Meetings
- Council Support
- Committees of Council
- Records Management
- Bylaws
- Human Resources Support
- Corporate Communications
- Information Technology - Contracted Services



FINANCE/CORPORATE SERVICES DEPARTMENT PROJECTS

2020 Carry Forward Projects

- Bylaw/Policy Gap Analysis – in progress
- Continued Indigenous Awareness training - \$3,000

2021 Proposed Projects - funded through operating budgets

- Asset Management – Facilities Master Plan - \$20,000 (Gas Tax)
- SewerWorth Implementation completion- \$2,700
- Bi-Monthly Mayor's radio address - \$2,350
- Policy updates/additions – in house (Communications, Investments, Reserves)
- Bylaw reviews/updates – in house (Fees & Charges, Business Licensing)
- Records management system review, redesign and initial implementation – \$18,000 (cut)
- UCC and District office server replacement and relocation to the Fire Hall – (\$15,000)



PLANNING AND BUILDING DEPARTMENT OVERVIEW

Department Summary

2020 Budget - \$675,632

2021 Budget - \$763,040

Departmental Staff – 4 FTE

Core Services

- Current Planning – Development Applications
- Long Range Planning (bylaw updates)
- Property Inquiries
- Land Files
- Subdivision
- Business Licensing Approvals
- Planning Public Realm projects (parks, pathways, roads, facilities)
- Building Permits & Inspections
- Bylaw Services

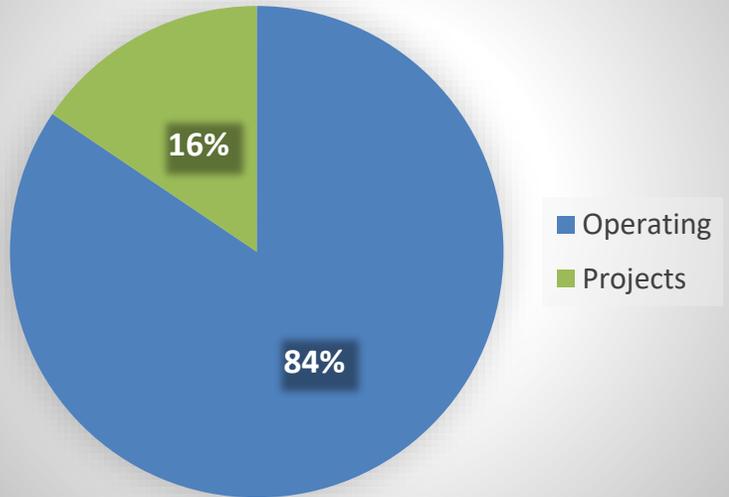
2020

- Flood Risk Assessment & Mapping - \$150,000 (Grant)
- Land-Use Demand Study (w/ Tofino) - \$120,000 (Multiple Sources)

Projects Proposed for 2021

- OCP Bylaw Adoption
- Residential Zoning amendments (B&B's/accessory cottages/etc.) - \$25,000
- Flood Plain Bylaw
- Affordable Housing Needs Assessment (w/Tofino) - \$25,000 (EcDev 2018)
- Development Cost Charges (DCC) Bylaw Update - \$18,500 (Carryover)
- Subdivision & Development Servicing Standards Bylaw - \$25,000 (Carryover)

Department Budget %



RECREATION DEPARTMENT OVERVIEW

Department Summary

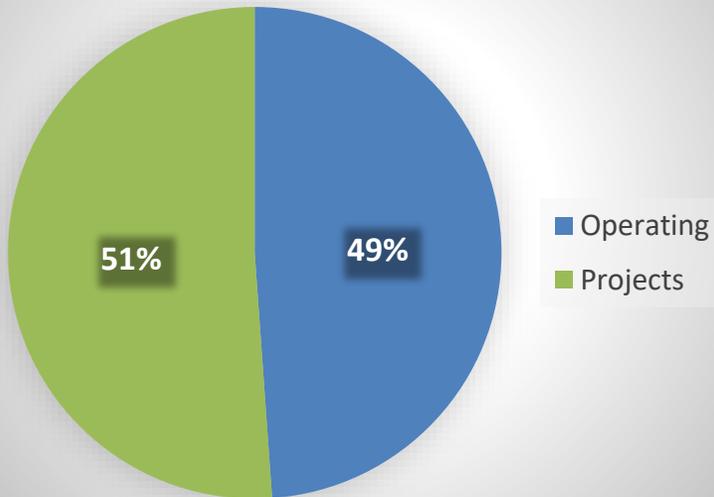
2020 Budget - \$1,843,835

2021 Budget - \$2,078,859

Departmental Staff:

6 FTE + 2 temp janit/event staff

Department Budget %



Core Services

- Community Programming
- Community Health
- Community Special Events (partnerships)
- Facilities (asset management)
- Beautification
- Projects (tourism, pathways, signage)
- Alternative Programming
- Support for community services

Projects for 2021

- Tourism Master Plan - \$33,416 (grant)
- Install of Water Fountain (Surfrider)
- Hard Sports Surface Facility Planning - \$50,000 (BCF)
- Junction Entrance Sign Upgrade & Lighting - \$25,000
- Lighting - Skatepark and basketball court lights - \$60,000 (taxes or grant)

Future Projects

- Emergency generator for UCC - \$90,000 (grant)
- ~~Additional Storage UCC - \$150,000 (cut)~~



PARKS DEPARTMENT OVERVIEW

Department Summary

2020 Budget - \$585,047

2021 Budget - \$749,440

Departmental Staff:

5 FTE + 2 Summer

Core Services

- Community Health
- Beautification
- Playgrounds
- Trails & Green Spaces
- Projects (tourism, parks, pathways, facilities)

2020 Carry Forward

Edna Batchelor Park Path - \$10,000

2021 Proposed Projects

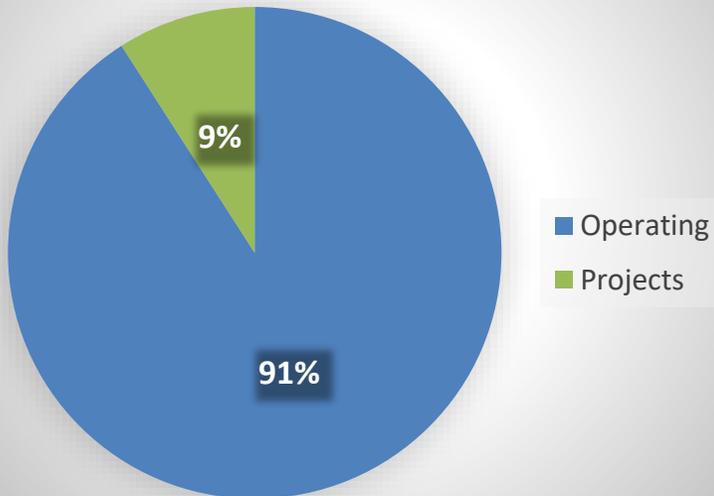
Cemetery Expansion- \$47,000

Wild Pacific Trail ~ \$50,000/year

2021 - \$21,000 Planning and Design

2022-2024 - \$180,000 Trail Upgrades
(potentially grant funded)

Department Budget %



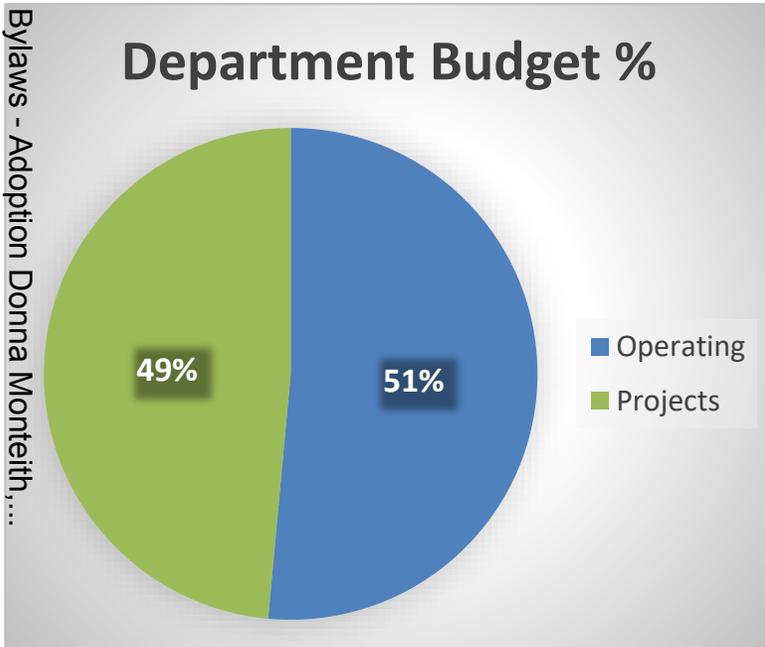
PROTECTIVE SERVICES DEPARTMENT OVERVIEW

Department Summary

2020 Budget - \$489,103

2021 Budget - \$601,081

Departmental Staff – 1 FTE, 2 pt



Core Services

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

2021 Proposed Projects

- Roof for ESS trailer and shipping container - \$10,000
- Fire Hall feasibility study \$30,000 (BCF funded)
- Evacuation Route Plan (UBCM grant)
- Emergency Generator at School (BCF funded, carried over)

Future Projects

- Two Tsunami Warning System Sirens \$50,000 each
- Roof replacement at fire hall - \$50,000 (optional)



PUBLIC WORKS DEPARTMENT OVERVIEW

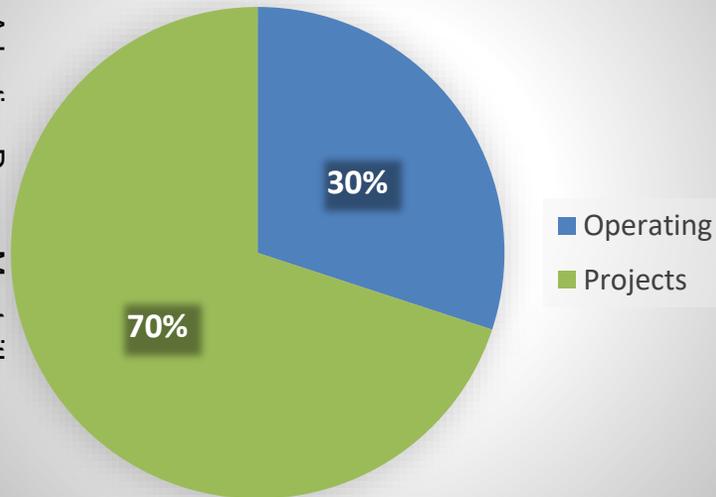
Department Summary

2020 Budget - \$1,805,239

2021 Budget - \$3,332,092

Departmental Staff – 6.33 FTE,

Department Budget %



Core Services

- Maintenance of municipal roads, sidewalks and public garbage
- 24-hour emergency services for the community
- Repairs to municipal infrastructure
- Records management of municipal infrastructure and facilities
- Water and sewer systems and grounds maintenance
- Public Realm projects (parks, paths, roads, facilities)
- Data collection
- Facility maintenance
- Equipment maintenance
- Traffic Control
- Public Enquiries

2021 Planned Projects

- Public Realm and Small Craft Harbour Projects





Harbour Reserves Funded

Reviewed by Harbour Authority in February 2021

2020 Completed Projects

- Defibrillator for SCH - \$2,829 actual (budget \$2k)
- New pilings at Whiskey Dock – \$29,611 actual (budget \$44k)
- Weigh Station and Signage \$1,300

2021 Proposed Projects



- Harbour Master Plan - \$12,000 additional to complete (COVID, Online platforms, extension)
- New pilings at Whiskey Dock - \$30,000
- SCH Beautification ongoing- \$10,000
- Washrooms \$12,000 painting and upgrade
- Asphalt pathways \$15,000
- Whiskey Dock ramp \$15,000
- Water's Edge walkway - \$65,000 redesign

Carry-Forward

- Cleaning Station Education Signage - \$10,000
- EV Charging Station install – RMI funded
- Boat launch design - \$10,000
- Harbour Master Boat procurement – \$20,000

Proposed/Carry-Forward Total: \$199,000

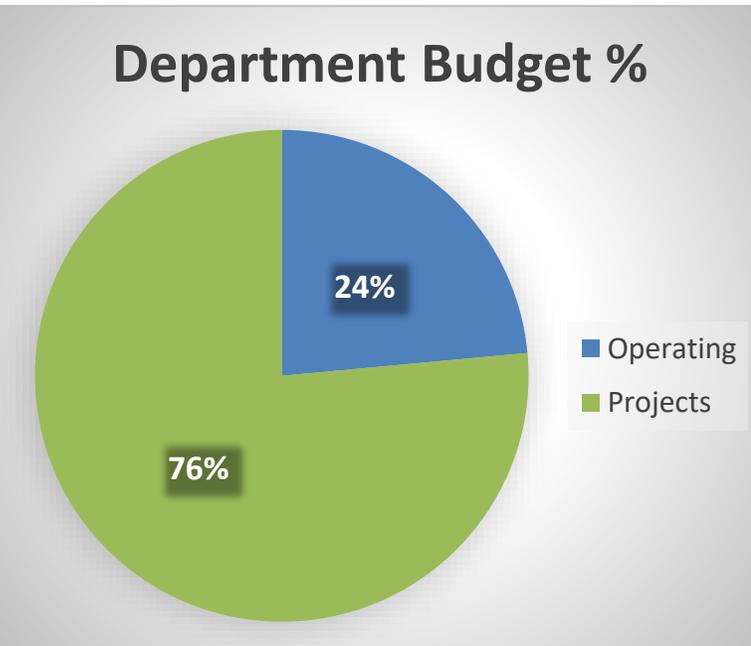


SEWER DEPARTMENT OVERVIEW AND PROJECTS

Department Summary

2020 Budget - \$1,298,989

2021 Budget - \$2,810,527



Core Services

- Testing / Monitoring
- Maintenance / Repairs / Connections
- 24 hour emergency response
- Emergency Planning
- Federal / Provincial reporting
- Facility maintenance and pump repairs
- Treatment

SEWER AND STORM PROJECTS	BUDGET	COMMENTS
Bay Street Duplex Elimination	\$629,000	95% complete including back-up generator
Sewer Master Plan	\$90,000	75% complete – carry forward to 2021
Storm Master Plan	\$90,000	10% complete – carry forward to 2021
Lagoon Aerators	\$25,000	80% complete – carry forward to 2021
SCADA sewer	\$35,000	50% complete – carry forward to 2021
Seaplane Base Sewer	\$995,000	Grant application submitted – 100% funded
Sanitary Sewer Auxiliary Power	\$6.6M	Grant application submitted – 100% funded
* NEW FUNDED ITEMS	\$0	

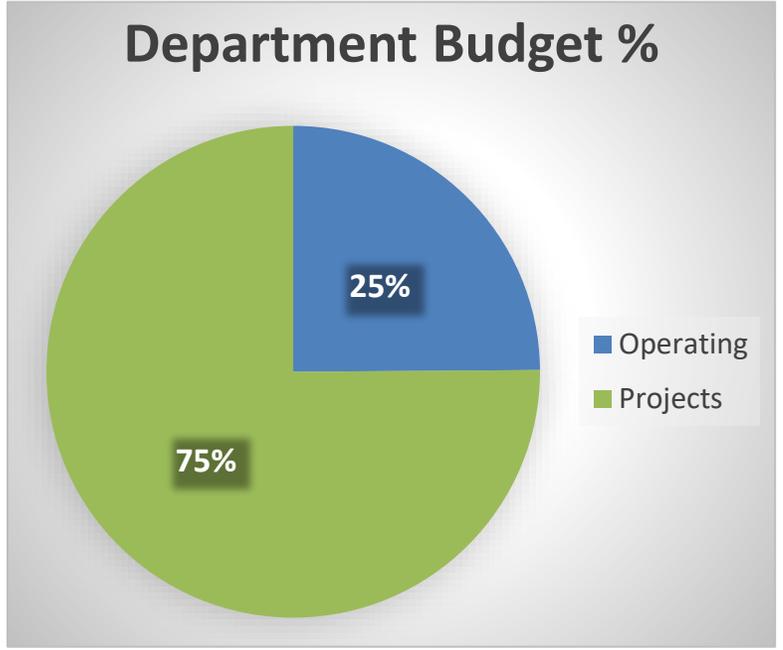


WATER DEPARTMENT OVERVIEW AND PROJECTS

Department Summary

2020 Budget - \$1,211,419

2021 Budget - \$4,098,766



Core Services

- Purveyors of Water
- Distribution and Treatment
- Testing / Monitoring / Data Collection
- Provincial Reporting
- 24 hour emergency response
- Facility Maintenance / pump repairs
- Connections / Metering
- Emergency Planning
- Flushing
- Infrastructure Repairs

WATER PROJECTS	BUDGET	COMMENTS
Matterson Reservoir Upgrade	\$30,000	Complete
Well upgrade	\$120,000	50% complete – carry forward to 2021
SCADA Water	\$55,000	50% complete – carry forward to 2021
New Water Filtration System*	\$9.6M	Awaiting grant announcement Next slides outline proposed project
* NEW FUNDED ITEMS	\$0	



Water Filtration Project Timeline - Revised

Water Filtration Project includes:

1. Filtration at Bay Street treatment plant (2022-2023)
2. Filtration at Well Field (2024-2025)
3. 3rd Reservoir (2026)

Funding

- Prov/Fed CWWF grant application deadline February 26, 2020.
 - Total estimated project cost \$9.6M, \$7M grant and \$2.6M loan.
 - Costs including loan payment require 4.5% water fee increase each year for 5 years.
 - Typical homeowner water bill will increase annually from \$300 to \$374 in 2025.

Council Motions

THAT staff submit an application for grant funding for the Ucluelet Water Capacity and Filtration Improvements Project through the *ICIP – Green Infrastructure: Environmental Quality Sub-stream*; and

THAT Council supports the project and commits to its share up to \$2,600,000 of the project.

CARRIED Feb 20, 2020



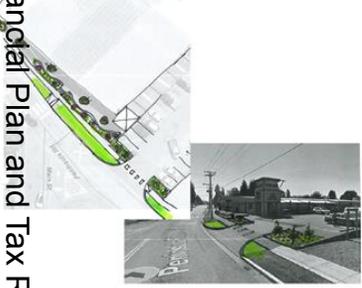
Public Realm Projects

2019-2021 Multi-Year Projects Summary	Status	Lead	Funding
 Village Green Revitalization	Ph 1 Concept design & cost estimate complete. Grant Application Submitted	Planning BG	GT/RMI/G
 Peninsula Road Revitalization	Concept design & Class C cost estimates complete. MOT response pending.	Planning JT	GT/RMI/G
Cedar Road Parking	Construction completed. Final components installed soon.	Public Works WC	GT/RMI
 Amphitrite House	Grant received for project. Survey work initiated.	Rec/Tourism AF	RMI/G
 Amphitrite Centre	No confirmation from DFO. Survey work initiated.	Rec/Tourism AF	CF
 Ucluelet Health Centre Design	Project completed. Draft report to Council on January 26, 2021	Corporate Services MB	CF
<i>Water's Edge Walkway</i>	<i>New Project - Design stage for causeway, path and gazebo</i>	<i>Rec/Tourism AF</i>	<i>SCH</i>

Funding Sources
 GT – Gas Tax
 RMI – Resort Municipality Initiative
 G – Grant
 CF – Community Forest
 SCH – Small Craft Harbour



Strategic Plan Projects



Proposed Use of Community Forest Funds

Year	Project Allocation	Funds
2019	Unallocated Balance Forward	\$2,930,000
2020 Approved	Emergency Generator	\$180,000
	Affordable Housing Funds	\$500,000
	Amphitrite Centre	\$105,000
2020 Dividends		\$458,000
2021 Request	Tugwell Recreation Facility	\$50,000
2021 Approved	Fire Hall Options Study	\$30,000
Potential	Tugwell Recreation Facility	\$950,000
Potential	Amphitrite Centre	\$145,000
Remaining Funds		\$1,428,000

POTENTIAL PROPERTY TAX IMPACT

1.00% overall tax revenue increase

Municipal Property Taxes for a representative property	2021 Average Market Value Assessment	2021 Average Property Tax Levy	2021 Property tax increase on a representative property
Residential Single Family	\$425,495	\$1,304.66	\$36.66 2.89%
Business	\$255,589	\$2,736.45	(\$55.55) (1.98%)

The most important factor is not how much your assessed value has changed, but how your assessed value has changed *relative to the average change for your property class*



Summary of Draft Schedule A

	2021	2022	2023	2024	2025
Revenue	16,374,729	16,416,336	16,531,903	16,647,982	14,742,951
Expenses	8,507,186	8,558,849	8,491,439	8,592,377	8,791,528
Add	1,167,665	1,167,665	1,167,665	1,167,665	1,167,665
Deduct	9,035,208	9,025,152	9,208,129	9,223,270	7,119,088
Financial Plan Balance	\$0	\$0	\$0	\$0	\$0

- Prior to the Covid-19 Pandemic, the goal was a 4% overall revenue increase in general Municipal taxation in 2020
- 2020 Revised budget was 0%
- 2021 budget is based on a 1% revenue increase in general Municipal taxation
- Future years are based on a 4% revenue increase in general Municipal taxation **each** year



2021 BUDGET PUBLIC INPUT

Due to restrictions on public gatherings related to COVID-19, the 2021 Budget Presentation will be available for public review **online**.

All budget materials are available at
<https://ucluelet.ca/community/finance>

Public input can be submitted by email at
communityinput@ucluelet.ca.

Submissions must be received by Monday, April 26th at 12 p.m.



From: [Fabian Hogan](#)
To: [Info Ucluelet](#)
Subject: Feedback on recent Council meetings
Date: December 24, 2020 4:33:14 PM

It is with great concern and to some point bewilderment that I offer Council my feedback on the most recent Council meetings.

In particular I would like to address the recommendation of the Districts' Chief Financial Officer, Donna Monteith that tax be increased by a minimum of 2% for the coming year.

While I can appreciate that the pandemic has not caused layoff of any District Staff and they have not had to suffer any income loss whatsoever, it is important that Ms. Monteith keep the following points in mind as she moves forward with her recommendations:

- Many businesses have been shut down for 4 months or more this year
- Revenues in the accommodation sector have decreased by over 35% in many cases
- Many business owners have needed to forgo taking a salary to make ends meet
- A 2% increase in tax at the residential level is multiplied by 2.5 at the business level and as we all know tax increases act like compound interest

This does not even begin to address the hardship experienced by many workers who depend on tourism and or hospitality. How many will go further in debt this year to bring some joy to a holiday season?

How many single parents will lay awake wondering where the dollars will come from to make ends meet? I could go on but enough to say that the new year will bring financial challenges that for some will be insurmountable.

I understand that many District projects have a backstory and that we need to continue to provide valuable services for our community but I cannot stress strongly enough that this is a time for fiscal restraint and not a tax and spend approach.

We look to our Mayor, Council and District staff to take on a leadership role in making responsible financial decisions with the mental health and welfare of our people at the core of those decisions.

Thank you

Fabian Hogan

Owner and Innkeeper, A Snug Harbour Inn

From: Joseph Rotenberg
To: Joseph Rotenberg
Subject: FW: Feedback on recent Council meetings
Date: April 23, 2021 8:19:40 AM
Attachments: image001.png

From: Fabian Hogan [redacted]
Sent: April 8 2021 11:04 AM
To: Mayco Noel [redacted]
Cc: Donna Monteith <dmonteith@ucluelet.ca>
Subject: RE: Feedback on recent Council meetings

Mayco
Please be mindful of this as you go through the budget process.
Now more than ever we need fiscal restraint and responsibility!

The screenshot shows a web browser window displaying a Twitter search for the query "53% of Canadians". The search results are filtered to show "Top" tweets. The first tweet is from a user whose name is redacted, with a profile picture also redacted. The tweet text reads: "well done... 53% of Canadians on the brink of insolvency: MNP survey bnnbloomberg.ca/53-of-canadian...". Below the text is a quote: "A new survey by MNP Ltd. has found that 53 per cent of respondents said they are \$200 or less away from not being able to meet all of their monthly bills and debt obligations. The number is alarming as it marks a five-year high in the agency's consumer debt index and marks a 10-point jump from a December survey. This number includes the 30 per cent who said they are already insolvent, with no money left over at the end of the month." The tweet has 22 replies, 77 retweets, and 288 likes. Below this tweet is another tweet from a user whose name is redacted, with a profile picture also redacted. The tweet text reads: "53% of Canadians are 200 dollars away from being broke... exactly 0 are [redacted] officials. Then they have the audacity to tell every Canadian". The browser's address bar shows the URL: https://twitter.com/search?q=%25of+Canadians&src=trend_click&vertical=trends. The browser's taskbar at the bottom shows the Windows logo, a search bar with "Type here to search", and various application icons including Edge, File Explorer, and Chrome. The system tray shows the temperature as 10°C and the time as 2:00 PM on 2021-04-08.

APPENDIX E



STAFF REPORT TO COUNCIL

Council Meeting: APRIL 14, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DONNA MONTEITH, DIRECTOR OF FINANCE

FILE NO: 1700-02

SUBJECT: FIVE YEAR FINANCIAL PLAN AND TAX RATES BYLAWS

REPORT NO: 21-46

ATTACHMENT(S): APPENDIX A – UCLUELET 2021-2025 FINANCIAL PLAN BYLAW NO. 1289, 2021
APPENDIX B – UCLUELET ANNUAL TAX RATES BYLAW NO. 1290, 2021

RECOMMENDATION(S):

1. **THAT** the District of Ucluelet 2021–2025 Financial Plan Bylaw No. 1289, 2021 be given first and second reading.
2. **THAT** the District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021 be given first and second reading.

PURPOSE:

Staff recommend Council give first and second readings; firstly, for the 2021-2025 Financial Plan Bylaw No. 1289, 2021, and subsequently the Annual Tax Rate Bylaw No. 1290, 2021.

BACKGROUND:

Five Year Financial Plan Bylaw

Section 165 of the *Community Charter* states:

165 (1) A municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted.

The financial planning period is five years and must set out the objectives and policies of the municipality in relation to each of the funding sources, the distribution of property tax values for each of the classes that are subject to tax, and the use of permissive tax exemptions.

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

In addition, the Financial plan must set out separate funding sources for; property taxes, parcel taxes, fees, borrowing, and all other sources. Transfers between funds must set out separate amounts for each reserve fund and accumulated surplus.

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

Further, under Section 166 of the *Community Charter*, a Council must undertake a process of public consultation regarding the proposed financial plan before the bylaw can be adopted. Public consultation occurred throughout the budget process beginning in December 2020. This included Special Meetings December 3, 2020; January 21, 2021; February 25, 2021; March 18, 2021; April 1, 2021. All presentations to date are accessible on the District's website. As well, formal online feedback will take place from April 15, 2021 to April 26, 2021. The written feedback submissions will be provided to Council at the April 27, 2021 Regular Meeting.

Tax Rates Bylaw

Section 197 of the *Community Charter* states:

- 197 (1) Each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property value taxes for the year by establishing tax rates for*
- (a) the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and*
 - (b) the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body.*

The required tax levy for the District is established by the Financial Plan Bylaw. The levy amount is applied to the revised assessment roll to determine how the levy will be allocated to property owners by property class and assessed value. The revised roll was issued in March 2021 and incorporates any assessment appeals that have been resolved since January 2021.

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

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

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

In accordance with the *Community Charter*, a municipality must annually adopt their financial plan and tax rates bylaw by May 15 of each year.

FINANCIAL IMPACTS:

At this time, it is unknown the extent of the impact the COVID-19 pandemic will have on the District of Ucluelet. The 2021 financial plan takes into account potential reductions in revenues, reduced taxation as was previously planned, and decreases in expenditures where possible. Should the need arise the financial plan may be amended under Section 165 (2) of the *Community Charter*.

The proposed 2021-2025 Financial Plan Bylaw No. 1289, 2021 and Annual Tax Rates Bylaw No. 1290, 2021 would replace the current Financial Plan and Tax Rates bylaws from 2020.

POLICY OR LEGISLATIVE IMPACTS:

The 2021-2025 Financial Plan Bylaw and the Annual Tax Rates Bylaw complete the Financial Plan process for 2021, and enable the District of Ucluelet to meet the obligation of levying and collecting taxes for other bodies.

OPTIONS REVIEW:

1. **THAT** the District of Ucluelet 2021–2025 Financial Plan Bylaw No. 1289, 2021 be given first and second reading. **(Recommended)**
2. **THAT** the District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021 be given first and second reading. **(Recommended)**
3. **THAT** Council provide alternate direction to staff.

Respectfully submitted: Donna Monteith, Director of Finance