



**REGULAR MEETING OF COUNCIL**  
**Tuesday, June 29, 2021 @ 3:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

		Page
1.	CALL TO ORDER	
2.	ACKNOWLEDGEMENT OF YUULU?IŁ?ATH? FIRST NATIONS	
	Council would like to acknowledge the Yuulu?iı?ath? First Nation, on whose traditional territories the District of Ucluelet operates.	
3.	NOTICE OF VIDEO RECORDING	
	Audience members and delegates are advised that tis 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	
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8.	MAYOR'S ANNOUNCEMENTS	
9.	PUBLIC INPUT, DELEGATIONS & PETITIONS	
9.1	Public Input	
	<ul style="list-style-type: none"> <li>• Public input via Zoom.</li> <li>• Public input via <a href="mailto:communityinput@ucluelet.ca">communityinput@ucluelet.ca</a>.</li> </ul>	
9.2	Delegations	
	<ul style="list-style-type: none"> <li>• Gary Marks, Pacific Rim Foundation Re: Dick Close Scholarship <a href="#">2021-06-11 Pac Rim Foundation delegation request Redacted</a></li> </ul>	31

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- 10.1 Seeking your endorsement for Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act 33  
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[2021-06-17 C313 M84 Seeking Municipality Endorsement \(EN\)](#)
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*Deputy Mayor January - March 2021*
- 12.2 Councillor Lara Kempes  
*Deputy Mayor April - June 2021*
- 12.3 Councillor Jennifer Hoar  
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- 12.5 Mayor Mayco Noël
13. REPORTS
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- 13.4 2020 Annual Report 141 - 189  
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- 14.1 Zoning Bylaw Amendment (829 Rainforest Dr.) - Adoption 191 - 202  
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- 14.2 District of Ucluelet Harbour Amendment Bylaw No. 1295, 2021 - Adoption 203 - 208  
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15. OTHER BUSINESS
16. QUESTION PERIOD

16.1 Questions via Zoom.

16.2 Questions via [communityinput@ucluelet.ca](mailto: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)(e) of the Community Charter.*

18. RECONVENE FROM CLOSED SESSION

19. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, May 4, 2021 at 4:30 PM**

Present:           **Chair:**           Mayor Noël  
                          **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                          **Staff:**           Andy Laidlaw, Acting Chief Administrative Officer (Via Zoom)  
                                          Donna Monteith, Chief Financial Officer (Via Zoom)  
                                          Bruce Greig, Manager of Community Planning (Via Zoom)  
                                          Joseph Rotenberg, Manager of Corporate Services

Regrets:

**1. CALL TO ORDER**

The meeting was called to order at 4:30 PM.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułuᑦiᑦᑦᑦᑦ 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 Replace "Appendix A - Ucluelet OCP Amendment Bylaw No. 1292, 2021" to Legislation Item 8.1. "OCP and Zoning Amendments: CD-5A and CD-6 Areas to RU Residential" at page seven of the Agenda, with following Appendix to that report:**

- **Appendix A - Bylaw No. 1292**

**4.2 Replace "Appendix B - Ucluelet Zoning Amendment Bylaw No. 1293, 2021" to Legislation Item 8.1. "OCP and Zoning Amendments: CD-5A and CD-6 Areas to RU Residential" at page nine of the Agenda, with the following Appendix to that report:**

- **Appendix B - Bylaw No. 1293**

**5. APPROVAL OF AGENDA**

**5.1 May 4, 2021, Special Council Meeting Agenda**

**2021.2084.SPECIAL It was moved by Councillor Hoar and seconded by Councillor Kemps**

*THAT Council approves the May 4, 2021, Special Council Meeting Agenda as amended.*

CARRIED.

## 6. CLOSED SESSION

### 6.1 Procedural Motion to Move In-Camera

2021.2085.SPECIAL **It was moved by Mayor Noël and seconded by Councillor Hoar**

*THAT the meeting be closed to the public pursuant to Section 90(1)(e) and (i) of the Community Charter in order to consider matters related to:*

- *the acquisition, disposition or expropriation of land or improvements; and*
- *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED.

Council returned from the In-Camera meeting at 5:46 PM.

## 7. MAYOR'S ANNOUNCEMENTS

There were no announcements.

## 8. LEGISLATION

### 8.1 OCP and Zoning Amendments: CD-5A and CD-6 Areas to RU Residential *Bruce Greig, Manager of Community Planning*

Mr. Greig presented this report. He noted the two late items, which replace Appendix A (Bylaw No. 1292, 2021) and Appendix B (Bylaw No. 1293, 2021) to the Report No. 21-58.

Mr. Greig outlined Bylaw No. 1292 and Bylaw No. 1293. He noted that the proposed Bylaw amendments are intended to reduce the negative impacts flowing from allowable uses until a comprehensive development plan is approved and the highway connection to the subject lands is improved. Mr. Greig noted that Bylaw 1292 clarifies that the zoning amendment does not simply revert the subject lots to their previous zoning and the side yard setbacks in the supplementary regulation in Bylaw 1293 are intended to ensure that the lots are not rendered unbuildable by their zoning.

2021.2086.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council introduce and give first reading to District of Ucluelet Official Community Plan Amendment Bylaw No. 1292, 2021.*

CARRIED.

2021.2087.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**

***THAT** Council introduce and give first reading to District of Ucluelet Zoning Amendment Bylaw No. 1293, 2021.*

CARRIED.

2021.2088.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Cole**  
***THAT** Council direct staff to advise all owners of land affected by the amendments in Bylaw Nos. 1292 and 1293 of the proposed changes, and provide 30 days to provide written comment before bringing the bylaws back for consideration of second reading.*

CARRIED.

**9. OTHER BUSINESS**

There was no other business.

**10. ADJOURNMENT**

The meeting was adjourned at 5:50 PM.

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Tuesday, May 4, 2021 at 4:30 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Joseph Rotenberg  
Corporate Officer



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, May 25, 2021 at 3:30 PM**

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

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?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 YouTube and Zoom, which may store data on foreign servers.

**4. LATE ITEMS**

There were no late items.

**5. APPROVAL OF AGENDA**

**5.1 May 25, 2021, Regular Agenda**

2021.2184.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Cole**

***THAT Council approve the May 25, 2021, Regular Agenda as presented.***

CARRIED.

**6. ADOPTION OF MINUTES**

**6.1 April 14, 2021, Regular Minutes**

2021.2185.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**

***THAT Council adopt the April 14, 2021 Regular Minutes as presented.***

CARRIED.

## 7. UNFINISHED BUSINESS

### 7.1 Temporary Use Permit TUP21-06 (221 Minato Road) *John Towgood, Planner 1*

Rick Lim, the applicant's agent, addressed Council regarding the TUP application. Mr. Lim noted the following:

- The use of generators would be prohibited from 10 pm to 7 am;
- A responsible tenant would be designated as the onsite manager or Mr. Lim and his partner would oversee the site;
- Employees of the applicant and other businesses will be housed on site;
- A pump truck would be used to empty grey and black water holding tanks; and
- There is significant demand for the sites.

Council discussed the recommended TUP conditions and noted occupants of different RV sites should not share portable toilets. They also raised concerns with authorizing van camping on these sites. Mr. Greig clarified that under the current TUP conditions, a portable toilet is required if the RV used does not have a self contained shower and bathroom. Council also noted concerns with the frequent use of generators.

2021.2186.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**

*THAT, Council authorize the issuance of Temporary Use Permit TUP21-06 for a period of six months, to allow for 8 seasonal RV camping spaces for local workers under the conditions that:*

- a. each RV on the site be equipped with washroom facilities, toilet, sink and shower;*
- b. if generators are used, they must be screened and safely located (fire hazard / exhaust discharge) in a way that mitigates the noise to any neighbouring property between the hours of 7 am and 8 pm; and*
- c. prior to the permit being issued, the owners are required to provide the email and cell phone contact information for the person responsible for managing the worker housing sites.*

CARRIED.

## 8. MAYOR'S ANNOUNCEMENTS

### 8.1 ParticipACTION

The Mayor noted that the ParticipACTION Community Better Challenge runs from June 1 to 30, and encouraged residents participate by logging their activities on the app.

### 8.2 Paramedic Service Week

The Mayor noted that May 23 to 29 is Paramedic Services Week and extended his gratitude for their service.

## 9. PUBLIC INPUT, DELEGATIONS & PETITIONS

### 9.1 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.

### 9.2 Delegations

#### **Tarni Jacobsen, Executive Director, Pacific Rim Hospice Society**

#### ***Re: West Coast Older Adult Needs Assessment 2020***

Ms. Jacobsen was unable to attend; her presentation will be rescheduled for a future date.

#### **Bob Brash, Executive Director, Truck Loggers Association**

#### ***Re: The value of forestry to Ucluelet citizens***

Mr. Brash presented on behalf of the Truck Loggers Association. He outlined challenges that the forestry sector is facing and opportunities for collaboration and cooperation.

Council noted the Barkley Community Forest and the importance of timber licenses having direct benefits to local communities.

## 10. CORRESPONDENCE

### 10.1 Support Working Forests on Vancouver Island and British Columbia

#### ***Town of Port McNeill and Village of Gold River***

Council discussed these letters and noted the importance of the Barkley Community Forest to Ucluelet.

2021.2187.REGULAR **It was moved by Councillor Cole and seconded by Councillor Kemps**  
***THAT Council direct Staff to draft a letter of support for the resolution adopted by Gold River in support of working forests on Vancouver Island***

*and British Columbia and forward the same to AVICC and UBCM for late submission.*

CARRIED.

## **10.2 Correspondence Related to the Moratorium on Wolf Hunting on Vancouver Island**

The Mayor noted that Council adopted the following motion on April 25th regarding the proposed moratorium on Wolf Hunting on Vancouver Island:

**THAT** Council direct Staff to send a letter in support of the District of Oak Bay's resolution regarding a moratorium on recreational wolf hunting on Vancouver Island.

The Mayor noted additional information regarding this matter has come to light and asked that Council reconsider this resolution.

Council noted that the ACRD will receive information from an expert regarding the proposed moratorium at a later date. Councillor Cole will report back to Council.

2021.2188.REGULAR **It was moved by Mayor Noël and seconded by Councillor Cole**

***THAT*** Council rescind the following motion which was adopted on April 25, 2021:

***THAT*** Council direct Staff to send a letter in support of the District of Oak Bay's resolution regarding a moratorium on recreational wolf hunting on Vancouver Island.

CARRIED.

## **11. INFORMATION ITEMS**

### **11.1 Support for Expedient and Resourced Implementation of the Old-Growth Strategic Review**

***Dan Law, Mayor, District of Tofino***

### **11.2 Letter of Thanks**

***Mandala Smulders, Director of Operations, and  
Jessica Hutchinson, Executive Director, Central Westcoast Forest Society***

## **12. COUNCIL COMMITTEE REPORTS**

### **12.1 Councillor Marilyn McEwen**

***Deputy Mayor January - March 2021***

May 13 - Attended a District of Ucluelet Public Hearing regarding OCP Bylaw No. 1236, 2020.

May 27 - Will attend Regional Committee of the Whole meeting.

May 28 - Will attend annual AVICC conference.

May 29 - Will attend Vancouver Island Regional Library Board meeting.

## **12.2 Councillor Lara Kemp**

### ***Deputy Mayor April - June 2021***

May 13 - Attended a District of Ucluelet Public Hearing regarding OCP Bylaw No. 1236, 2020.

May 21 - Attended PAC executive meeting where music programming space was discussed.

## **12.3 Councillor Jennifer Hoar**

### ***Deputy Mayor July - September 2021***

May 13 - Attended a District of Ucluelet Public Hearing regarding OCP Bylaw No. 1236, 2020.

May 14 - Attended the LMLGA Building Back Better Symposium.

## **12.4 Councillor Rachelle Cole**

### ***Deputy Mayor October - December 2021***

May 12 - Attended an ACRD Committee of the Whole meeting.

May 12 - Attended a Hospital District meeting

May 13 - Attended District of Ucluelet Public Hearing regarding OCP Bylaw No. 1236, 2020.

Attended Alberni Clayoquot Health Network meeting.

Attended Ucluelet Emergency Network meeting.

## **12.5 Mayor Mayco Noël**

May 13 - Attended a District of Ucluelet Public Hearing regarding OCP Bylaw No. 1236, 2020.

## **13. REPORTS**

### **13.1 4-Storey Buildings & Aerial Fire Apparatus**

#### ***Rick Geddes, Fire Chief***

Chief Geddes presented this report. He noted that Council should plan to increase local fire safety and fighting capacity, as density increases and taller buildings are constructed in Ucluelet. Chief Geddes discussed Ucluelet's fire ratings and how insurance rates relate to local fire fighting capacity.

Council discussed the importance of developing a reserve fund for the purchase of an aerial fire apparatus (ladder truck) at a later date.

Chief Geddes noted that covenants, negotiated at the time of rezoning, can be used to require fire suppression, like sprinkler systems, in proposed buildings.

Council noted that the District of Tofino has an aerial apparatus and there is a fire fighting mutual aid agreement between the Districts of Ucluelet and Tofino.

### **13.2 Mobile Vending Business License Approval for 2060 Peninsula Road**

***John Towgood, Planner 1***

Bruce Greig, Manager of Community Planning, presented this report. He noted Council approval must be obtained for mobile food vending business licenses but Council approval is not required for the license to be renewed.

Robyn Lord, spoke on behalf of the applicant. She noted that Flaca's Taco customers would be permitted to use Long Beach Surf Shop's washroom facility.

2021.2189.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Kemps**

***THAT*** Council, approve the issuance of a business license for Mobile Vending for Flaca's on Lot F, Plan VIP42747, District Lot 284, Clayoquot Land District (2060 Peninsula Road) with the following condition:

a) *That prior to the renewal of the business license the applicant or the owner of the subject property shall first apply for and obtain a Development Permit for more extensive landscaping along the Peninsula Road and Pacific Crescent frontages.*

CARRIED.

2021.2190.REGULAR **It was moved by Councillor Cole and seconded by Councillor Kemps**

***THAT*** Council take a five minute break.

CARRIED.

## **14. LEGISLATION**

### **14.1 Ucluelet OCP Bylaw No. 1236, 2020**

***Bruce Greig, Manager of Community Planning***

Mr. Greig noted that a public hearing on Bylaw No. 1236, 2020 was held on May 13th.

Council discussed the feedback received at the public hearing. They discussed the following feedback:

- Opposition to the Future Wild Pacific trail spurs shown on schedule C of the OCP on the properties owned by the Kimoto and Nakagawa families;
- Opposition to the Future Wild Pacific Trail spurs shown on Schedule C of the OCP in proximity to the BC Packers property;
- Opposition to the Future Wild Pacific Trail route shown on schedule C of the OCP which would connect Marine Drive to the north end of Little Beach;
- Opposition to the pedestrian connection route shown on schedule C of the OCP behind the Pacific Rim Motel;
- Opposition to the Future Wild Pacific Trail route shown on schedule C of the OCP in the Reef Point Estates subdivision;
- Opposition to the Future Wild Pacific trail routes shown on schedule C of the OCP located on private property in general;
- The need to have in-person public hearings before this OCP is moved to third reading;
- Opposition to the extension of Lyche and Cedar Roads through the Alliance Holdings property;
- Opposition to the proposed OCP Land Use Plan designations related to the lands owned by the Onni Group and Weyerhaeuser Company; and
- Opposition to the Future Wild Pacific Trail route and viewpoint shown on schedule C of the OCP on the island located at the end of the Pass of Melfort.

Mr. Greig noted the history and thinking behind some of the trails and pedestrian connections shown on the map, and recommended that the future trail lines be removed from the Kimoto, Nakagawa and BC Packers properties. He further noted that the trail designation at the north end of Little Beach could be removed and replaced with a policy which indicates that Council should pursue a trail connection from the north end of Little Beach.

Council noted that Staff should present amendments to the draft OCP for consideration and further public engagement in September.

#### **14.2 Ucluelet Small Craft Harbour Six-Month Rates** ***Abigail Fortune, Director of Parks and Recreation***

Ms. Fortune presented this report. She noted that a six month moorage rate is not recommended by staff due to the fact that Ucluelet already offers more options than other communities.

Council discussed introducing the six month option. Some members supported introducing the option and others opposed. It was noted that there is community support for a six month moorage option and the administrative burden of introducing this option is minimal.

2021.2191.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**

**THAT** Council direct Staff to present an amendment to the Ucluelet Harbour Regulation Bylaw No. 1276, 2020 at a future Council meeting which introduces an additional category of Semi-Annual for Recreational, Commercial and Charter Vessels with the following rates per lineal foot:

- a. Recreational Vessels \$29
- b. Commercial Vessels \$10.25
- c. Charter Vessels \$34.68

CARRIED.

### 14.3 Ucluelet Small Craft Harbour Rates Update & Information *Abigail Fortune, Director of Parks and Recreation*

Ms. Fortune presented this report. She noted that power rate hookups at the Ucluelet Small Craft Harbour are substantially lower than other communities.

Ms. Fortune clarified that Bylaw No. 1276, 2020 would have to be amended in order to adopt any rate changes.

2021.2192.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**

1. **THAT** Council direct Staff to present an amendment to the Ucluelet Harbour Regulation Bylaw No. 1276, 2020 at a future Council meeting which sets applicable Electricity (Power) Connection Fees for the Ucluelet Small Craft Harbour at:

- a. 30 watt daily \$6.56
- b. 30 watt monthly \$85.23
- c. 50 watt daily \$11.45
- d. 50 watt monthly \$130.20

CARRIED.

2021.2193.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**

2. **THAT** Council direct staff to present a report at the September 7, 2021 Harbour Authority Meeting that reviews current moorage rates.

CARRIED.

### 14.4 Fees and Charges Amendment Bylaw - Adoption *Joseph Rotenberg, Manager of Corporate Services*

2021.2194.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**

**THAT** the District of Ucluelet Fees and Charges Amendment Bylaw No. 1294, 2021 be adopted.

CARRIED.

**15. OTHER BUSINESS**

Councillor McEwen noted that the Cedar Road Parking Hub will open on June 3, 2021.

**16. QUESTION PERIOD**

**16.1** There were no questions via Zoom or email.

**17. CLOSED SESSION**

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

2021.2195.REGULAR **It was moved by Mayor Noël and seconded by Councillor Hoar**

***THAT** the meeting be closed pursuant to section 90(1)(e) of the Community Charter to discuss matters relating to the acquisition, disposition or expropriation of land or improvements.*

CARRIED.

**18. ADJOURNMENT**

Council returned from the closed session at 6:12 pm. The meeting was adjourned at 6:12 pm.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, May 25, 2021 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Joseph Rotenberg  
Corporate Officer



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, June 15, 2021 at 3:30 PM**

Present:      **Chair:**            Mayor Noël  
                   **Council:**        Councillors Cole, Hoar, Kemps, and McEwen  
                   **Staff:**            Andy Laidlaw, Acting Chief Administrative Officer  
                                  Joseph Rotenberg, Manager of Corporate Services  
                                  Donna Monteith, Chief Financial Officer  
                                  Bruce Greig, Manager of Community Planning  
                                  Abby Fortune, Director of Parks and Recreation  
                                  Paula Mason, Administrative 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?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 but the Mayor requested that the agenda be amended by placing Item 14.3. before Item 14.2. and Councillor McEwen noted that the CARE Network would be represented by a Mr. Rodgers, not Mr. Rodger.

**5. APPROVAL OF AGENDA**

**5.1 June 15, 2021 Regular Agenda**

2021.2196.REGULAR    **It was moved by Councillor Hoar and seconded by Councillor McEwen**

***THAT Council approve the June 15, 2021, Regular Agenda as amended.***

**CARRIED.**

**6. ADOPTION OF MINUTES**

### 6.1 April 27, 2021 Regular Minutes

2021.2197.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

*THAT Council adopt the April 27, 2021 Regular Minutes as presented.*

CARRIED.

### 6.2 May 5, 2021 Special Minutes

2021.2198.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

*THAT Council adopt the May 5, 2021, Special Minutes as presented.*

CARRIED.

### 6.3 May 11, 2021 Regular Council

Council noted that Councillor Hoar moved motion "2021.2176.Regular" and Councillor Kemps had recused herself from this matter.

2021.2199.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

*THAT Council adopt the May 11, 2021 Regular Council Minutes as amended.*

CARRIED.

### 6.4 May 18, 2021 Special Minutes

2021.2200.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

*THAT Council adopt the May 18, 2021 Special Minutes as presented.*

CARRIED.

## 7. UNFINISHED BUSINESS

There was no unfinished business.

## 8. MAYOR'S ANNOUNCEMENTS

There were no announcements.

## 9. PUBLIC INPUT, DELEGATIONS & PETITIONS

### 9.1 Public Input

#### **Public input via Zoom.**

Karla Robison, resident, asked what the next steps for Bylaw No. 1284, 2021 is? The Mayor noted that this matter would be discussed later on Council's Agenda.

#### **Public input via [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca).**

There was no public input via [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca).

## 9.2 Delegations

### **James Rodgers, CARE Network**

#### **Re: Community Health & Safety: Animal Services**

Mr. Rodgers presented on behalf of the CARE Network. The CARE Network requested that the District contribute \$18,850 to CARE Network for animal related services such as:

- kenneling of stray animals;
- compliance patrols;
- stray cat management;
- administering dog and cat licensing programs; and
- rehoming animals as needed.

Mr. Rodgers listed West Coast communities which are contracting the CARE Network to provide these services. Neither the District of Tofino nor the District of Ucluelet currently contract the CARE Network.

Council requested that Staff prepare a report regarding CARE Network's proposal which includes information regarding pet related bylaw enforcement issues and revenues.

### **BC Emergency Health Services**

#### **Re: Scheduled On-Call - Vancouver Island / Gulf Islands Prototype**

Councillor Cole left the meeting at 3:53 PM because she is an employee of BC Emergency Health Services (BCEHS).

Darlene MacKinnon, Chief Operating Officer, Paul Vallely, Senior Provincial Executive Director, and Lance Stephenson, Director of Operations appeared via Zoom and spoke on behalf of BCEHS.

Mr. Vallely outlined the new staffing model for rural and remote communities known as the SOC Staff Model. He noted that historically BCEHS relied on on-call paramedics to provide services in rural and remote communities and associated recruitment and retention challenges. Mr. Vallely noted that under the new model, there would be four 0.75 full time positions in Ucluelet. Paramedics will be scheduled for regular shifts of eight hours and be on call for the remainder of the day. If needed, on-call paramedics would be called in to cover shifts that the full-time paramedics were unable to attend.

Mr. Valley addressed Council's questions related to how the new model will effect service levels in Ucluelet. Council raised concerns about gaps in staffing coverage especially related to the calling in of on-call paramedics that are employed full-time to cover full-time shift.

Council noted the importance of having an open dialogue with BCEHS as the program is implemented. Mr. Valley noted that the new model would be evaluated in the future.

## 10. CORRESPONDENCE

### 10.1 Black Rock Resort Water Discolouration

***Lara Kemps, Assistant General Manager, Black Rock Resort***

Councillor Cole returned to the meeting at 4:31 pm after the delegation from BC Emergency Health Services concluded.

Councillor Kemps recused herself at 4:32 PM because she is an employee of the Black Rock Resort.

Andy Laidlaw, Acting Chief Administrative Officer, noted that Staff are working to determine the cause of the water discolouration and address the issue.

### 10.2 Barkley Community Forest Draft 2021 Stewardship Plan (FSP)

***Zoltan Schafer, General Manager, Barkley Community Forest Corporation***

Councillor Kemps returned to the meeting at 4:34 pm.

Councillor McEwen requested that a Barkley Community Forest Corporation representative present to Council.

## 11. INFORMATION ITEMS

### 11.1 Modernization of Utility Taxation

***Josie Osborne, Minister, Ministry of Municipal Affairs***

### 11.2 Support for 988 Suicide and Crisis Line Initiative

***Kelly Kenney, Corporate Officer, City of Langley***

2021.2201.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Kemps**

***THAT Staff determine whether Council has already endorsed the 988 initiative.***

CARRIED.

**11.3 British Columbia Climate Action Revenue Incentive Program (CARIP) Ending**  
***Fred Haynes, Mayor, District of Saanich***

**12. COUNCIL COMMITTEE REPORTS**

**12.1 Councillor Marilyn McEwen**  
***Deputy Mayor January - March 2021***

May 27 - Attended Joint Regional Council meeting.  
 May 28 - Attended annual AVICC Conference virtually.  
 May 29 - Attended Vancouver Island Regional Board meeting.  
 June 8 - Attended District of Ucluelet Public Hearing.

**12.2 Councillor Lara Kemps**  
***Deputy Mayor April - June 2021***

May 27 - Attended Joint Regional Council meeting.  
 June 2 - Attended Ucluelet Secondary School PAC meeting.  
 June 8 - Attended District of Ucluelet Public Hearing.  
 June 8 - Attended World Oceans Day event where businesses came together to do beach cleans.

**12.3 Councillor Jennifer Hoar**  
***Deputy Mayor July - September 2021***

May 27 - Attended Joint Regional Council meeting.  
 May 28 - Attended annual AVICC Conference virtually.  
 June 2 - Attended Wild Pacific Trail Society Board Meeting.  
 June 8 - Attended District of Ucluelet Public Hearing.

**12.4 Councillor Rachelle Cole**  
***Deputy Mayor October - December 2021***

May 26 - ACRD Committee of the Whole  
 May 27 - Attended Joint Regional Council meeting.  
 May 28 - Attended annual AVICC Conference virtually.  
 May 31 - June 4 - Attended Federation of Canadian Municipalities Annual Conference as ACRD representative.  
 June 2 - Attended West Coast Committee Meeting.  
 June 8 - Attended District of Ucluelet Public Hearing.

**12.5 Mayor Mayco Noël**

May 27 - Attended Joint Regional Council meeting.  
 Also noted the following:

- Council is conducting CAO interviews;

- A new Bylaw Officer has been hired by the District and a temporary Bylaw Officer position has been posted; and,
- Recently held his first virtual Mayor's lunch with the support of the Ucluelet Chamber of Commerce.

### 13. REPORTS

#### 13.1 Ucluelet Soapbox Derby - 2021

***Abby Fortune, Director of Parks & Recreation***

Councillor Kems recused herself and left the meeting at 4:50 pm as she is the event permit applicant.

Ms. Fortune presented this report and noted the proposed road closures, insurance requirement and COVID-19 Safety Plan requirements.

2021.2202.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**

1. ***THAT*** Council approve the Special Events Permit for the Soap Box Derby organized by Black Rock Oceanfront Resort for Saturday, September 18, 2021; and

2. ***THAT*** Council approve the closure of the following roads from 6:00 AM to 6:00 PM on Saturday September 18, 2021:

a. Bay Street, from the intersection of Peninsula Road to the intersection of Cedar Road; and,

b. Cedar Road, from the intersection of Bay Street to the intersection of Park Lane.

CARRIED.

#### 13.2 Food Bank on The Edge - proposed new location

***Bruce Greig, Manager of Community Planning***

Councillor Kems returned to the meeting at 4:52 pm.

Mr. Greig provided some background on the current Food Bank on the Edge location and noted that this Society is applying for grant funding to construct a new facility.

Mr. Greig noted that Staff recommend that the new building be located at Tugwell field and that the Society is seeking both a letter of support and a commitment to lease lands to the Society at a nominal fee. Mr. Greig noted that the site is not currently serviced and servicing costs have been estimated by the Society to be approximately \$100,000.

Council discussed recommendation three in the report and noted it would be helpful for the Society to present more details on which grants they are pursuing to Council at a later date.

2021.2203.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

*THAT Council provide a letter of support for the proposed construction of a new facility by the Food Bank on the Edge Society on District property at Tugwell Field, noting the following:*

1. **THAT** Council supports leasing the proposed 665m<sup>2</sup> area to the Food Bank on the Edge Society for a nominal fee for an initial period of ten years, for the purpose of constructing and operating a community food bank and food security centre; and,
2. **THAT** Council supports the idea of the Society transferring ownership of the asset to the District at an appropriate point in the future, with the potential to lease back space for the ongoing function of the Food Bank on the Edge.

CARRIED.

2021.2204.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

*THAT Council supports contributing to the project to offset site servicing and construction costs, with confirmation of the amount and source of funding to be determined in the 2022 budget process.*

CARRIED.

**13.3 Cheque Listing - May 2021**  
*Paula Mason, Administrative Clerk*

**13.4 Resolution Tracking - May 2021**  
*Paula Mason, Administration Clerk*

The following items were discussed:

- Zoning Amendment, Housing Agreement & DVP (354 Forbes Road) - Staff noted that occupancy has not been issued for this property but there has been some recent correspondence between the District and the property owner.
- West Coast Multi Use Path - Councillor Cole noted that ACRD is now in a better position to apply for grant funding to construct the trail connection as funding becomes available.
- Utility Charges at Whiskey Landing - Staff noted that a report regarding this matter would be presented to Council in July and the CFO has contacted representatives of Whiskey Landing.
- Report regarding investing Community Forest Funds into a community fund - Staff noted that the report has been delayed

due to a number of projects that may be funded through the Barkley Community Forest Funds which are in-camera at this time.

2021.2205.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**  
***THAT*** staff provide a report to Council with options for the investment of Barkley Community Forest Funds in an upcoming community fund.  
 CARRIED.

## 14. LEGISLATION

### 14.1 District of Ucluelet Harbour Amendment Bylaw No. 1295, 2021 **Abby Fortune, Director of Parks & Recreation**

Council asked staff to investigate whether a restaurant called the Float House which operates in the Small Craft Harbour is charged for their use of District electricity.

2021.2206.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**  
***THAT*** District of Ucluelet Harbour Regulation Amendment Bylaw No. 1295, 2021 be given first, second, and third reading.  
 CARRIED.

### 14.2 Zoning Bylaw Amendment **Joseph Rotenberg, Manager of Corporate Services**

2021.2207.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
***THAT*** District of Ucluelet Zoning Amendment Bylaw No. 1291, 2021 be given third reading.  
 CARRIED.

### 14.3 District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021 (Lot 16 Marine Drive) - 3rd Reading **Bruce Greig, Manager of Community Planning**

The Mayor recused himself at 5:25 PM due to a conflict of interest. Councillor Kemps chaired the meeting in his absence.

Mr. Greig presented this report. He explained the options presented in the report and noted that a public hearing was held on June 8, 2021. Mr. Greig explained that if Council would like to receive additional information regarding the Bylaw or submissions from the applicant or the public, an additional public hearing would be required.

Council discussed moving third reading of the bylaw at this time and noted that a number of issues and questions were raised at the public hearing. They noted the desire to hold an in-person public hearing. They also discussed the alternate recommendation to hold a Committee of

the Whole on the bylaw where a report that addresses Council questions can be reviewed and questions from members of the public can be answered.

Council discussed the questions they would like to be addressed at the proposed Special Committee of the Whole.

2021.2208.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**

***THAT*** Council identifies the following items that it wishes to resolve prior to further consideration of the Bylaw:

- a. *Is there an environmental assessment and can we see that report?*
- b. *I saw one lot available for affordable housing, how do we figure out that percentage, and how can we work with BC Housing?*
- c. *Water runoff onto Victoria Road and Marine Drive.*
- d. *What is the width of the roads in the proposed development and will there be sidewalks?*
- e. *What are the total DCC's paid for the development?*
- f. *What is the buffer (set back) on the Marine Drive side of the development?*
- g. *What are the rental caps for the apartment building? What percentage is for affordable housing in the apartment building?*
- h. *What do the upgrades look like for Matterson Road?*
- i. *Would the developer/owner entertain the idea of focusing on the apartment building first, and then moving over to the rest of the development, to make sure that the apartment is constructed first?*
- j. *Who is paying for the sewer upgrades at the corner of Marine Drive and Victoria Road and who is paying for sewer and water upgrades associated with the development in general?*
- k. *What is the timeline for this development?*
- l. *How does this development help our community?*
- m. *Is blasting required at this site? If so, what is the extent of the blasting?*
- n. *Is there an archeological study and can we see that study?*
- o. *Is this still an archeological site?*
- p. *Is a three story apartment building an option?*
- q. *How are patios addressed in the setback requirements in the zoning?*
- r. *Are there alternative access roads other than off of Victoria Road, and the corner of Victoria Road and Marine Drive. What other options are available?*
- s. *Requests that a traffic study be conducted.*

CARRIED.

2021.2209.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

***THAT*** Council:

- a. direct Staff to prepare a report providing the information, analysis, and recommendations on how those items will be addressed, with input from the applicant as necessary;*
- b. hold a Committee of the Whole meeting to provide an opportunity for the Applicant and Staff to address the report;*
- c. provide an opportunity for further public input at the Committee of the Whole meeting;*
- d. at that point consider whether Council deems it necessary to make changes to the bylaw or conditions of final approval, prior to considering referral of the bylaw to another public hearing; and,*
- e. direct Staff to publish notice of the Special Committee of the Whole meeting as widely as possible.*

CARRIED.

## 15. OTHER BUSINESS

There was no other business.

## 16. QUESTION PERIOD

### 16.1 Questions via Zoom.

Karla Robison, resident, requested that materials related to the Lot 16 development be published on a standalone section of the District's webpage.

Ms. Robison asked Council for a progress report on the development known as Lot 13 Marine Drive?

Ms. Robison, noted that a number of questions raised at the public hearing (including questions related to parking and density) were not addressed in Council motion and asked that Staff address those questions at the Special Committee of the Whole related to Lot 16. Council noted that these questions can be reiterated by members of the public at the Committee of the Whole.

### 16.2 Questions via [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca)

Nora O'Malley, from the Westerly News, noted difficulty hearing Bruce Greig, Director of Community Planning, during his Item 14.3. Another email was received that withdrew this submission.

## 17. CLOSED SESSION

### 17.1 Procedural Motion to Move In-Camera

2021.2210.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

***THAT** the meeting be closed to the public in order to address agenda items under Section 90(1)(a) of the Community Charter related to personal information about an identifiable individual who is being considered for a position as officer, employee or agent of the municipality or another position appointed by the municipality.*

CARRIED.

**18. ADJOURNMENT**

Council returned from the Closed Council meeting at 6:28 pm. The Regular Council meeting was adjourned at 6:28 pm.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, June 15, 2021 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Joseph Rotenberg  
Corporate Officer



**DISTRICT OF UCLUELET**Request to Appear as a Delegation

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

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

Please arrive 10 minutes early and be prepared for the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor Noël.

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

Requested Council Meeting Date: June 29, 2021

Organization Name: Pacific Rim Foundation

Name of person(s) to make presentation: Gary Marks / Student

Topic: Dick Close scholarship

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

Please describe:

Mr. Marks will make a brief speech introducing the purpose of the scholarship, then will introduce the student/recipient, who will then give a brief acceptance speech.

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

Telephone Number and Email: \_\_\_\_\_

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

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





House of Commons  
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June 17<sup>th</sup>, 2021

**RE: Seeking your endorsement for Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act**

Dear Mayor and Council,

I am writing to you today seeking your endorsement of my House of Commons [Motion M-84 Anti-Hate Crimes and Incidents](#) and my private member's legislation on [Banning Symbols of Hate Act - Bill C-313](#). We are living in an unprecedented time. The killing of George Floyd in the U.S., and the deaths of Regis Korchinski-Paquet, a 29-year-old Indigenous-Ukrainian-Black Canadian woman, occurred in Toronto, and Chantel Moore, an Indigenous Canadian woman, was shot and killed by Edmundston police, New Brunswick police, who were called to perform a wellness check - were results of systemic racism.

Since the start of the pandemic, there has been an alarming increase of anti-Asian racism and hate crimes in Canada and across North America. A new [Angus Reid public opinion](#) poll shows that nearly 50% of young Asian Canadians have experienced and been affected by anti-Asian racism and bigotry in the last year. [Statistics Canada](#) reported that in the context of the COVID-19 pandemic, fear and misinformation about the virus may disproportionately impact the sense of personal and community safety of many people in Canada.

The recent murder of the Muslim family in London, Ontario, was yet another reminder that hate and Islamophobia exist in Canada. We must take a strong stance against all forms of hate and racism against Black, Indigenous, People of Colour and Racialized communities.

My Bill C-313 would prevent anyone from selling and displaying symbols that promote hatred and violence against identifiable groups. Julian says banning symbols of hatred like swastikas or Klu Klux Klan insignia is important for all Canadians to feel safe.

**I hope I can count on your endorsement to urge the federal government to immediately stop all forms of hate and all forms of discrimination, hate crimes and incidents as well as ending all display and sale in Canada of symbols of hate.** Please consider using the following endorsement paragraph as a reply as soon as possible:

*On behalf of \_\_\_\_\_ (Number of residents in your city), the Mayor and Council of \_\_\_\_\_ (city name) endorse MP Peter Julian's private member's motion, Motion M-84 Anti-Hate Crimes and Incidents and his private member's bill Bill-C 313 Banning Symbols of Hate Act.*

Thank you very much for your consideration. Please feel free to contact my Chief of Staff, Doris Mah, at 604-353-3107 if you require any further information.

We look forward to hearing from you soon.

Sincerely,

Peter Julian, MP  
New Westminster–Burnaby





*City of Pitt Meadows*  
OFFICE OF THE MAYOR

June 14, 2021

File: 01-0400-60/21

Honourable Marc Dalton  
Member of Parliament  
Sent via email: [marc.dalton@parl.gc.ca](mailto:marc.dalton@parl.gc.ca)

Honourable Lisa Beare  
Member of the Legislative Assembly  
Sent via email: [lisa.beare.MLA@leg.bc.ca](mailto:lisa.beare.MLA@leg.bc.ca)

Dear MP Dalton and MLA Beare:

**Re: Truth and Reconciliation Commission's Call to Action 75**

We write this letter regarding the recent announcement from the Tk'emlúps te Secwépemc First Nation and the results of a survey at the former Residential school in Kamloops B.C., which uncovered the remains of 215 Indigenous children. These findings confirm and support the stories and histories as told by many residential school survivors.

The findings in Kamloops support the suggestion that there will likely be further tragic discoveries at other residential schools.

We share in the grief of all First Nation people as we collectively honour and mourn the loss of these 215 children.

.../2

- 2 -

We believe it is imperative that immediate action be taken to address Action 75 of the Commission's Calls to Action, which states:

*75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.*

In order for reconciliation to take place, the truth must be recognized and acknowledged. We feel that by identifying, honouring, and remembering these Indigenous children, it is an important step towards healing.

Along with our collective outrage, we fully support and call for further action to find, and hold accountable, those who were involved in this unspeakable tragedy.

Yours Truly,



Mayor Bill Dingwall

*BGS, LL.B., CPHR*

cc: Pitt Meadows City Council  
UBCM



## STAFF REPORT TO COUNCIL

Council Meeting: June 29, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DONNA MONTEITH, CHIEF FINANCIAL OFFICER

**FILE NO:** 1880-20 SOFI

**SUBJECT:** 2020 STATEMENT OF FINANCIAL INFORMATION REPORT

**REPORT NO:** 21-98

**ATTACHMENT(S):** APPENDIX A - 2020 STATEMENT OF FINANCIAL INFORMATION

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

1. **THAT** Council approve the District of Ucluelet 2020 Statement of Financial Information as attached.

### **PURPOSE:**

The purpose of this report is for Council to approve the 2020 Statement of Financial Information (SOFI) report as attached.

### **BACKGROUND:**

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

The SOFI report must include the following:

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

### **OPTIONS REVIEW:**

1. **THAT** Council approve the District of Ucluelet 2020 Statement of Financial Information as attached. **(Recommended)**

**Respectfully submitted:** Donna Monteith, Chief Financial Officer

Appendix A



DISTRICT OF UCLUELET

2020  
STATEMENT  
OF FINANCIAL  
INFORMATION



## 2020 Statement of Financial Information

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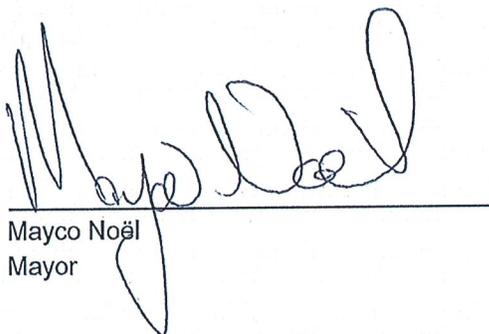
District of Ucluelet

## STATEMENT OF FINANCIAL INFORMATION APPROVAL

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



Donna Monteith  
Chief Financial Officer



Mayco Noël  
Mayor

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

District of Ucluelet

**Management's Responsibility**

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

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

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

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

April 27, 2021



Donna Monteith  
Chief Financial Officer



## Independence Auditor's Report

To the Mayor and Council of the District of Ucluelet:

### Opinion

We have audited the consolidated financial statements of the District of Ucluelet (the "District"), which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of operations, changes in net financial assets and cash flows and related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2020, and the results of its consolidated operations, changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Other Information

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

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

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

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

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



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Page 5 of 28

T: 250.753.8251 F: 250.754.3999 MNP.ca

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

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

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the District to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

April 27, 2021

**MNP LLP**

Chartered Professional Accountants

District of Ucluelet  
Consolidated Statement of Financial Position  
As at December 31, 2020

	2020	2019
<b>Financial Assets</b>		
Cash and cash equivalents	\$ 5,036,975	\$ 2,922,831
Investments (Note 2)	8,208,742	8,143,791
Accounts receivable (Note 3)	716,635	711,765
Investment in Government Business Enterprise (Note 4)	738,305	730,165
	<u>\$ 14,700,657</u>	<u>\$ 12,508,552</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 5)	\$ 1,689,659	\$ 814,762
Refundable deposits (Note 6)	97,500	149,335
Deferred revenue (Note 7)	1,078,420	640,863
Prepaid property taxes and utilities	69,090	41,675
Development cost charges (Note 8)	824,943	775,207
Equipment financing (Note 9)	183,811	
Debt (Note 10)	1,849,048	1,934,688
	<u>\$ 5,792,471</u>	<u>\$ 4,356,530</u>
<b>Net Financial Assets</b>	<u>\$ 8,908,186</u>	<u>\$ 8,152,022</u>
<b>Non-Financial Assets</b>		
Tangible capital assets (Note 11, Schedule 1)	\$ 41,265,691	\$ 40,845,824
Inventory of supplies	20,944	20,944
Prepaid expenses	66,008	74,760
	<u>\$ 41,352,643</u>	<u>\$ 40,941,528</u>
<b>Accumulated Surplus (Note 12)</b>	<u>\$ 50,260,829</u>	<u>\$ 49,093,550</u>
Commitments and contingencies (Note 17)		
Significant event (Note 21)		



Chief Administrative Officer

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

District of Ucluelet  
 Consolidated Statement of Operations  
 For the year ended December 31, 2020

	2020 Budget (Note 18)	2020	2019
<b>Revenue</b>			
Taxation, net (Note 14)	\$ 3,350,266	\$ 3,335,494	\$ 3,177,951
Sale of services	1,731,849	1,762,570	1,870,813
Other revenue from own sources	45,650	346,836	306,695
Investment income	85,360	61,814	157,802
Grants and contributions	1,789,654	1,506,312	1,252,869
Ministry and Regional District Tax	-	366,338	543,799
Earnings from investment in Government Business Enterprise (Note 4)	-	466,140	1,189,507
	\$ 7,002,779	\$ 7,845,504	\$ 8,499,436
<b>Expenses</b>			
General government services	\$ 1,356,092	\$ 1,286,761	\$ 1,653,920
Protective services	362,527	418,048	398,867
Transportation services	1,269,952	1,199,419	1,461,427
Planning and environmental services	685,632	606,475	375,333
Recreation and cultural services	1,843,509	1,926,767	2,146,667
Water utility	1,116,483	643,553	549,357
Sewer utility	817,151	597,202	650,608
	\$ 7,451,346	\$ 6,678,225	\$ 7,236,179
<b>Annual surplus (deficit)</b>	(448,567)	1,167,279	1,263,257
<b>Accumulated surplus, Beginning of the year</b>	49,093,550	49,093,550	47,830,293
<b>Accumulated surplus, End of the year</b>	\$ 48,644,983	\$ 50,260,829	\$ 49,093,550

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

District of Ucluelet  
 Consolidated Statement of Change in Net Financial Assets  
 For the year ended December 31, 2020

	2020 Budget (Note 18)	2020	2019
<b>Annual surplus (deficit)</b>	\$ (448,567)	\$ 1,167,279	\$ 1,263,257
Acquisition of tangible capital assets	(3,086,801)	(1,619,534)	(1,614,672)
Disposals of tangible capital assets	-	15,652	140,000
Amortization of tangible capital assets	1,157,665	1,184,015	1,329,126
Change in prepaid expenses	-	8,752	(6,562)
<b>Increase (decrease) in Net Financial Assets</b>	<b>(2,377,703)</b>	<b>756,164</b>	<b>1,111,149</b>
<b>Net Financial Assets, Beginning of the year</b>	<b>8,152,022</b>	<b>8,152,022</b>	<b>7,040,873</b>
<b>Net Financial Assets, End of the year</b>	<b>\$ 5,774,319</b>	<b>\$ 8,908,186</b>	<b>\$ 8,152,022</b>

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

District of Ucluelet  
 Consolidated Statement of Cash Flows  
 For the year ended December 31, 2020

	2020	2019
<b>Operating Transactions</b>		
Annual surplus	\$ 1,167,279	\$ 1,263,257
Non-cash items included in surplus:		
Amortization of tangible capital assets	1,184,015	1,329,126
Loss on disposal of tangible capital assets	15,651	140,000
Earnings from investment in Government Business Enterprise	(466,140)	(1,189,507)
Actuarial adjustment on debt	(13,326)	(17,212)
	\$ 1,887,479	\$ 1,525,664
Change in non-cash working capital balances related to operations		
Accounts receivable	\$ (4,870)	\$ 127,452
Accounts payable and accrued liabilities	874,897	(304,169)
Refundable deposits	(51,835)	30,251
Deferred revenue	437,557	143,497
Prepaid property taxes and utilities	27,415	526
Development cost charges	49,736	47,808
Prepaid expenses	8,753	(6,562)
Cash provided by operating transactions	\$ 3,229,132	\$ 1,564,467
<b>Capital Transactions</b>		
Acquisition of tangible capital assets	\$ (1,619,534)	\$ (1,614,672)
<b>Investment Transactions</b>		
Decrease (increase) in investments	\$ (64,951)	\$ 833,023
Dividends received from Government Business Enterprise	458,000	1,000,000
	393,049	1,833,023
<b>Financing activities</b>		
Proceeds from equipment financing	\$ 200,000	\$ -
Debt repaid	(88,503)	(72,314)
	\$ 111,497	\$ (72,314)
Net change in cash and cash equivalents	2,114,144	1,710,504
Cash and cash equivalents, Beginning of the year	2,922,831	1,212,327
Cash and cash equivalents, End of the year	\$ 5,036,975	\$ 2,922,831

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

District of Ucluelet

## Notes to the Consolidated Financial Statements

*For the year ended December 31, 2020*

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

## 1. Significant accounting policies

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

### (a) Reporting entity

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

The District's business partnerships, jointly owned and controlled by the District but not dependent on the District for their continuing operations, are included in the consolidated financial statements using the modified equity method.

The modified equity method of accounting is modified only to the extent that the business entity accounting principles are not adjusted to conform to those of the District. Thus, the District's investment in these entities is recorded at acquisition cost and is increased for the proportionate share of post-acquisition earnings and decreased by post acquisition losses and distributions received.

Entities accounted for by the modified equity basis include:

- Barkley Community Forest Limited Partnership (50% ownership)
- Ucluelet Economic Development Corporation (wholly owned)

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

### (b) Bases of presentation

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

### (c) Government transfers

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

### (d) Property tax revenue

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

### (e) Deferred revenue

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

District of Ucluelet

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

## 1. Significant accounting policies (continued)

## (f) Development cost charges

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

## (g) Cash and cash equivalents

Cash and cash equivalents include short-term, highly liquid investments with a term to maturity of 90 days or less at acquisition.

## (h) Deposits and repayments

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

## (i) Employee future benefits

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

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

## (j) Investment income

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

## (k) Debt

Debt is recorded net of related payments and actuarial earnings.

## (l) Non-financial assets

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

## a. Tangible capital assets

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

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

District of Ucluelet

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

**1. Significant accounting policies (continued)**

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

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

- b. Contributions of tangible capital assets  
Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue.
- c. Natural resources  
Natural resources that have not been purchased are not recognized as assets in the consolidated financial statements.
- d. Works of art and cultural historic assets  
Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.
- e. Interest capitalization  
The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.
- f. Leased tangible capital assets  
Leases which transfer substantially all the benefits and risks incidental to ownership of property are accounted for as operating leases and the related payments are charged to expenses as incurred.
- g. Inventory of supplies  
Inventory of supplies held for consumption are recorded at lower of cost and replacement cost.

**(m) Contaminated sites**

A liability for remediation of contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the District is either directly responsible or accepts the responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2020.

At each financial reporting date, the District reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when made. As at December 31, 2020, the District has not recorded any liability for contaminated sites as no such sites exist.

**(n) Use of estimates**

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the period. Significant areas requiring the use of management estimates relate to the collectability of accounts receivable, accrued liabilities, employee future benefits, provisions for contingencies and amortization, useful lives, and salvage values for determining tangible capital asset values. Actual results could differ from these estimates.

District of Ucluelet

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

**2. Investments**

Investments include funds invested in Guaranteed Investment Certificates and Money Market funds with CIBC Wood Gundy and the Municipal Finance Authority of B.C. The investments are carried at market value which is equal to the carrying value.

**3. Accounts receivable**

	2020	2019
Property taxes	\$ 149,908	\$ 154,276
Due from other governments	54,380	166,718
User fee and other	512,347	390,771
	\$ 716,635	\$ 711,765

**4. Investment in Government Business Enterprise**

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

The following table provides condensed supplementary financial information for the limited partnership at December 31, 2020.

	2020	2019
<b>Financial position</b>		
<b>Assets</b>		
Current	\$ 1,660,883	\$ 1,851,515
	\$ 1,660,883	\$ 1,851,515
<b>Liabilities</b>		
Current	\$ 25,000	\$ 176,250
Silviculture accrual	159,272	214,934
	184,272	391,184
<b>Equity</b>		
Retained earnings	1,476,611	1,460,331
	\$ 1,660,883	\$ 1,851,515
<b>Operations</b>		
Revenue	\$ 1,698,161	\$ 2,243,080
Expenses	765,881	908,928
	\$ 932,280	\$ 1,433,152

The District's share of income from the government business enterprise was a total of \$466,140 (2019 - \$1,189,507). During 2020, the District received \$458,000 (2019 - \$1,000,000) of dividends from the government business enterprise, which was recorded as a reduction in its investment. No other transactions occurred between the two entities.

District of Ucluelet

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

## 5. Accounts payable and accrued liabilities

	2020		2019	
Trade accounts payable	\$	515,216	\$	468,416
Salaries and wages payable		137,529		238,097
Employee future benefits		70,326		69,349
Due to other governments		949,615		21,927
Accrued interest		16,973		16,973
	\$	1,689,659	\$	814,762

## 6. Refundable deposits

	2020		2019	
Damage deposits	\$	97,500	\$	94,000
Developer performance deposits		-		55,335
	\$	97,500	\$	149,335

## 7. Deferred revenue

Deferred revenue consists of the following balances:

	Opening balance	Interest	Receipts	Revenue Recognized	Ending balance
Resort Municipality	\$ 569,345	\$ 6,363	\$ 481,274	\$ 46,361	\$ 1,010,621
Initiative	71,518	-	74,028	77,747	67,799
Other					
	\$ 640,863	\$ 6,363	\$ 555,302	\$ 124,108	\$ 1,078,420

## 8. Development cost charges

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

	Opening balance	Interest	Receipts	Revenue recognized	Ending balance
Roads	\$ 63,867	\$ 782	\$ 14,386	\$ -	\$ 79,035
Stormwater	207,374	2,766	-	-	210,140
Sewer	203,782	2,673	13,478	-	219,933
Water	113,049	1,428	11,774	-	126,251
Parks	187,135	2,449	-	-	189,584
	\$ 775,207	\$ 10,098	\$ 39,638	\$ -	\$ 824,943

District of Ucluelet

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

**9. Equipment financing**

The District is party to an equipment loan financed through the Municipal Finance Authority for the acquisition of vehicles. The loan has a term of five years and bears interest at a rate of 1.22%. The vehicles under this loan have a carrying value of \$196,201 and are recorded as non-financial assets in the statements.

Principal payments on the debt for the next five years are as follows:

2021	\$	40,021
2022		40,442
2023		40,808
2024		41,175
2025		21,365

**10. Debt**

The District obtains debenture debt through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Local Government Act, to finance capital expenditures.

	Interest Rate	Original Amount	Repayments and actuarial earnings	Balance 2020	Balance 2019
MFA issue 1074	2.90%	\$ 1,948,000	\$ 495,013	\$ 1,452,987	\$ 1,513,234
MFA issue 1195	2.65%	475,000	78,939	396,061	421,454
		\$ 2,423,000	\$ 573,952	\$ 1,849,048	\$ 1,934,688

As a condition of the borrowing through MFA, a portion of the debenture proceeds is retained by the MFA as a debt reserve fund. As at December 31, 2020, the cash balance of the District's debt reserve funds was \$30,263 (2019 - \$29,653). Debt reserve funds are not recorded elsewhere in the financial statements.

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

Principal payments on debt for the next five years are as follows:

2021	\$	72,314
2022		72,314
2023		72,314
2024		72,314
2025		72,314

Interest paid during the year was \$76,610 (2019 - \$76,610).

District of Ucluelet

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

**11. Tangible capital assets**

## (a) Contributed tangible capital assets

Contributed tangible capital assets of nil (2019 – nil) were recognized during the year.

## (b) Tangible capital assets disclosed at nominal values

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

## (c) Write-down of tangible capital assets

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

## (d) Work in progress

During the year there were net additions to work in progress of \$865,53 (2019 - \$135,579). Amortization of work in progress commences in the year the asset is transferred to tangible capital assets and is put into service.

**12. Accumulated surplus**

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

	2020	2019
Investment in tangible capital assets	\$ 39,232,562	\$ 38,910,866
Reserves	6,460,368	5,543,115
Unrestricted surplus	4,567,899	4,639,569
	<b>\$ 50,260,829</b>	<b>49,093,550</b>

**13. Reserves**

	Opening balance	Interest allocated	Contributions	Funding	Ending balance
BarkleyCommunity Reserve	\$ 3,035,969	\$ 24,171	\$ 458,000	\$ 552,121	\$ 2,966,019
CommunityWorks Fund	1,441,540	10,843	127,431	328,885	1,250,929
COVID-19Safe Restartfund	-	-	764,000	213,486	550,514
Small Craft Harbours	365,824	2,846	45,000	72,864	340,806
AffordableHousing	134,175	3,544	608,061	-	745,780
Land sale	62,154	359	-	-	62,513
Social	121,139	704	-	-	121,843
Recreation	11,660	63	-	-	11,723
Park Dedication	284,712	2,132	36,130	-	322,974
Parking	19,291	205	-	-	19,496
Sewer debt	55,826	318	-	-	56,144
Equipment	10,825	802	-	-	11,627
	<b>\$ 5,543,115</b>	<b>\$ 45,987</b>	<b>\$ 2,038,622</b>	<b>\$ 1,167,356</b>	<b>\$ 6,460,368</b>

District of Ucluelet

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

**13. Reserves (continued)**

The Community Works Fund (Gas Tax) is provided by the Government of Canada. The use of the funding is established by a funding agreement between the District and the Union of British Columbia Municipalities. Gas Tax funding may be used toward designated public transit, community energy, water, wastewater, solid waste, and capacity building projects, as specified in the funding agreements.

The COVID-19 Safe Restart Grant for Local Governments was provided to local governments to assist with the increased operating costs and revenue short-falls as a result of the COVID-19 pandemic. The COVID-19 Safe Restart Grant may be used towards specific eligible costs for funding such as addressing revenue short-falls, facility reopening and operating costs, emergency planning and response costs, bylaw enforcement and protective services, computer and other technology costs, and services for vulnerable persons.

The District of Ucluelet received \$764,000 in COVID-19 Safe Restart Grant and reports the balance in a reserve fund – COVID-19 Safe Restart fund until it is used to fund eligible costs. During the year, the funds were used to replace lost business licence revenue (\$106,000), lost recreation revenue (\$100,627) and to fund information technology expenses (\$6,859).

**14. Taxation**

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

	2020	2019
Municipal purposes		
General	\$ 3,003,600	\$ 2,883,081
Utility	44,810	44,325
Parcel taxes	248,160	232,160
Grants in lieu of taxes	38,924	18,385
	<u>3,335,494</u>	<u>3,177,951</u>
Taxes levied for other authorities		
School authorities	1,195,862	1,325,634
RCMP	178,710	154,771
Regional Hospital	168,947	160,612
Regional District	365,384	309,001
BC Assessment Authority	36,164	29,826
Vancouver Island Regional Library	120,115	110,291
Municipal Finance Authority	-	-
	<u>2,065,182</u>	<u>2,090,135</u>
Total taxes collected	<u>\$ 5,400,676</u>	<u>5,268,086</u>

**15. Trust funds**

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

	2020	2019
Opening balance	\$ 25,656	\$ 25,516
Interest earned	611	140
Ending balance	<u>\$ 26,267</u>	<u>\$ 25,656</u>

District of Ucluelet

## Notes to the Consolidated Financial Statements

*For the year ended December 31, 2020***16. Pension plan**

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The District paid \$205,108 (2019 - \$187,695) for employer contributions to the plan in fiscal 2020.

**17. Commitments and contingencies**

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

District of Ucluelet

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2020

**18. Budget**

The budget presented in these consolidated financial statements includes both operating and capital budgets. The District of Ucluelet budget was approved by Council on May 12, 2020 with the adoption of the Five-Year Financial Plan (2020 – 2024) Bylaw No 1274, 2020. The chart below reconciles the approved budget to the budget figures reported in these financial statements. Cemetery expenses are included in the budget but excluded from the annual surplus because these funds are held in trust and not reported in the financial statements of the District (Note 15).

		2020 Budget
Consolidated Budgeted Surplus, per District of Ucluelet Financial Plan Bylaw 1274		\$ -
<b>Add</b>		
	Acquisition of tangible capital assets	3,086,801
	Debt repayment	94,756
	Transfers to reserves	549,206
	Net cemetery expenses	6,725
<b>Less</b>		
	Proceeds of borrowing	-
	Transfers from reserves	(1,482,489)
	Transfers from surplus	(1,545,901)
	Amortization	(1,157,665)
Consolidated Budgeted Deficit, per District of Ucluelet Statement of Operations		\$ (448,567)

**19. Segmented information**

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

**General government services**

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

**Protective services**

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

**Transportation services**

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

District of Ucluelet

## Notes to the Consolidated Financial Statements

*For the year ended December 31, 2020***19. Segment information (continued)****Planning and environmental services**

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

**Recreation and cultural services**

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

**Water and Sewer utilities**

The water and sewer utilities operate and distribute the water and sewer networks. They are responsible for the construction and maintenance of the water and sewer distribution systems, including mains and pump stations.

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

**20. Comparative figures**

Certain figures in the comparative information have been reclassified to conform with the current year presentation.

**21. Significant event**

During the year, there was an outbreak of COVID-19 (coronavirus), which has had a significant impact on organizations through the restrictions put in place by the Canadian, provincial, and municipal governments regarding travel, municipality operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the District as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographical spread of the disease and the duration of the outbreak, including the duration of travel restrictions, office closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

District of Ucluelet  
**Consolidated Schedule of Tangible Capital Assets**  
 Year ended December 31, 2020

**Schedule 1**

	Land	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Sewer Structures	Work in progress	Total 2020
<b>2020 Cost</b>										
Opening balance	\$ 14,718,568	\$ 11,004,081	\$ 2,982,021	\$ 3,602,097	\$ 7,866,781	\$ 1,609,012	\$ 6,218,210	\$ 9,164,441	\$ 2,955,888	\$ 60,121,099
Add: Additions	-	10,471	455,705	72,865	8,827	-	273	-	1,071,393	1,619,534
Less: Disposals	-	-	-	-	-	-	-	-	(15,652)	(15,652)
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	599	-	165,776	-	-	23,829	(190,204)	-
Closing balance	14,718,568	11,014,552	3,438,325	3,674,962	8,041,384	1,609,012	6,218,483	9,188,270	3,821,425	61,724,981
<b>Accumulated Amortization</b>										
Opening Balance	-	2,853,102	2,002,933	2,003,607	4,033,486	722,114	2,860,813	4,799,220	-	19,275,275
Add: Amortization	-	229,597	134,427	162,494	193,585	36,583	205,476	221,853	-	1,184,015
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	-	-	-	-	-	-	-	-
Ending Balance	-	3,082,699	2,137,360	2,166,101	4,227,071	758,697	3,066,289	5,021,073	-	20,459,290
<b>Net Book Value</b>	\$ 14,718,568	\$ 7,931,853	\$ 1,300,965	\$ 1,508,861	\$ 3,814,313	\$ 850,315	\$ 3,152,194	\$ 4,167,197	\$ 3,821,425	\$ 41,265,691
<b>2019 Cost</b>										
Opening balance	\$ 14,858,568	\$ 10,971,381	\$ 2,837,008	\$ 3,468,499	\$ 7,813,511	\$ 1,559,012	\$ 5,642,154	\$ 8,675,985	\$ 2,820,309	\$ 58,646,427
Add: Additions	-	-	145,013	67,477	53,270	50,000	79,074	175,676	1,044,162	1,614,672
Less: Disposals	(140,000)	-	-	-	-	-	-	-	-	(140,000)
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Transfers	-	32,700	-	66,121	-	-	496,982	312,780	(908,583)	-
Closing balance	14,718,568	11,004,081	2,982,021	3,602,097	7,866,781	1,609,012	6,218,210	9,164,441	2,955,888	60,121,099
<b>Accumulated Amortization</b>										
Opening Balance	-	2,623,994	1,718,566	1,844,756	3,843,588	685,531	2,655,522	4,574,192	-	17,946,149
Add: Amortization	-	229,108	284,367	158,851	189,898	36,583	205,291	225,028	-	1,329,126
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	-	-	-	-	-	-	-	-
Ending Balance	-	2,853,102	2,002,933	2,003,607	4,033,486	722,114	2,860,813	4,799,220	-	19,275,275
<b>Net Book Value</b>	\$ 14,718,568	\$ 8,150,979	\$ 979,088	\$ 1,598,490	\$ 3,833,295	\$ 886,898	\$ 3,357,397	\$ 4,365,221	\$ 2,955,888	\$ 40,845,824

District of Ucluelet  
Consolidated Schedule of Segment Disclosure by Service  
Year ended December 31, 2020

	General Government Services	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2020 Actual
<b>Revenue</b>								
Taxation, net	\$ 3,087,334	\$ -	\$ -	\$ -	\$ -	\$ 120,320	\$ 127,840	\$ 3,335,494
Sale of services	5,405	-	342,643	104,692	205,978	631,727	472,125	1,762,670
Grants and contributions	1,423,624	22,352	7,000	-	53,336	-	-	1,606,312
Investment income	61,814	-	-	-	-	-	-	61,814
Other revenue from own sources	567,758	17,439	-	213,954	365,338	6,990	6,835	1,179,314
	5,145,935	39,791	349,643	318,646	625,652	769,037	606,800	7,845,504
<b>Expenses</b>								
Salaries and wages	\$ 746,459	\$ 209,419	\$ 292,678	\$ 251,038	\$ 898,626	\$ 241,963	\$ 142,519	\$ 2,722,902
Contracted services	78,859	29,751	282,701	196,516	75,558	82,569	65,369	811,343
Materials and supplies	39,533	75,466	144,651	8,585	139,449	35,437	108,153	551,264
Interest and other	295,797	78,868	33,549	105,228	427,350	17,871	3,039	966,702
Audit and legal	67,219	-	384	45,108	-	-	-	112,711
Telephone and utilities	54,894	24,554	80,861	-	53,493	60,217	56,269	330,288
Amortization	-	-	364,595	-	392,091	205,476	221,853	1,184,015
	1,286,761	418,048	1,199,419	606,475	1,926,767	643,653	597,202	6,678,225
<b>Annual surplus (deficit)</b>	\$ 3,859,174	\$ (378,257)	\$ (849,776)	\$ (287,829)	\$ (1,301,115)	\$ 115,484	\$ 9,598	\$ 1,167,279

	General Government Services	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2019 Actual
<b>Revenue</b>								
Taxation, net	\$ 2,945,791	\$ -	\$ -	\$ -	\$ -	\$ 108,825	\$ 123,335	\$ 3,177,951
Sale of services	9,888	-	362,475	39,745	394,071	612,366	462,268	1,870,813
Grants and contributions	791,702	15,910	7,000	-	327,423	-	110,834	1,252,869
Investment income	157,802	-	-	-	-	-	-	157,802
Other revenue from own sources	1,255,814	27,558	-	193,724	543,799	15,767	3,339	2,040,001
	5,160,997	43,468	369,475	233,469	1,265,293	798,988	699,776	8,499,436
<b>Expenses</b>								
Salaries and wages	\$ 867,080	\$ 169,124	\$ 262,706	\$ 224,960	\$ 735,590	\$ 163,366	\$ 137,593	\$ 2,560,409
Contracted services	89,301	39,816	389,815	78,249	120,149	47,975	76,646	841,951
Materials and supplies	83,323	83,598	166,148	8,707	213,404	57,602	143,769	766,561
Interest and other	490,119	83,195	54,471	27,826	629,727	13,713	10,670	1,309,721
Audit and legal	61,968	-	77,439	35,591	-	-	-	97,659
Telephone and utilities	62,129	23,134	510,848	-	59,838	61,420	56,902	340,862
Amortization	-	-	510,848	-	387,959	205,291	225,028	1,328,126
	1,653,920	398,867	1,461,427	376,333	2,146,667	549,367	660,608	7,236,179
<b>Annual surplus (deficit)</b>	\$ 3,607,077	\$ (356,399)	\$ (1,091,952)	\$ (141,864)	\$ (881,374)	\$ 187,601	\$ 49,168	\$ 1,263,257

## THE CORPORATION OF THE DISTRICT OF UCLUELET

2020 Statement of Financial Information

## Schedule of Council Remuneration and Expenses (unaudited)

<b>Name</b>		<b>Position</b>	<b>Remuneration (\$)</b>	<b>Expenses (\$)</b>
Cole	Rachelle	Councillor	16,033.05	1,414.49
Hoar	Jennifer	Councillor	16,758.05	1,377.30
Kemps	Lara	Councillor	15,878.05	882.76
McEwen	Marilyn	Councillor	19,118.59	1,931.86
Noel	Mayco	Mayor	<u>29,336.65</u>	<u>1,064.93</u>
			<u>97,124.39</u>	<u>6,671.34</u>

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

## THE CORPORATION OF THE DISTRICT OF UCLUELET

2020 Statement of Financial Information

## Schedule of Employee Remuneration and Expenses (unaudited)

Name		Position	Remuneration (\$)	Expenses (\$)
Boysen	Mark	Chief Administrative Officer	146,466.44	1,361.82
Monteith	Donna	Chief Financial Officer	112,693.31	461.00
Greig	Bruce	Manager of Community Planning	106,552.05	1,452.00
Fortune	Abigail	Manager of Parks and Recreation	103,166.22	2,566.71
Cannon	Warren	Manager of Public Works	97,919.96	264.83
Geddes	Richard	Fire Chief	87,929.01	2,369.53
Taron	Brent	Public Works Foreman	84,561.14	134.00
Rotenberg	Joseph	Manager of Corporate Services	83,622.92	130.00
Ashton	Brent	Bylaw Officer	81,202.04	2,653.07
Towgood	John	Planner 1	81,575.35	1,354.21
Nelson	Tamara	Finance Supervisor	76,979.37	-
McDiarmid	John	Utility Operator	75,585.32	99.00
Gudbranson	Barbara	Recreation Programmer	75,385.99	78.75
Aggregate over 75,000			\$ 1,213,639.12	\$ 12,924.92
Aggregate under 75,000			\$ 957,454.25	\$ 9,647.57
Totals (37)			2,171,093.37	\$ 22,572.48

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

2020: Due to payroll cut-offs and CRA requirements, there was an extra bi-weekly pay period in the above remuneration.

THE CORPORATION OF THE DISTRICT OF UCLUELET  
2020 Statement of Severance Agreements

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There were no severance agreements in  
2020.

## THE CORPORATION OF THE DISTRICT OF UCLUELET

2020 Statement of Financial Information

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

Supplier Name	Amount (\$)
A-MAIS TECHNOLOGIES INC.	29,747.93
ACRD	537,911.92
ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DIST	170,919.18
AON REED STENHOUSE INC.	75,694.00
ASSOCIATED ENGINEERING (B.C.) (LTD)	32,007.10
BC ASSESSMENT AUTHORITY	36,588.39
BC HYDRO	277,951.96
BEAVER ELECTRICAL MACHINERY	28,907.20
BUREAU VERITAS CANADA (2019) INC.	25,896.69
CANADA REVENUE AGENCY	610,955.07
CHERNOFF THOMPSON ARCHITECTS	41,918.47
CIBC - VISA CENTRE	103,723.34
DAMS FORD LINCOLN SALES LTD.	104,582.24
DAVID STALKER EXCAVATING LTD.	624,491.40
EBBWATER CONSULTING INC.	151,557.07
FLO	30,759.25
FOUR STAR WATERWORKS	29,152.64
GREATPACIFIC CONSULTING LTD	40,650.31
HOLISTIC EMERGENCY PREPAREDNESS	43,362.32
ICBC	31,137.44
KASSLYN CONTRACTING	164,174.12
KOERS & ASSOCIATES ENGINEERING LTD.	145,597.25
MEC PROJECTS LTD	34,936.61
MID-ISLAND FENCE PRODUCTS LTD.	53,402.58
MISCELLANEOUS CHEQUE	56,533.25
MISCELLANEOUS EFT	51,135.89
MNP LLP	29,905.31
MUNICIPAL PENSION PLAN	388,131.16
OUT OF OUR TREE CUSTOM WOODWORK	32,282.50
PACIFIC CHEVROLET BUICK GMC LTD.	166,083.70
PACIFIC INDUSTRIAL & MARINE LTD	31,091.55
PBX ENGINEERING LTD	28,250.72
SONBIRD REFUSE & RECYCLING LTD.	53,370.36
SUN LIFE ASSURANCE COMPANY OF CANADA	169,015.95
TELUS COMMUNICATIONS INC.	66,860.38
TOFINO DISTRICT OF	39,763.94
TOURISM UCLUELET	262,715.72
UCLUELET CHAMBER OF COMMERCE	34,934.47
UCLUELET CONSUMER'S CO-OPERATIVE ASSN	39,905.25
UCLUELET RENT-IT CENTER LTD	41,043.80
UKEE INFO TECH	84,764.99
URBAN SYSTEMS LTD.	287,305.05
VANCOUVER ISLAND REGIONAL LIBRARY	123,031.76
VFA CANADA CORPORATION	28,905.66
WILD PACIFIC TRAIL SOCIETY	26,647.08
WINDSOR PLYWOOD - UCLUELET DIV.	29,239.67
WORKSAFE BC	45,980.33
YOUNG ANDERSON	68,541.37
Payments Made (Vendors Over \$25000)	5,611,464.34
Miscellaneous Payments (\$25000 and Under)	1,037,198.74
<b>TOTAL Payments</b>	<b>6,648,663.08</b>

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

THE CORPORATION OF THE DISTRICT OF UCLUELET

2020 Statement of Financial Information

<u>Payments for the Purposes of Grants Contributions</u>	
<b>Recipient</b>	<b>Amount (\$)</b>
CLAYOQUOTBIOSPHERE TRUST	\$ 1,000.00
FOOD BANK ON THE EDGE	\$ 2,000.00
PACIFIC RIM ARTS SOCIETY	\$ 2,500.00
PACIFIC RIM HOSPICE SOCIETY	\$ 3,000.00
RAINCOAST EDUCATION SOCIETY	\$ 2,000.00
SEA VIEW SENIORS HOUSING SOCIETY	\$ 3,000.00
UKEE PUBLIC MARKET SOCIETY	\$ 2,000.00
WESTCOAST COMMUNITY RESOURCES SOCIETY	\$ 2,000.00
WILD PACIFIC TRAIL SOCIETY	\$ 2,000.00
UCLUELET SECONDARY SCHOOL (SCHOLARSHIP)	\$ 500.00
<b>TOTAL</b>	<b>\$ 20,000.00</b>





## STAFF REPORT TO COUNCIL

Council Meeting: June 29, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1855-03 UBCM

**SUBJECT:** 2021 WEST COAST HOUSING NEEDS ASSESSMENT

**REPORT NO:** 21-100

**ATTACHMENT(S):** APPENDIX A – PRESENTATION FROM M'AKOLA DEVELOPMENT SERVICES

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

This report is for information.

### **PURPOSE:**

This report is to update Council on the initial steps to develop a West Coast Housing Needs Assessment, and introduce Council to the project consulting team.

### **BACKGROUND:**

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

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

In October of 2020 Council provided a motion of support for an application to UBCM for a grant to partially fund this project. Ucluelet was successful in obtaining \$15,000 funding.

A request for proposals (RFP) was then developed in collaboration with the District of Tofino, Alberni Clayoquot Regional District, Tla-o-qui-aht First Nation, Toquaht Nation and Yuułuꞑiꞑath Government. Aaron Rodgers, Manager of Sustainability for the District of Tofino, is the project contact for the public agency partners on this project.

The RFP resulted in five strong proposals, with the successful proponent being a team of M'Akola Development Services with Turner Drake & Partners Ltd. The M'Akola team has prepared a presentation to introduce Council and the community to this project, discuss the steps for information gathering and opportunities for public input, and answer any questions.

**DISCUSSION:**

The West Coast functions as a single housing and employment system. Housing affordability is a chronic, longstanding challenge for many members of the community; in recent years housing has become an acute issue which has begun to affect population segments who were previously unaffected. Staff are pleased to see this project launch.

Aside from satisfying a legislated requirement, the Housing Needs Assessment is an extremely valuable tool for local governments, non-profit and for-profit developers of housing. A complete and current housing assessment can be a pre-requisite for accessing funding streams for many types of housing projects through BC Housing.

As the consulting team will describe, the project follows five phases, with a large portion of work in the initial data gathering and analysis. This will involve Council, staff, members of the public and a wide range of individuals whose work intersects with the full spectrum of housing issues.

The West Coast Housing Need and Demand study will build on the recently completed Land Use Demand study, and focus in more detail on the housing segments of community development and infrastructure. The study aims to identify where gaps (current and future) appear in the housing spectrum, and options for the community to work toward filling those gaps over time.

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

Staff are estimating that about 20 hours of staff time will be required to support the project. Council input has begun with the Elected Officials Survey and will continue through the community consultation and reporting portions of the project. The project is scheduled to deliver a complete Housing Needs Assessment by the end of October this year.

Action on housing is an ongoing priority for the District. The results of the HNA will help refine the focus of future work. The following recent work is underway on a number of housing files in Ucluelet:

- Developing a draft OCP with a chapter focussed on District housing policies and actions;
- The Land Use Demand Study for the west coast provides a baseline on growth projections and land supply – this informs more detailed work;
- Shepherding the “Lot 13” or “First light” affordable housing project through rezoning the process – a 33-lot subdivision aimed at creating supply of affordable ownership and rental housing units for year-round Ucluelet residents.
- “Lot 16” housing development rezoning – proposes a combination of rental apartment, townhouse, small single-family and secondary suite or cottage dwellings. Includes creation of new Compact Infill Residential zoning;
- DP and now subdivision process for the OceanWest phase 5 (in the Forbes Road / Marine Drive area) will add 32 single-family lots in the near future; zoning allows for secondary rental suites;
- Research into zoning options for detached accessory cottages within existing residential zones (and neighbourhoods), and options for prioritizing accessory residential units over short-term vacation rental uses;
- Temporary Use Permit pilot project for seasonal worker accommodation in RV’s.

**FINANCIAL IMPACTS:**

This project received funding through the UBCM funding stream to cover \$15,000 of the District of Ucluelet's \$34,000 share of project costs. The balance was originally budgeted in 2018 and carried over to 2021. The total cost of this project is \$116,000.

Financial contributions for each community:

<b>Community/Planning Area</b>	<b>Allocated Financial Contribution</b>
District of Tofino	\$34,000.00
District of Ucluelet	\$34,000.00
ACRD: Long Beach Electoral Area (EA) "C"	\$12,500.00
Tla-o-qui-aht First Nation	\$12,000.00
Toquaht Nation	\$12,000.00
Yuułuʔiłʔatḥ Government	\$12,000.00
<b>TOTAL:</b>	<b>\$116,500.00</b>

**OPTIONS REVIEW:**

This report is submitted for Council's information. After the presentation from the project consulting team, staff and the consultant will be available to answer any questions.

**Respectfully submitted:**      BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

# WEST COAST HOUSING NEED AND DEMAND STUDY

Ucluelet Council Presentation – June 29 2021



We acknowledge with respect the peoples on whose traditional territory M'akola operates and the Ləkʷəŋən, Xwsepsum and WSÁNEĆ peoples whose historical relationships with the land continue to this day.



# AGENDA

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**Introductions**

**Review of Objectives and Deliverables**

**Data Approach**

**Engagement Approach**

**Next Steps**

With funding support from:



# ABOUT US



## M'AKOLA DEVELOPMENT SERVICES

**M'akola Development Services** is a professional consulting firm of approximately 20 staff, including planners, development managers and dedicated experts in Indigenous relations and communication.

- Over 30 years of experience in both the market and non-market housing sector
- partnerships with all levels of government, non-profit organizations, Indigenous communities, and private industry
- Indigenous Board of Directors
- Focus on researching, developing and operating housing for Indigenous families and elders

Research and  
Policy

Development

Operations

# **GOALS AND OBJECTIVES**

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## **Meet All Provincial Requirements**

## **Develop Housing Need Reports**

- Qualitative and Quantitative data

## **Make high-level recommendations for future local policy updates and joint regional housing initiatives**

## **Build Staff Capacity**

## **Share Results with Community Leadership, Councils, Board, and Public**

# WHAT TO EXPECT

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## In this Report:

- *What is Happening:* local and regional Information on demographics, households, incomes, economy, and housing affordability.
- *Who it's Happening to:* engagement data, affordability analysis, which income/population groups are struggling.
- High-level policy recommendations based on findings

## Not in this Report:

- Where new housing should go, or the form or density it should take.
  - Each local government will decide how to act on the information in the report to support their communities (e.g. through OCP or zoning bylaw updates, partnership development, community education, etc.)

# KEY DELIVERABLES

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## Interim Deliverables

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Draft Report Outline

Communications and Engagement Strategy

- Includes draft engagement materials

Preliminary Findings Report

Engagement Summary Report

**Draft Needs Reports (Regional Summary  
with Local Reports)**

**Draft Community Profiles**

## Final Deliverables

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Final Needs Reports

Final Community Profiles

Indicators and Monitoring Guide

Housing Planning Tools Guide

Data Tool



# DATA COLLECTION

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## **DATA OBJECTIVES**

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- Communicate context of each community
- Identify and represent housing needs data (e.g. income distributions, affordability, sales data, bedroom sizes, structure types, and structure ages).
- Project total population, age cohorts, households, affordability, housing supply, and other household characteristics for each participating community.
- Cross-reference data with lived experience evidence
- Identify levels of Core Housing Need (+ CHN criteria)

# **LIMITATIONS**

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## **Available data for Electoral Areas, small communities, and Indigenous communities is not perfect.**

- **Small permanent population limits utility of some datasets**
  - data suppression and random rounding
  - 2011 National Household Survey results often has high non-response rates
  - Census methodology struggles to quantify Indigenous communities
  - rental market data
- **Latest sample point for many required datasets is 2016**

# TIMELINE

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**June/July**



**July/August**



**August**

Collect and Clean Data

Prepare Basic Information for Each Community

Population and Household Projections

Unit Supply and Demand Projections

Determine Gaps

Preliminary Reporting



# ENGAGEMENT

# PROPOSED METHODS

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## Stakeholder Facing

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Elected Officials Questionnaire  
Key Informant Interviews  
Focus Groups

### Example Stakeholders:

- Elected officials/Hereditary Leadership
- Housing and social service providers
- Island Health/ACHN
- Employers
- Non-profit housing agencies
- Landlords
- Indigenous officials or service providers
- Elders/Youth Groups
- School Districts
- PACs/Housing Committees

## Public Facing

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Community Survey  
Indigenous Community Survey  
Tourism and Hospitality Survey

### Distribution Methods:

- Online Survey, with paper surveys at community offices
- Facebook posts (typically by LG)
- Print ads and/or household mailers if appropriate
- Tourism survey distributed through employer networks, etc.

# TIMELINE

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**June**



Elected Officials Questionnaire  
Identify Key Informants  
Design and Publish Surveys

**July**



Conduct Interviews and Focus Groups  
Survey Advertising and Outreach

**August**



Engagement Gaps Analysis and Targeted Outreach  
Preliminary Engagement Analysis  
Preliminary Reporting

**September**

Complete Engagement Summary Report



# NEXT STEPS

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## NEXT STEPS

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**Elected Officials Questionnaire  
Available Now!  
Open until July 9<sup>th</sup>**

**Progress Report:  
Late Summer 2021**

**For more information:**

**Bruce**

Manager of Community Planning  
Telephone: 250-726-7744  
Email: [bgreig@ucluelet.ca](mailto:bgreig@ucluelet.ca)

**Sandy Mackay**

Housing Research and Policy Lead  
Telephone: 778-401-7028  
Email: [smackay@makoladev.com](mailto:smackay@makoladev.com)

# THANK YOU!

**Sandy Mackay**

[smackay@makoladev.com](mailto:smackay@makoladev.com)

**Andrew Scanlan-Dickie**

[ascanlandickie@turnerdrake.com](mailto:ascanlandickie@turnerdrake.com)



DISTRICT OF  
**Tofino**



DISTRICT OF  
**UCLUELET**



Yuutu?it?ath



TOQUAHT  
NATION



Alberni-Clayoquot  
Regional District



TLA-O-QUI-AHT  
FIRST NATION



**TURNER DRAKE  
& PARTNERS LTD.**



**MAKOLA  
DEVELOPMENT  
SERVICES**

Photos: Julie Edney





(OCP), Peninsula Road Development Permit Area, DPA No.7, which was established for the purposes of:

- Protection of the natural environment, its ecosystems and biological diversity;
- Revitalization of an area where commercial use is permitted; and,
- Establishment of objectives for the form and character of development in the resort region.

**DISCUSSION:**

The subject property is mostly vacant with a rough driveway leading to a mobile home located to the rear. There are two vacant lots to the west, the Raven Lodge multifamily property to the east and the Ucluelet Rent-It Center directly to the south (**Figure 2**).



Figure 2 – Neighborhood Context

Protection of the natural environment, its ecosystems and biological diversity:

The subject property does not contain any trees, streams or wetlands of note except along the frontage where there are a few mature trees and a vigorous natural species understory. The applicant proposes to retain the frontage trees and understory.



Figure 3 – Existing Street View

Revitalization of an area where commercial use is permitted:

The subject lot is in a section of Peninsula Road where a less commercially intense streetscape is supportable. The prominently landscaped frontage in native species and the retention of the mature trees proposed is appropriate for this property.

Establishment of objectives for the form and character of development in the resort region:

The proposed motel development consists of:

- 8 - two storey, single unit cabins.
- 2 - two storey, four-unit motel buildings.
- 1 - common building with sauna, washrooms, outdoor shower, and wetsuit wash.
- 1 - two storey mixed use building with one tourist accommodation unit, one staff accommodation unit, laundry facilities, and storage.
- Associated landscaping.
- A single access road paved for the first 20m and ending in a 12m roundabout.
- Tree retention where possible.
- Fencing to the rear of the property.

The above proposed building is to be positioned on either side of a single access and turnaround. The development proposes to retain as much of the exiting shrubs and small trees as possible and it



**ZONING:**

The subject property falls within the CS-2 Zone – Service Commercial. There are no variances requested and from the information provided the application is consistent with the applicable zoning regulations.

**SIGNAGE:**

The applicant is proposing to locate signage on the frontage of the property to the side of the driveway. The sign would be constructed from large cedar and would be compliant to Ucluelet's sign bylaw.

**SERVICING:**

Water, storm, and sewer services are all present along the frontage of the property. From the information provided, it would appear, that there are sufficient capacities for the project at this time. That being said, the proposed development will be required to produce complete civil drawings at the building permit stage and these drawings will need to be reviewed by the District's engineering consultant to fully understand the project's impact to existing infrastructure.

**FIRE AND EMERGENCY SERVICES:**

The proposal will be required to meet all provincial fire code regulations. A detailed review of requirements like lane width and fire hydrant access will be required at building permit once complete civil drawings are available.

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

Should the application proceed, staff time will be required to process the Development Permit.

**FINANCIAL IMPACTS:**

There are no direct financial implications to the District by advancing the proposed Development Permit.

**POLICY OR LEGISLATIVE IMPACTS:**

The Development Permit aspect of this proposal is consistent with the guidelines in the District of Ucluelet's Official Community Plan.

**OPTIONS:**

The proposed motel development appears consistent with the Peninsula Road Development Permit Area, DPA No.7., guidelines. Therefore, staff recommend approval as described at the onset of this report.

Alternatively, Council could proceed as follows:

2. **THAT** Council defer consideration of issuing a Development Permit for Lot 7, District Lot 284, Clayoquot Land District, Plan VIP58757 (2094 Peninsula Road) pending receipt of further specific information from the applicant;

3. **THAT** Council not issue the proposed Development Permit for a motel on Lot 7, District Lot 284, Clayoquot Land District, Plan VIP58757 (2094 Peninsula Road) at this time, and state which specific DP guidelines are not adequately met by the current proposal; **or**,
4. **THAT** Council, provide alternative direction to staff.

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

## Appendix A

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

Date: March 31, 2021

Attn: Bruce Greig

Re: Development Permit, 2094 Peninsula Road zoned CS-2 Service Commercial

This letter of intent is to inform the District of Ucluelet of our plans to develop the property formally described as:

Lot 7, Plan VIP58757, District Lot 284, Clayoquot Land District

### **Project Overview:**

The subject property on Peninsula Road is bordered on its side yards by Raven Lodge to the south, two undeveloped properties to the north and the Ucluelet Rent it Centre on the rear property line. There is an existing driveway with a clearing at the rear of the property and an existing mobile home which is to be removed.

The proposed motel resort consists of 17 nightly accommodation units:

- 8 x 2 storey single unit 443 sq.ft. Cabins
- 2 x 4 unit 2 storey stacked 300 sq.ft. motel rooms
- An accessory amenity building with a sauna, washroom, outdoor shower and wetsuit wash station.
- A 2 storey mixed use building with laundry/storage and one staff accommodation unit on the main floor and one 300 sq.ft. nightly accommodation unit on the second floor.

Site circulation uses the existing driveway alignment with a turn around at the rear of the property where the existing mobile home is currently situated. The driveway has been widened to 20' for fire access and a turn around circle with 12m radius.

A paved driveway apron will be provided to a minimum length of 10m from Peninsula Road.

### **Landscape:**

A tree survey was prepared by AG surveys which found 7 trees of significant size which have all been retained in this proposal. These trees are clustered at the front of the lot providing a natural visual screen from Peninsula road. The remainder of vegetation on site is small 2<sup>nd</sup> growth mixture of cedar and alder.

A terrain model has been prepared to anticipate the extent of clearing. Areas beyond required site grading are to be retained and enhanced for privacy immediately adjacent to buildings along the property line by way of 10 gal. Western Red Cedar hedging planted 1 m O.C. unless existing vegetation prevents planting and provides adequate screening from neighbouring properties.

The resort operations/mixed use building at the entrance of the property is situated on an existing cleared area. Existing vegetation at the front of the property is to be retained and visual screening between it and the resort operations building is to be reinforced with a Western Red Cedar hedge planted at 1 m O.C. The landscaping will consist of native plant species and retain a natural theme consistent with the coastal forest environment. The rear property line will be screened with cedar and corrugated metal panel fencing and a row of Western Red Cedar at 1m O.C.

The centre of the circular drive will contain a common amenity space with a fire pit, seating, and a barbeque area.

### **Architecture:**

The cabins and stacked motel units will contain a mix of materials and colours to break up building massing and create interest. Hardie style cement siding, metal cladding with cedar accents will reflect the west coast modern style prevalent in the area. Building locations were selected to work with the existing topography and to reduce repetition by varying orientation and elevation of each building. Colours will be muted and natural to keep visual impact from Peninsula Road minimized. Decks with seating and propane fireplaces will be provided for each unit. Individual Cabin units will contain outdoor showers. Stacked units will have a common outdoor shower area connected to the accessory amenity building.

### **Waste Management:**

A fenced and gated area adjacent to the Resort Operations building will contain animal proof waste bins and recycling. Rolling bins will be accessible for removal from the loading zone area.

### **Parking:**

One parking space per unit, two staff parking spaces are provided in addition to a designated loading zone space.

### **Civil Engineering:**

Herold Engineering has provided the preliminary site servicing report.

### **Zoning Requirements CS2**

LOT AREA: 4,101 sq.m. / 43,560 sq.ft.

	MIN/MAX	PROPOSED	CONFORMS
HEIGHT:	28' FT	23-6"	YES * ( <i>see note</i> )
HEIGHT ( <i>Accessory</i> ):	18' FT	12-6"	YES * ( <i>see note</i> )
FRONT YARD:	15'	15'	YES** ( <i>see note</i> )
REAR YARD:	10'	10'	YES
INTERIOR SIDE:	5'	5' (MIN.)	YES
EXTERIOR SIDE:	10'	NA	NA
LOT COVERAGE:	50%	4,708 sq.ft. (10.7%)	YES
FLOOR AREA RATIO	(.60):	7,572 sq.ft. (.17)	YES

\* (*note: height is from existing natural grade*)

\*\* (*note: 4.5m setback from Peninsula Rd applies*)

### **FLOOR SPACE:**

RESORT OPERATIONS ( <i>laundry/storage</i> ):	535 sq.ft.
STAFF ACCOMMODATION:	386 sq.ft.
NIGHTLY RENTAL OVER MIXED USE BLDG.	300 sq.ft.
SINGLE UNIT CABINS 8 X 443 sq.ft.:	3544 sq.ft.

PROPOSED STACKED MOTEL SUITES 8 X 300 sq.ft.:	2400 sq.ft.
ACCESSORY BUILDING:	160 sq.ft.
TOTAL:	6,704 sq.ft.

Sincerely

Kenton Jarvie  
23620 32 Ave Langley



# Preliminary Servicing Report

## 2094 Peninsula Road

Customline Group

24267 61 Ave.

Langley, BC V8Y 2G2



**Prepared by:**

Herold Engineering Limited  
1051 Vancouver Street  
Victoria, BC  
V8V 4T6

**Herold Project No.** 5177-001

March 31, 2021

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## 1.0 Introduction

The following report includes a review of existing underground infrastructure for the servicing for the proposed development at 2094 Peninsula Road, located in the District of Ucluelet (DoU). The property is zoned as CS-2 – Service Commercial.

Based on the Proposed Site Use Plan prepared by The Design Centre dated March 31, 2021 (see **Appendix A**), the proposed development will consist of eight (8) cabins, two (2) four-plex units and a resort operations and staff accommodation building with a nightly rental unit on the second floor.

**Figure 1 – Air Photo – Existing Site Location**



## 2.0 Existing Conditions

The site topography slopes from the south to the north, with geodetic elevations ranging from approximately 24.0m at the southern property line to 11.0m at the northern property line. There are no defined ditches or watercourses on the property. The property is currently covered with natural vegetation with a gravel road leading to a structure at the rear of the lot.

Based on 1994 as-built information provided by the District of Ucluelet, the following underground infrastructure fronts the property on Peninsula Road:

- Water – 200mm diameter PVC distribution main
- Sanitary – 250mm diameter PVC pipe
- Storm – Unknown size of pipe at this time; ditching fronts the site

The road frontage is approximately 48m on Peninsula Road.

### 3.0 Design Criteria and Assumptions

#### **Sanitary:**

Design Criteria:

- Sewage flows are to be calculated using District of Ucluelet Subdivision Control Bylaw 1989 Bylaw No. 521.

Assumptions:

The sanitary sewage flows will be based on eight cabins, two four-plex units and an office/staff accommodation building with a nightly rental unit on the second floor. It is assumed that there will be no commercial component.

#### **Storm:**

Design Criteria:

- Design storm water flows are to be calculated by using the Rational Method as specified in the District of Ucluelet Subdivision Control Bylaw 1989 Bylaw No. 521.

Assumptions:

The proposed development will require a comprehensive stormwater management plan.

#### **Water:**

Design Criteria:

- Water demands are to be calculated using the District of Ucluelet Subdivision Control Bylaw 1989 Bylaw No. 521.
- American Water Works Association (AWWA) M22 for meter sizing.
- Fire Underwriter's Survey (FUS) for fire flow requirements.

Assumptions:

The water demand will be based on eight cabins, two four-plex units and an office/staff accommodation building with a rental unit on the second floor. FUS calculations and AWWA M22 meter sizing will be based on the final structures' finished floor area, configuration and number of fixture units. It was assumed that there will be no irrigation demand required.

## 4.0 Proposed Flows and Infrastructure Review

The population for the proposed development is estimated to be 50, based on a 3 person capacity for each of the 17 cabin units and 2 staff members.

### Sanitary:

Based on the estimated population of 53 and site area of 0.42 ha, the estimated sanitary flow from the development including residential, peaking factor and infiltration is approximately **1.8 L/s**. We would assume a 150mm diameter service would be required for sanitary servicing.

District of Ucluelet as-built drawings show that there is an existing service located 1.0 m west of the east property line. The service crosses Peninsula Road and connects to a 250mm diameter gravity sanitary main that runs along Peninsula Road west to the Peninsula Road Lift Station. The capacity of the Peninsula Road Lift Station is listed as 9.3 L/s. DoU will need to confirm that the lift station has spare capacity for the proposed development's sanitary flow.

The size of the existing service is not listed on the as-built drawings, but DoU Public Works staff indicated that the service is 150mm diameter. This will need to be confirmed in the field.

### Storm:

The stormwater management design methodology for the proposed development site has been performed in accordance with conditions set out in District of Ucluelet Subdivision Control Bylaw 1989 Bylaw No. 521.

The design storm for the on-site Rational Method analysis has been adapted from the Amphitrite Station Intensity-Duration Frequency (IDF) curve. The 10 year return period storm for 10 minute duration yields a storm intensity of 49 mm/hr.

Table 1 depicts the expected pre and post development discharge conditions for the anticipated 10 year return period storm event.

**Table 1 – Pre and Post Development Storm Water Discharge Conditions**

Parameter	Calculated Values Pre-Development	Calculated Values Post-Development
Paved Driveway Area (C= 0.85)	-	0.0185 ha
Roof Area (C= 0.80)	0.0092 ha	0.0382 ha
Compacted Gravel Area (C= 0.70)	0.0390 ha	0.0902 ha
Heavy Soil (C= 0.35)	0.3693 ha	0.2705 ha
Runoff Coefficient	0.3916	0.4889
Intensity (10 year, 10 min)	49 mm/hr.	49 mm/hr.
Peak Discharge Flow	<b>22.07 L/s</b>	<b>27.55 L/s</b>

According to DoU Public Works staff, there was storm infrastructure installed along Peninsula Road as part of the multi-use path construction that took place in 2000. This storm infrastructure was installed primarily to drain surface run-off from Peninsula Road and the multi-use trail; however, at least one other development west of 2094 Peninsula Rd has connected to this system. DoU Public Works staff can retrieve storm main as-builts if required. There are ditches fronting the property that currently convey run-off east to a 450mm diameter culvert which crosses Peninsula Road and connects to an existing drainage course heading north.

During the design phase of the project, a comprehensive stormwater management plan will be created, which will, in part, determine how stormwater flow will be discharged and conveyed away from the site.

## **Water**

Based on the estimated population of 53, the water demands for the proposed development were calculated as follows:

- Average Day Demand (ADD) – 0.28 L/s
- Maximum Day Demand (MDD) – 0.69 L/s
- Peak Hour Demand (PHD) – 1.12 L/s

There are two existing water mains fronting the property, with a 200mm diameter PVC distribution main on the south side of Peninsula Road and a 400mm diameter supply main to the north. District of Ucluelet as-builts show that there is a 50mm water service connection installed off of the 200mm diameter PVC distribution main to the development site. The 50mm diameter water service is located 30.4m east of the west property line.

Preliminary Fire Underwriter's Survey calculations indicate that a fire flow of 67 l/s is required for a duration of 1.5 hours. The calculation was based on a finished floor area of 111 m<sup>2</sup> (four-plex unit in southeast corner), wood frame construction, no sprinklers and an exposure separation charge of 65%. A preliminary FUS calculation for the proposed development has been included as **Appendix B**.

There is an existing fire hydrant located in the boulevard near the northwest corner of the property, which is located 24m from the center of the property and approximately 90 m from the farthest proposed structure within the development.

The existing 200mm dia. water main, 150mm dia. fire hydrant and 50mm dia. service appear to be sufficient to provide the site with the anticipated domestic and fire demands. It will need to be confirmed in the detailed design phase, in coordination with DoU, that the minimum pressures for peak hour demand and maximum day demand plus fire flow can be met.

## **Hydro/Tel/Cable**

Currently electrical and communications servicing is via overhead wiring to a utility pole located at the north east corner of the property. Potential upgrades will be assessed through the detailed design phase.

## Road and Frontage

The road frontage for the proposed development is approximately 48m on Peninsula Road. The frontage consists of a vegetated swale on the north side of the property line, a 3.0m multi-use pathway, another small drainage swale complete with catch basins located within the shoulder and the two travel lanes on Peninsula Road.

The site entrance is proposed to be a 6.0m wide and 18m long asphalt driveway apron. Beyond the asphalt apron, there will be 6.0m wide gravel drive isle/fire access complete with a cul-de-sac with an outer radius of 12m. It is not clear at this time if a driveway culvert is in place, and if it is, the size and condition is unknown. Depending on this assessment, a new culvert may be required.

It is not anticipated that additional road and frontage improvements will be required as part of this development.

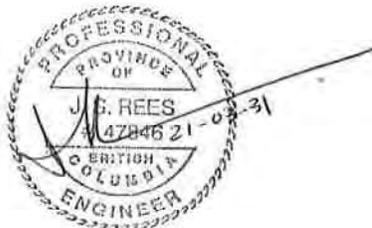
## 5.0 Closure

The above preliminary site servicing report for the proposed development located at 2094 Peninsula Road in Ucluelet, BC has been prepared by,

HEROLD ENGINEERING LIMITED

We trust this preliminary site servicing assessment meets your immediate needs. Please contact the undersigned should you have questions or comments.

Yours truly,



James Rees, P.Eng.

Project Engineer

Patrick Ryan, P.Eng.

Review Engineer

## Appendix A – Proposed Land Use Plan



**RESORT OPERATIONS BLDG**

GROUND FLOOR:  
 1 STAFF ACCOMMODATION UNIT  
 LAUNDRY FACILITY  
 STORAGE  
 STAFF WASHROOM  
 2ND FLOOR:  
 NIGHTLY RENTAL UNIT WITH DESIGNATED PARKING

**GUEST CABINS 1-8**

2 STOREY  
 1 BEDROOM/1 BATHROOM  
 SOFA SLEEPER  
 KITCHENETTE  
 1 DESIGNATED PARKING SPACE/UNIT  
 OUTDOOR GAS FIREPLACE

**LANDSCAPE**

NATURAL LANDSCAPE THEME  
 NATIVE TREE SPECIES  
 NATIVE GROUND COVER  
 NATIVE SHRUBS  
 BOULDER RETAINING WALLS  
 RETAINED NATURAL VEGETATION  
 REMOVAL OF INVASIVE SPECIES

**COMMON AMENITY BUILDING**

SAUNA  
 WASHROOM  
 OUTDOOR SHOWER  
 WETSUIT RINSE STATION  
 (SUBJECT TO DETAIL DESIGN)

**REAR YARD SETBACK**  
 3m/10 ft SETBACK

**SITE INFORMATION**

ADDRESS: 2094 PENINSULA RD  
 Lot 7, Plan VIP58757, District Lot 284,  
 Clayoquot Land District  
 ZONING: CS-2  
 SITE AREA: 4,101 sq.m. (0.4 Hectare/1.01 Acre)  
 SITE COVERAGE: 4,708 sq.ft. (10.7%)  
 FLOOR AREA RATIO: 7,572 sq.ft. (.17)

**CUSTOMLINE**

Development Permit for 2094 Peninsula Road John Towgood, Planner 1



**FRONT YARD SETBACK**  
 4.5m/15 ft FROM PENINSULA ROAD

**WASTE MANAGEMENT**  
 CEDAR FENCED ANIMAL PROOF WASTE ENCLOSURE  
 WESTERN RED CEDAR HEDGE SCREEN 10 GAL. 1.0m O.C.

**SITE ENTRANCE**  
 18m PAVED DRIVEWAY APRON (MINIMUM 10m)  
 CEDAR FENCED ANIMAL PROOF WASTE ENCLOSURE  
 ENHANCED VEGETATION SCREEN

**CHECK-IN PARKING**  
 1 - 10 MIN PARKING  
 1 - LOADING ZONE

**RETAINED SIGNIFICANT TREES**  
 ALL SIGNIFICANT TREES AS SURVEYED  
 TO BE RETAINED  
 TRC648  
 TRC673  
 TRC647  
 TRC645  
 TRC646  
 TRH650  
 TRC649

**RETAINED NATURAL VEGETATION**  
 ALL NON INVASIVE VEGETATION OUTSIDE  
 OF SITE GRADING EXTENT TO BE RETAINED

**SIDE YARD SETBACK**  
 1.5m/5 ft INTERIOR SETBACK

**PRIVACY SCREENING**  
 WESTERN RED CEDAR HEDGE 10 GAL. 1.0m O.C.  
 (PLANTING IN AREAS WHERE EXISTING  
 VEGETATION IS INADEQUATE)

**COMMON AMENITY AREA**  
 FIRE PIT  
 COVERED BARBEQUE AREA  
 SEATING  
 (SUBJECT TO DETAIL DESIGN)

**SITE ACCESS**  
 6m GRAVEL DRIVE AISLE/FIRE ACCESS  
 CUL DE SAC - 12m OUTER RADIUS

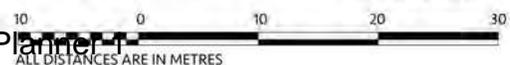
**GUEST SUITES - 4 PLEX**  
 2 STOREY STACKED GUEST UNITS  
 BACHELOR UNIT  
 1 BATHROOM  
 KITCHENETTE  
 1 QUEEN BED + SOFA SLEEPER  
 1 DESIGNATED PARKING SPACE/UNIT  
 RESORT OPERATIONS STORAGE

**VISUAL SCREENING**  
 WESTERN RED CEDAR HEDGE 10 GAL. 1.0m O.C.  
 CEDAR POST GALVANIZED METAL PANEL FENCE

**DEVELOPMENT SUMMARY**

1 - STAFF ACCOMMODATION UNIT (386 sq.ft.)  
 1 - RESORT OPERATIONS (535 sq.ft.)  
 1 - NIGHTLY RENTAL IN MIXED USE BUILDING  
 8 - SINGLE UNIT CABINS (443 sq.ft.)  
 8 - STACKED 4-PLEX GUEST SUITES (300 sq.ft.)  
 19 - PARKING SPACES  
 ACCESSORY BUILDING (200 sq.ft.)

**PROPOSED LAND USE PLAN**  
 MARCH 31 2021



## Appendix B – Preliminary FUS Calculations

## Fire Flow Calculation

based on Underwriters Guide

March 15, 2021

2094 Peninsula Road  
Four-Plex Unit

Job No.: 5177-001

1 Type of construction

>	Wood Frame - structure essentially all combustible
	Brick or masonry walls - ordinary construction
	Unprotected metal structural components - non combustible
	Fully protected frame, floor, roof - fire resistive
	C = 1.5

2 111 Finished Floor Area (m<sup>2</sup>)

$$F = 220 C \sqrt{A \text{ in meters}} = 3477 \text{ l/min}$$

say 3000 l/min

3 Occupancy

>	Non-combustible	
	Limited combustible	
	Combustible	Charge % -25
	Free burning	-750 l/min
	Rapid Burning	2250 l/min

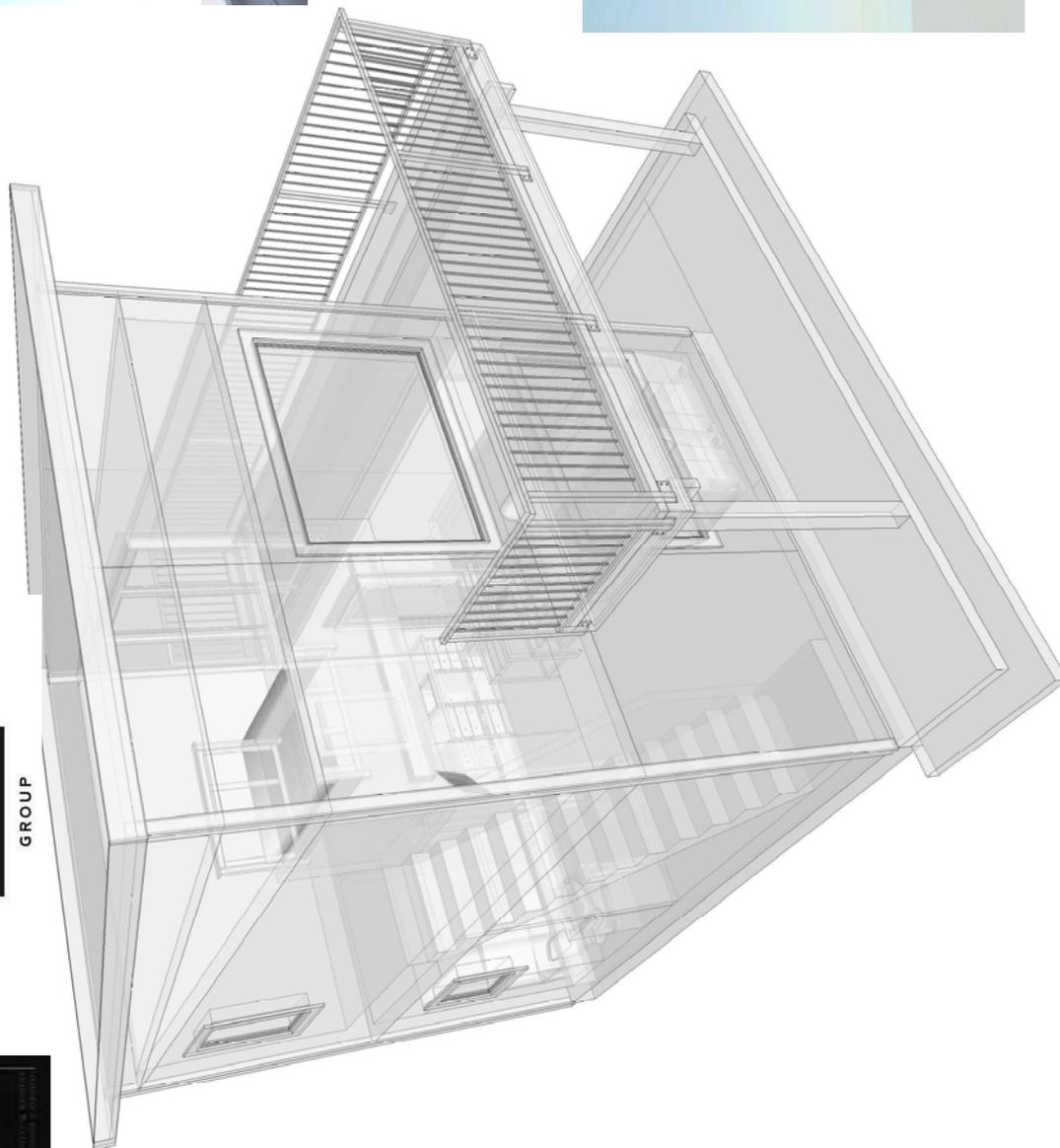
4 Sprinkler Protection

>	Sprinklers installed	Charge % 0	0 l/min
	Monitored Sprinklers		
	No sprinklers		

5 Exposure Separation

# of sides	Separation	Charge %	
1	0 - 3 meters	0	
3	3.1 - 10	20	
	10.1 - 20	45	Charge % 65
	20.1 - 30	0	
	30.1 - 45	0	
4		65	1462.5 l/min

Required fire flow =	4000 l/min
	67 l/s
Duration of flow =	1.5 hours



# CUSTOMLINE

GROUP

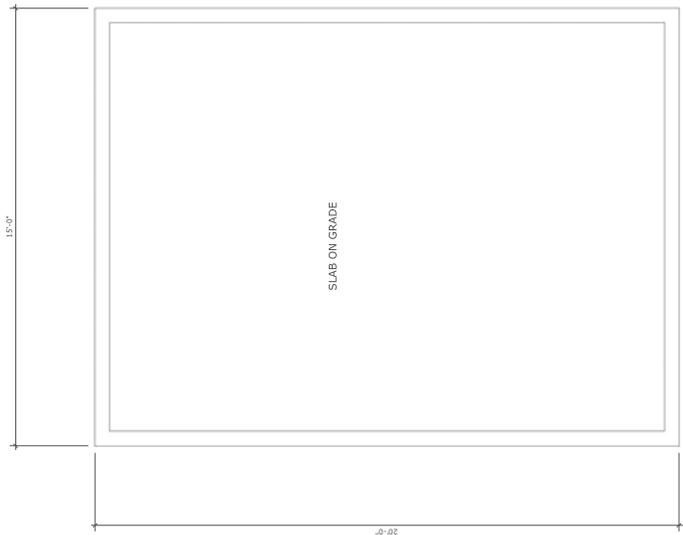


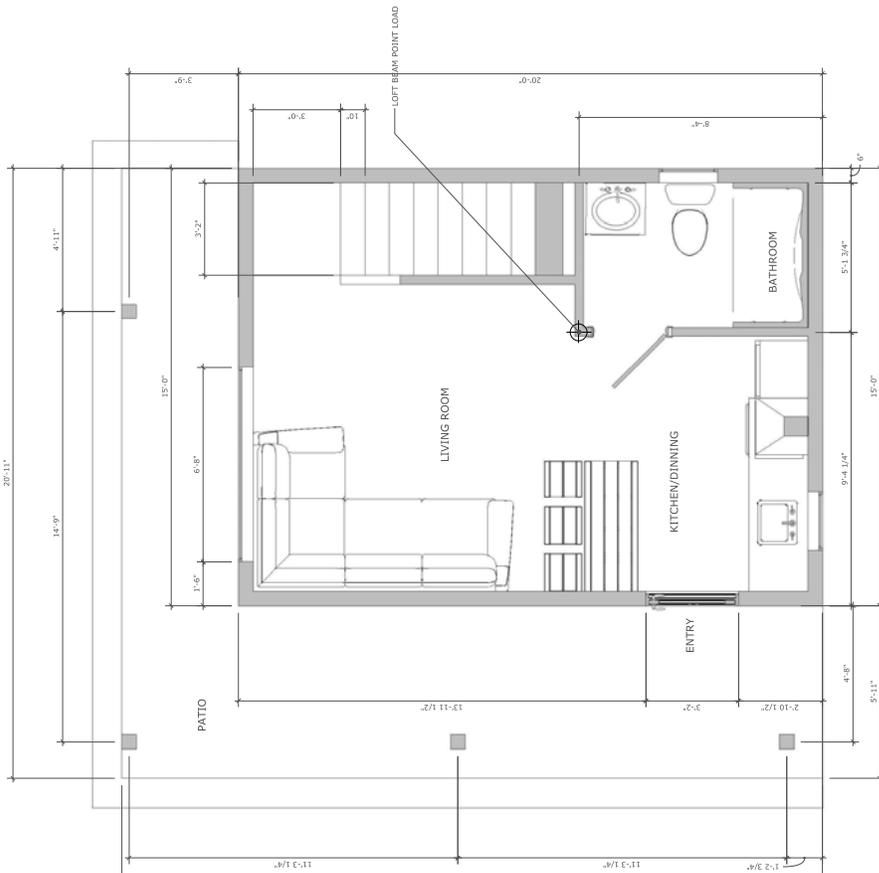
Prepared by:  
**Ian Kennington, BIA**  
The Design Centre Uclulet  
1000 West 12th Street  
PO Box 1243, Uclulet, BC  
V0R 3A0  
250.726.3973

2094 PENINSULA CABIN

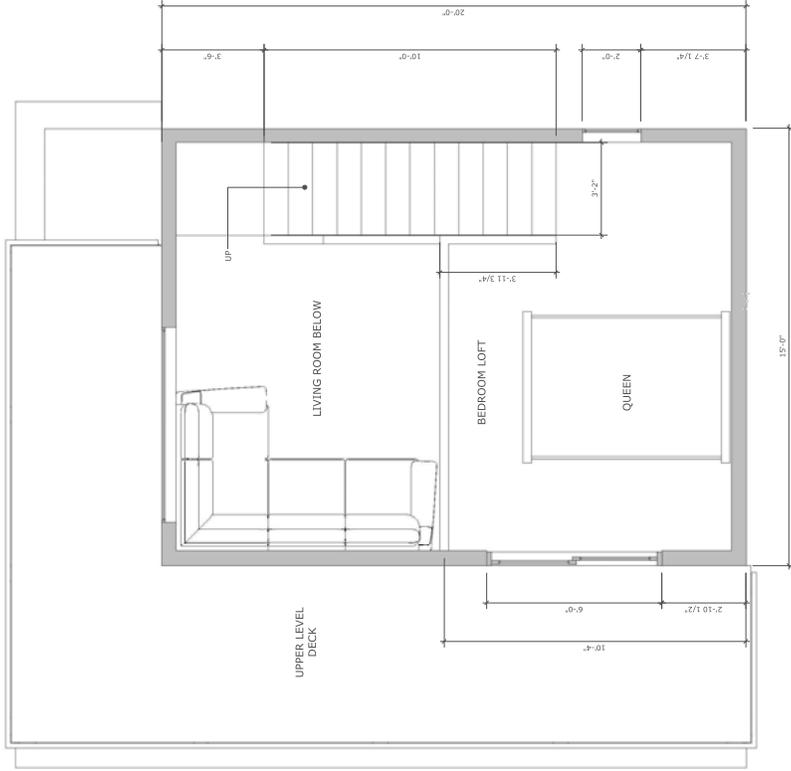
FOUNDATION PLAN

2094 PENINSULA ROAD, UCLUELET, BC | CABIN - SINGLE UNIT



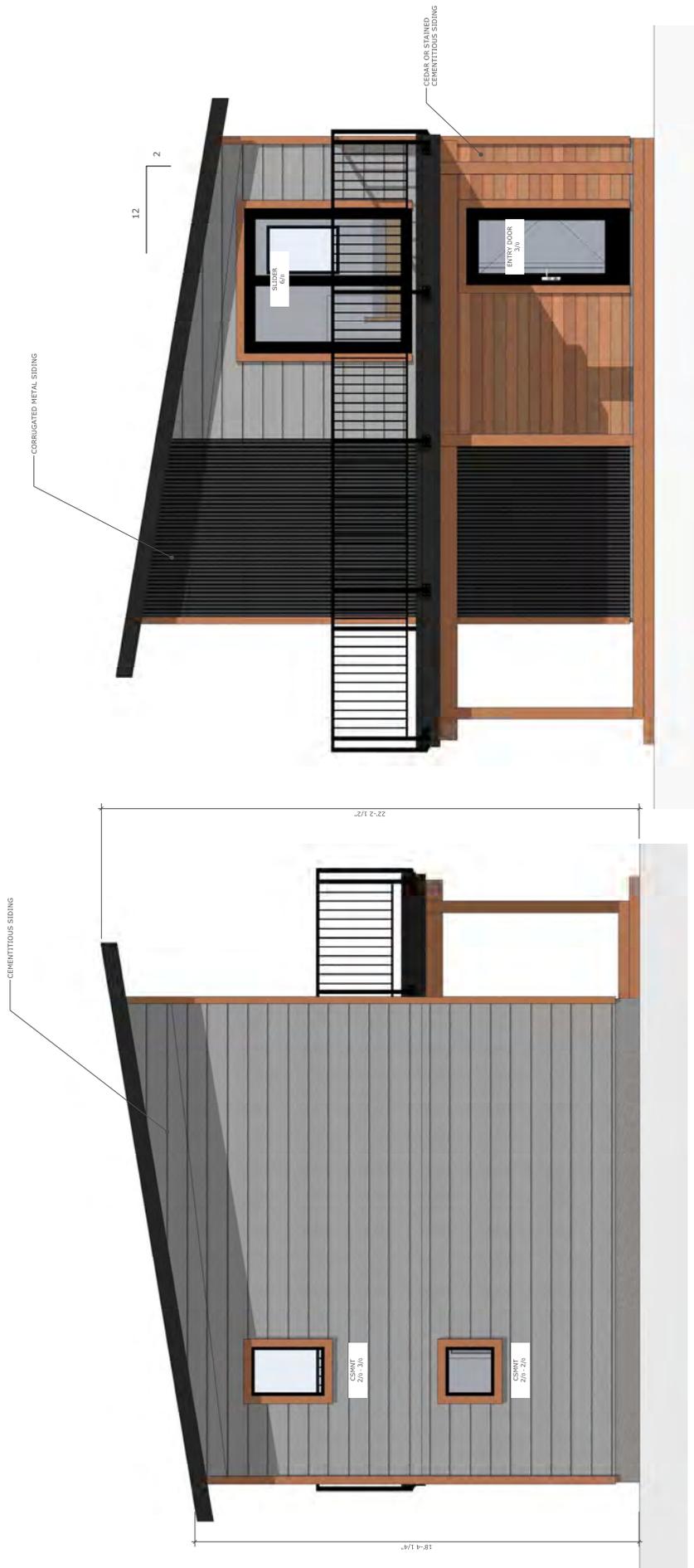


MAIN FLOOR - SCALE: 1/2" = 1'-0"



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

SCALE: 1/2" = 1'-0"  
GROUND FLOOR 300 SQ.FT  
LOFT 143 SQ.FT.  
**443 TOTAL SQ.FT.**  
(NOTE: AREA MEASURED TO EXTERIOR SHEATHING)



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

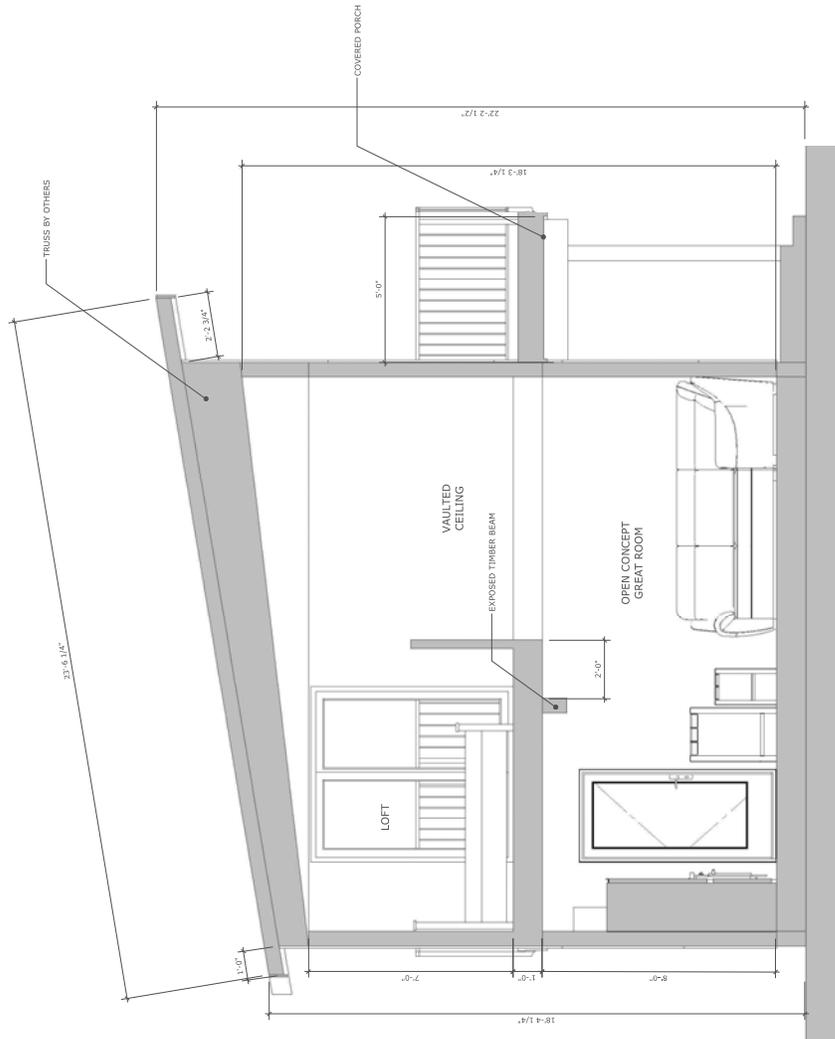
SIDE ELEVATION - SCALE: 1/2" = 1'-0"



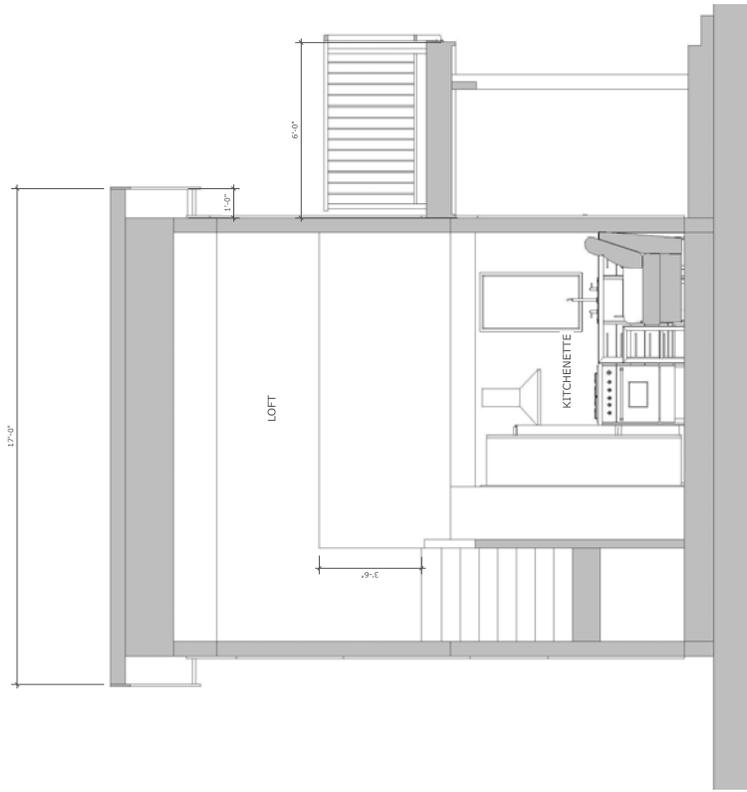
REAR ELEVATION - SCALE: 1/2" = 1'-0"



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

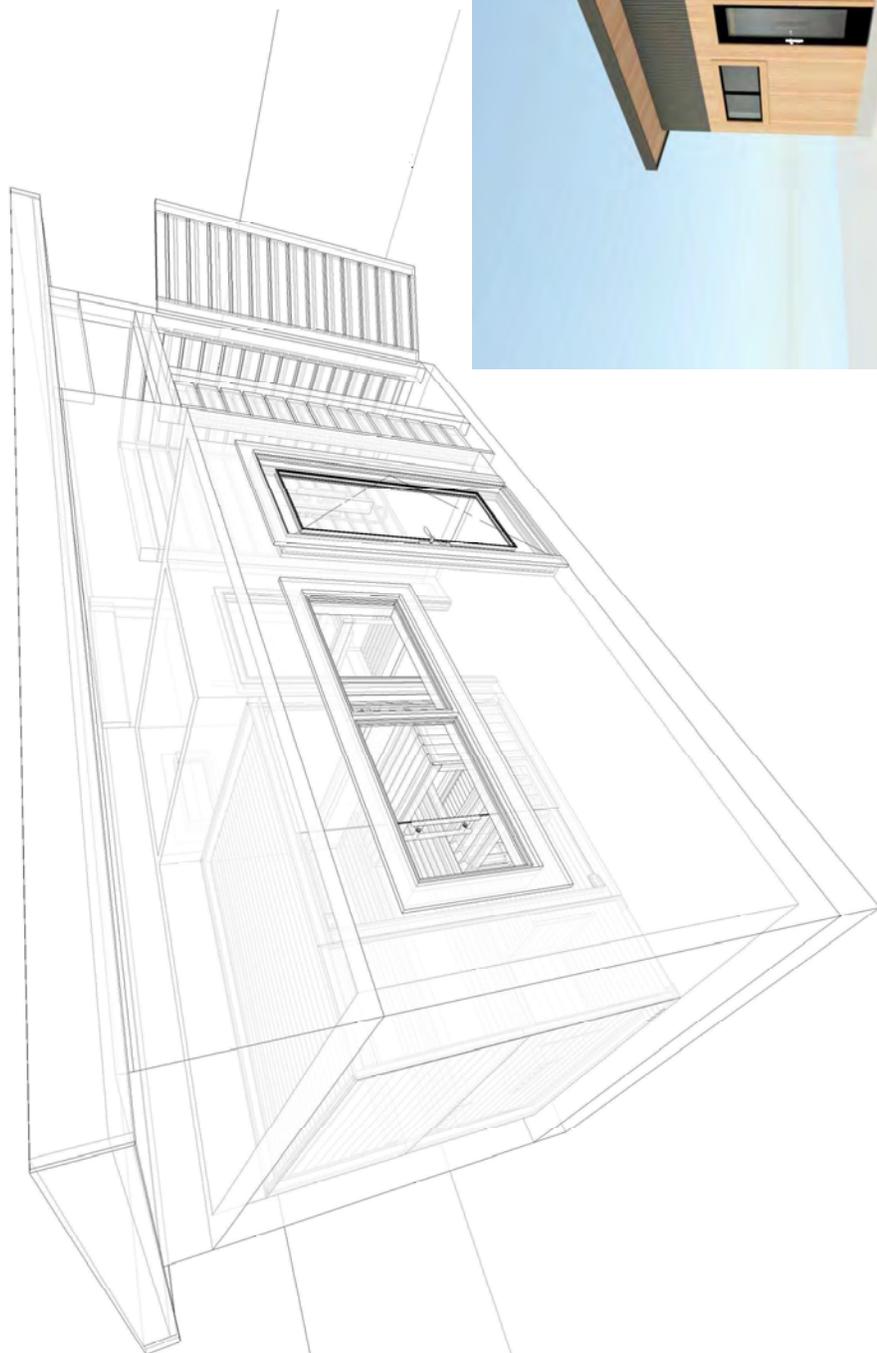


SECTION 1 - SCALE: 1/2" = 1'-0"



SECTION 2 - SCALE: 1/2" = 1'-0"



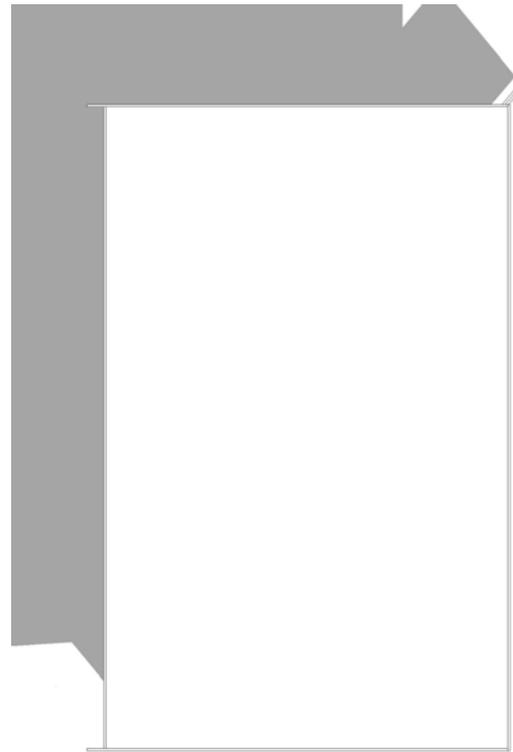
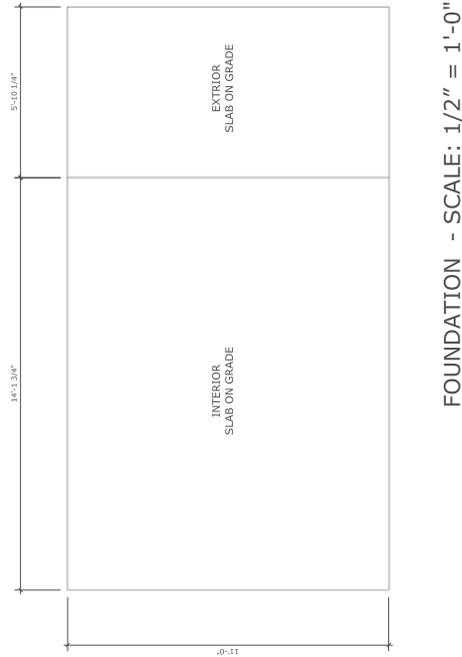
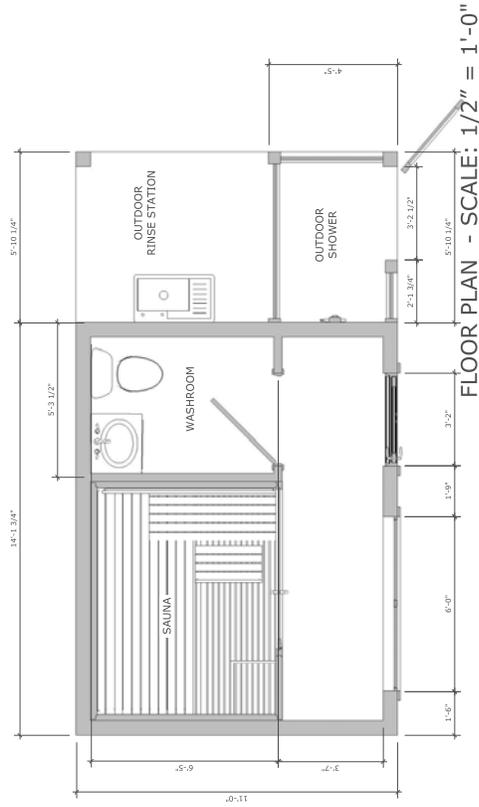


Prepared by:  
**Ian Kennington, BIA**  
 The Design Centre Oklalet  
 1243 Oklalet Road  
 PO Box 1243, Oklalet, BC  
 V0R 3A0  
 250.726.3973

2094 PENINSULA AMENITY BLDG



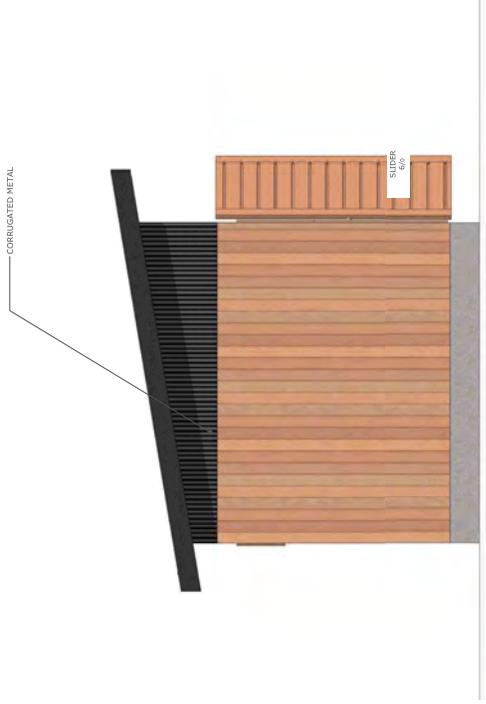
LAYOUT PLANS



SECTION - SCALE: 1/2" = 1'-0"



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



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

1.2  
2



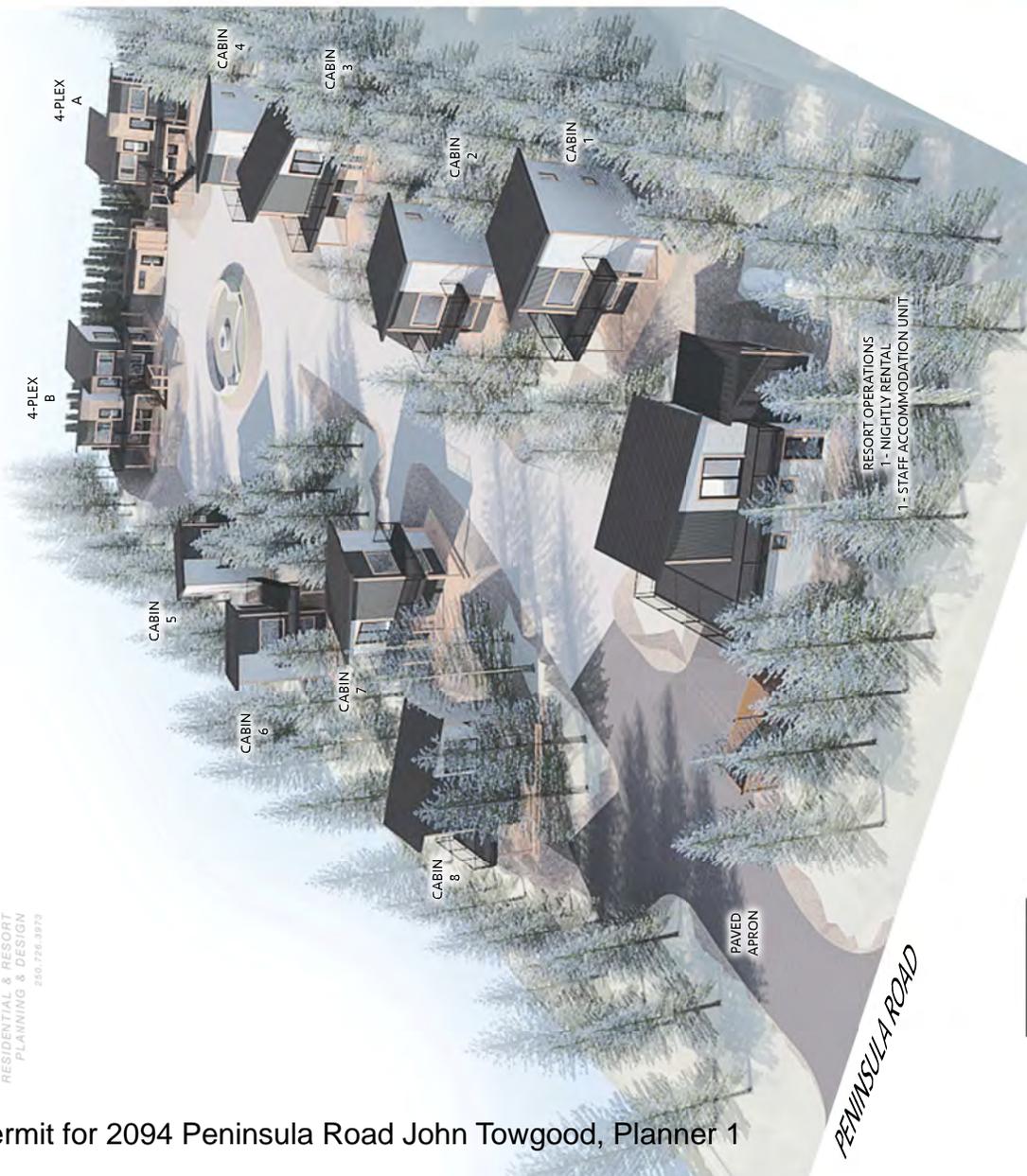
REAR ELEVATION - SCALE: 1/2" = 1'-0"



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



2094 PENINSULA ROAD, UCLUELET, BC | AMENITY BUILDING



RESORT OPERATIONS  
 1 - NIGHTLY RENTAL  
 1 - STAFF ACCOMMODATION UNIT

**CUSTOMLINE**  
 GROUP

4-PLEX MOTEL UNITS  
BLDG B

SINGLE UNIT CABINS 5-8

RETAINED VEGETATION

AMENITY BUILDING  
SAUNA

# SECTION 1 - SOUTH

PENINSULA ROAD

4-PLEX MOTEL SUITES  
BLDG A

SINGLE UNIT CABINS 1-4

VISUAL SCREEN

MIXED USE  
NIGHTLY RENTAL UNIT  
RESORT OPERATIONS/  
& STAFF ACCOMMODATION

RETAINED VEGETATION

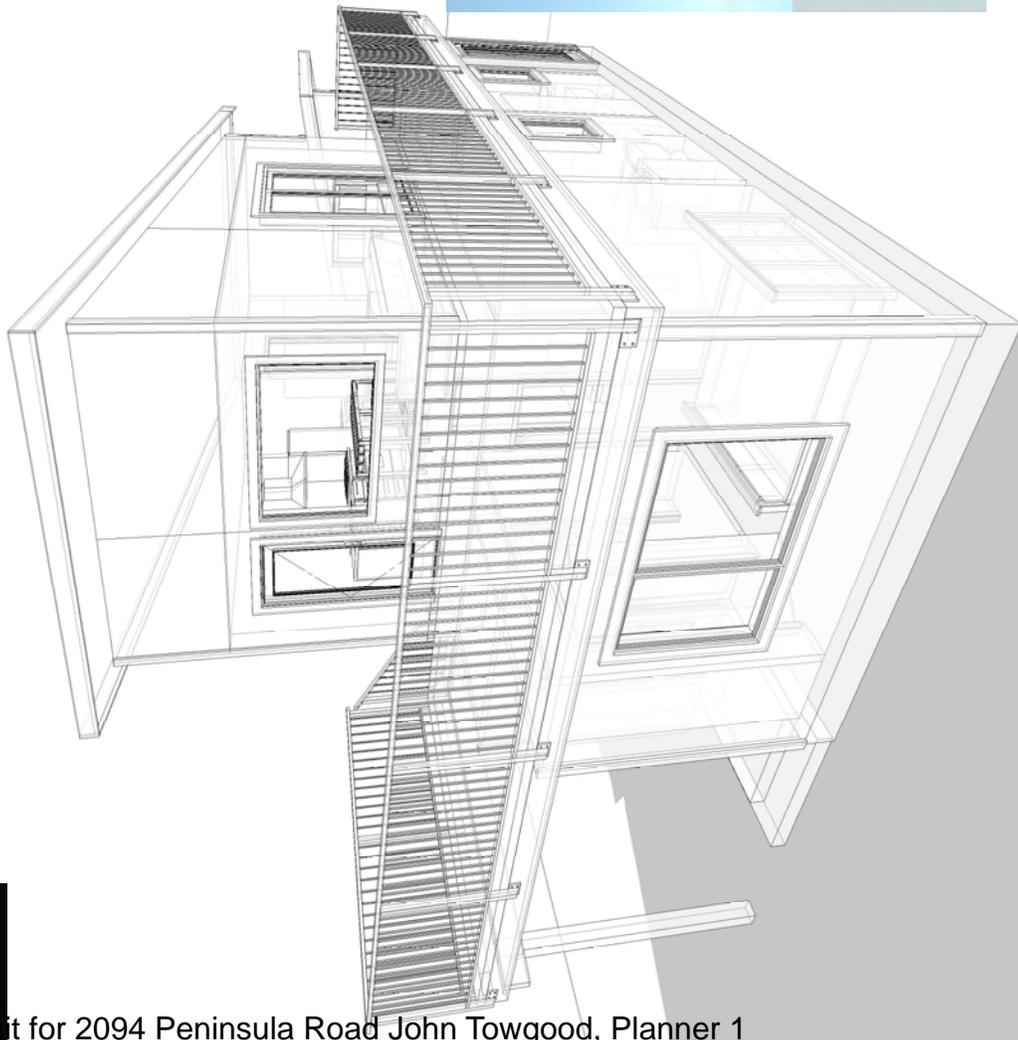
PENINSULA ROAD

FENCED WASTE MANAGEMENT  
RECYCLING AREA

# SECTION 2 - NORTH

# CUSTOMLINE

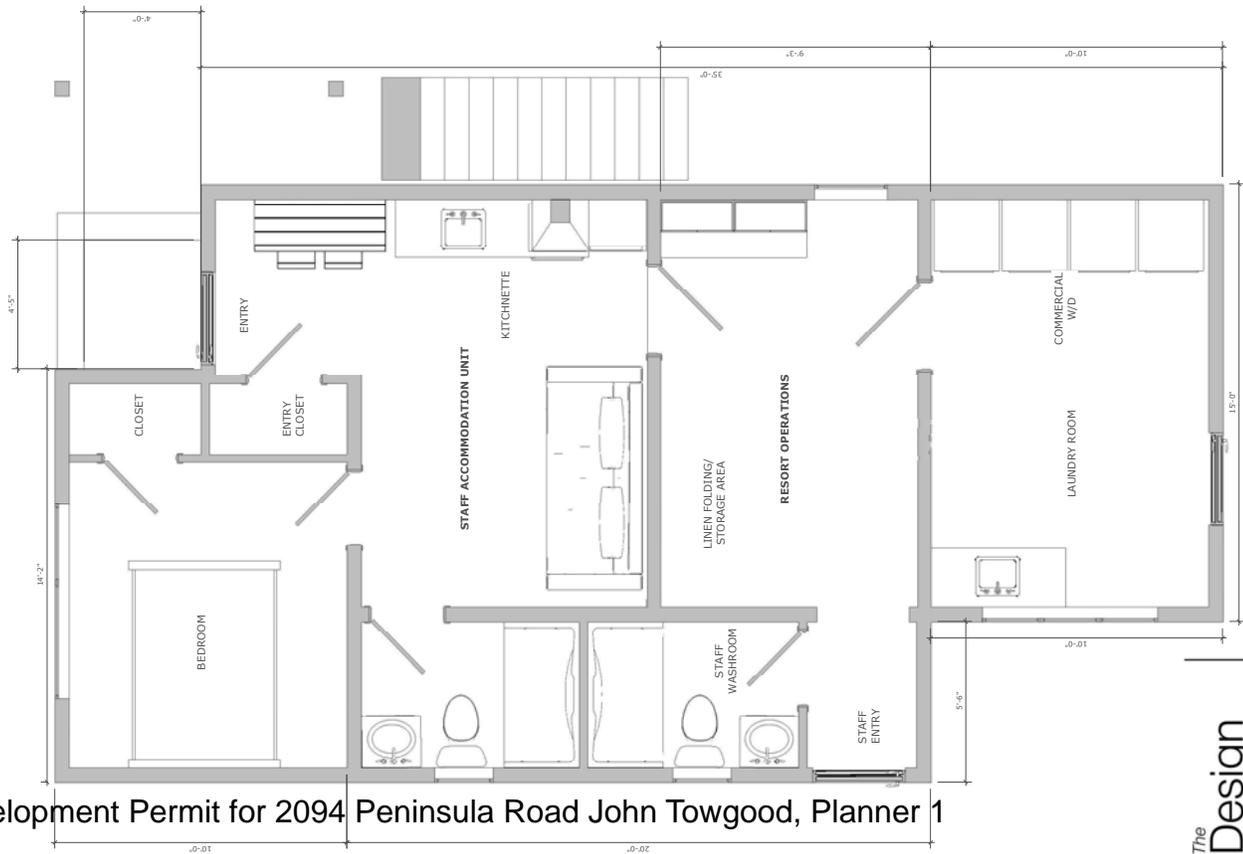
GROUP



Prepared by:  
**Ian Kennington, BIA**  
 The Design Centre Uclulet  
 2054 Peninsula Road  
 PO Box 1243, Uclulet, BC  
 V0R 3A0  
 250.726.3973

2054 PENINSULA MIXED USE BUILDING



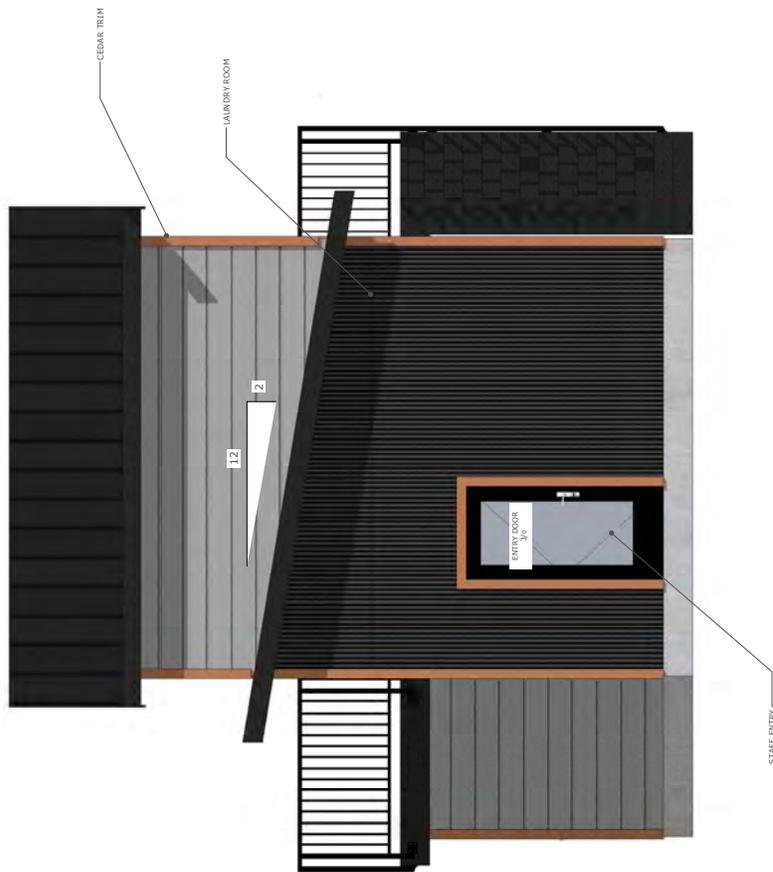


MAIN FLOOR (RESORT OPERATIONS) SCALE: 1/2" = 1'-0"



SCALE: 1/2" = 1'-0"  
 GROUND FLOOR 734 SQ.FT  
 UPPER FLOOR 300 SQ.FT.  
**1034 TOTAL SQ.FT.**  
 (NOTE: AREA MEASURED TO EXTERIOR SHEATHING)

UPPER FLOOR PLAN (NIGHTLY RENTAL) - SCALE: 1/2" = 1'-0"



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



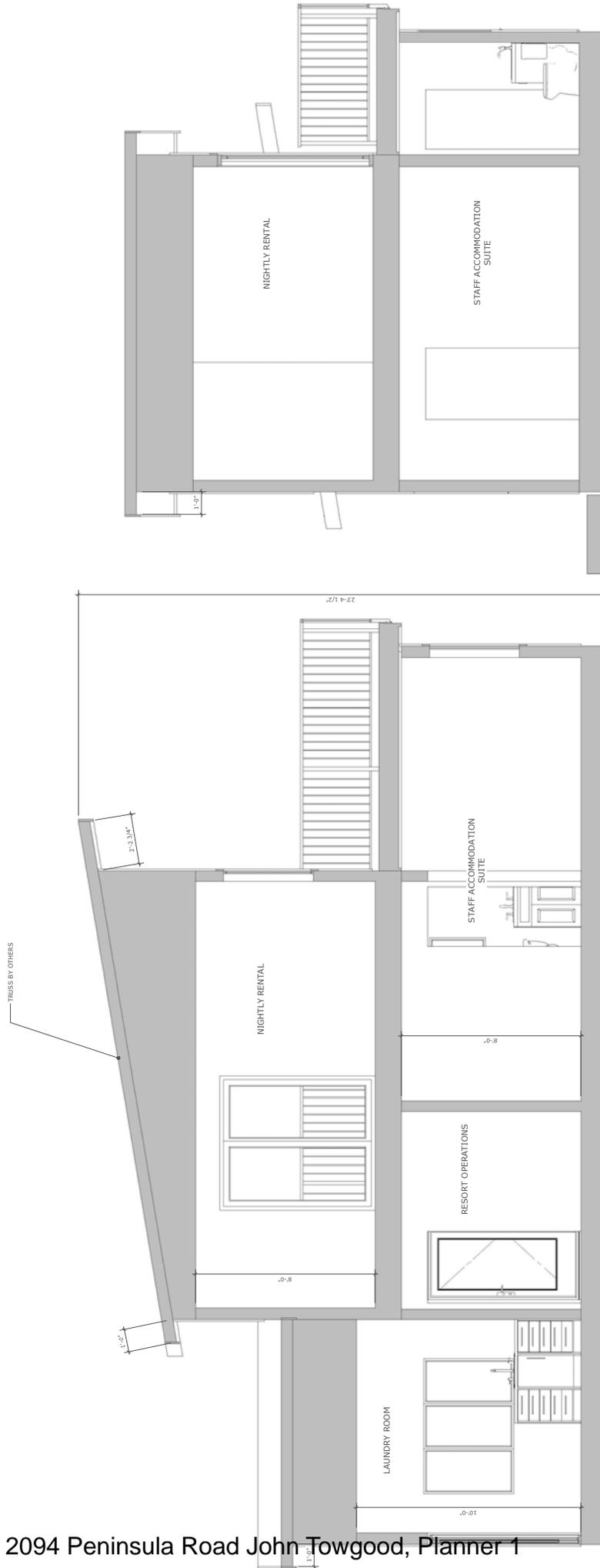
FRONT ELEVATION - SCALE: 1/2" = 1'-0"



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

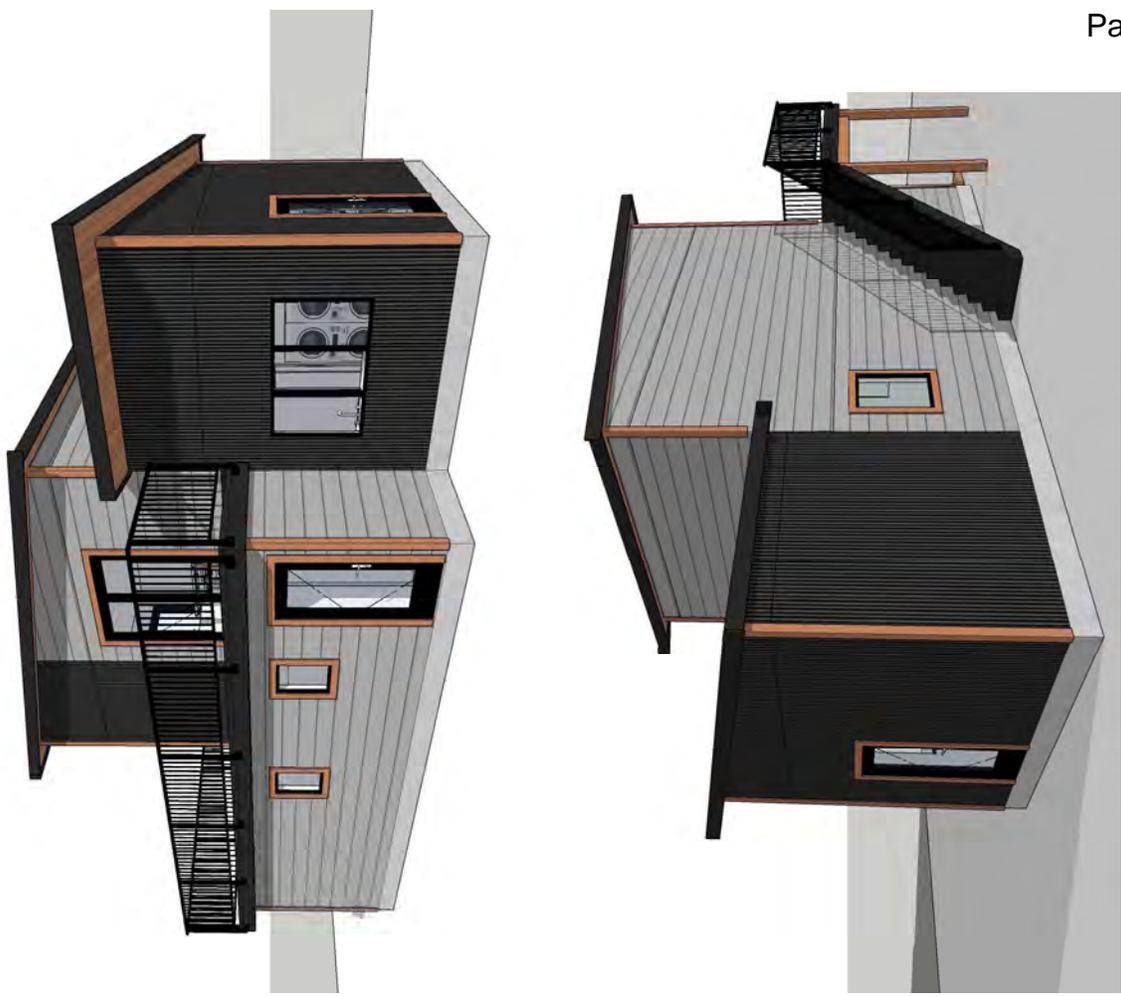


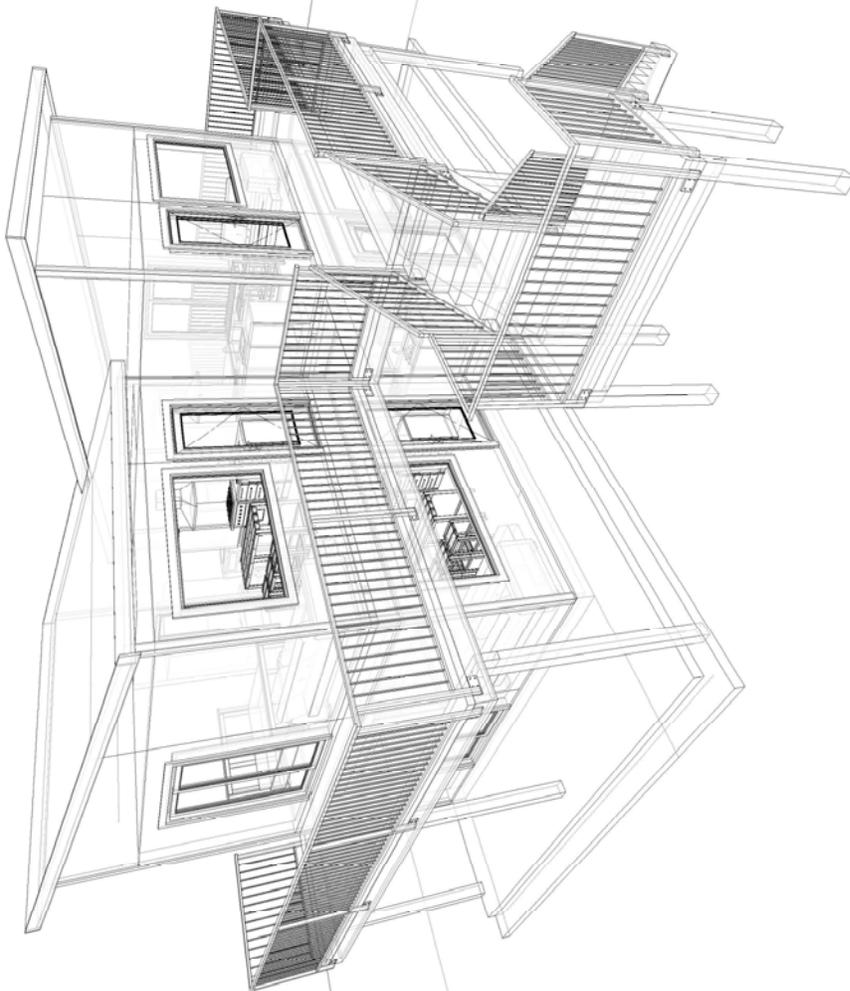
SIDE ELEVATION - SCALE: 1/2" = 1'-0"



SECTION 2 - SCALE: 1/2" = 1'-0"

PERSPECTIVES





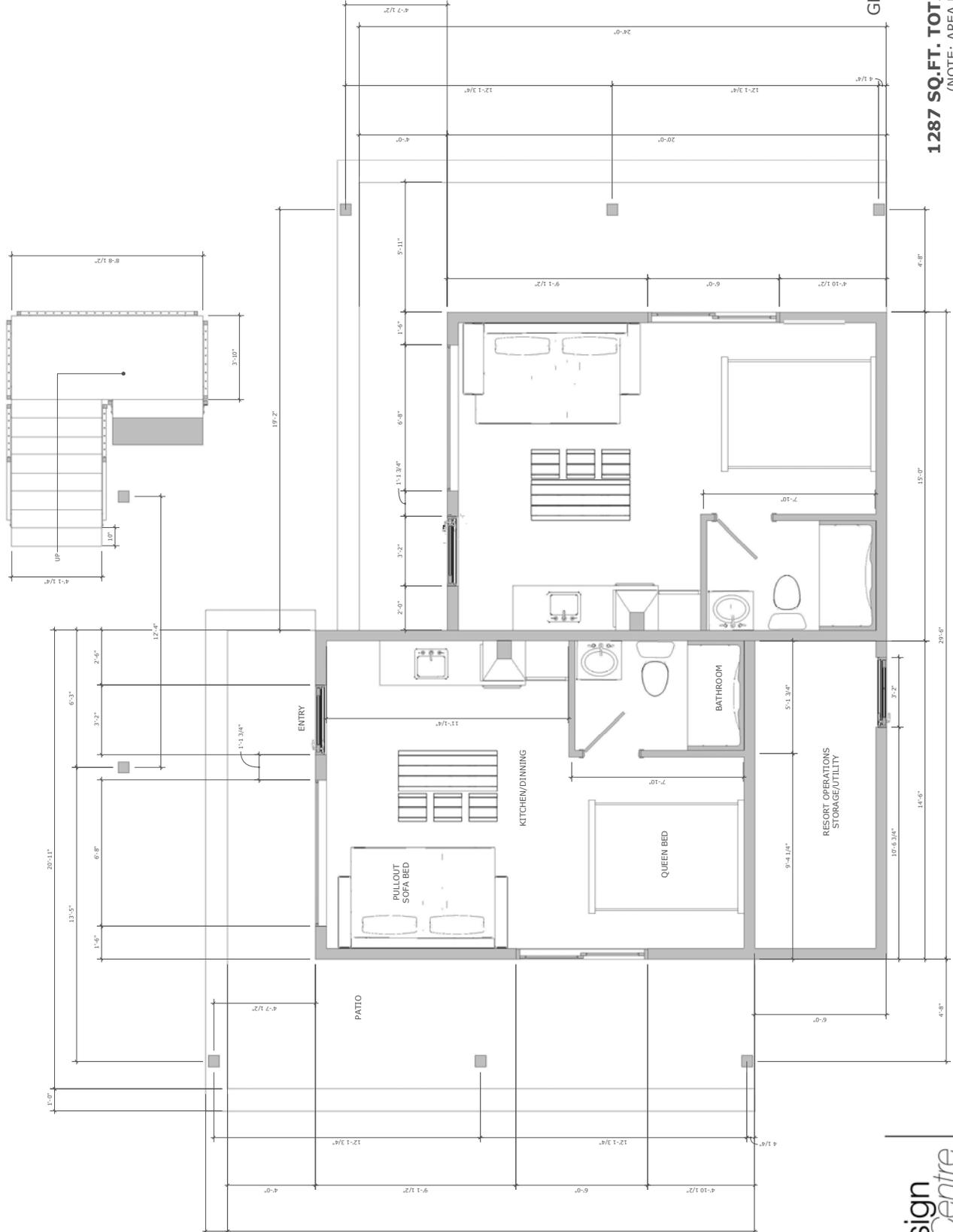
# CUSTOMLINE

GROUP

Prepared by:  
**Ian Kennington, BIA**  
The Design Centre Uclulet  
1000 Uclulet Road  
PO Box 1243, Uclulet, BC  
V0R 3A0  
250.726.3973

2094 PENINSULA FOUR UNIT CABIN





SCALE: 1/2" = 1'-0"  
 GROUND FLOOR 2 X 300 SQ. FT.  
 STORAGE ROOM 87 SQ. FT.

**687 TOTAL SQ. FT.**  
**1287 SQ. FT. TOTAL BUILDING FLOOR AREA**  
 (NOTE: AREA MEASURED TO EXTERIOR SHEATHING)

**MAIN FLOOR PLAN**

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





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

ELEVATIONS



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



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

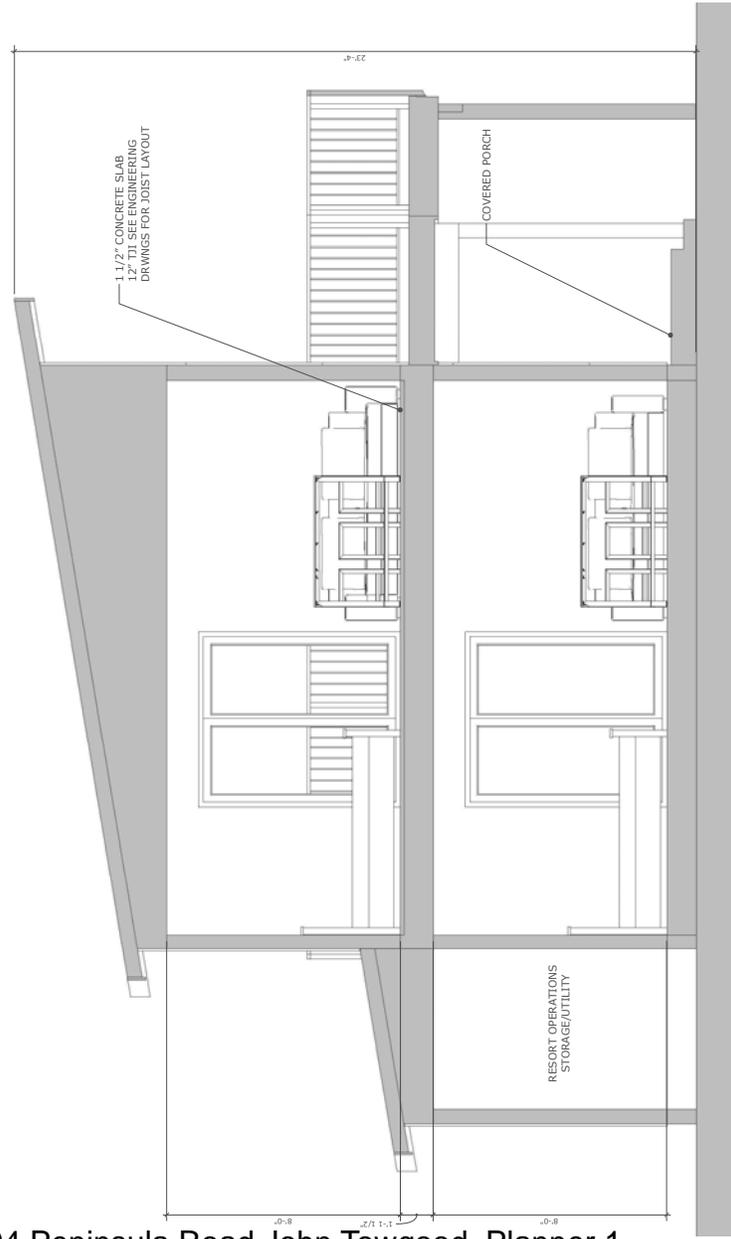
REAR OF BUILDING FACING INDUSTRIAL COMPOUND



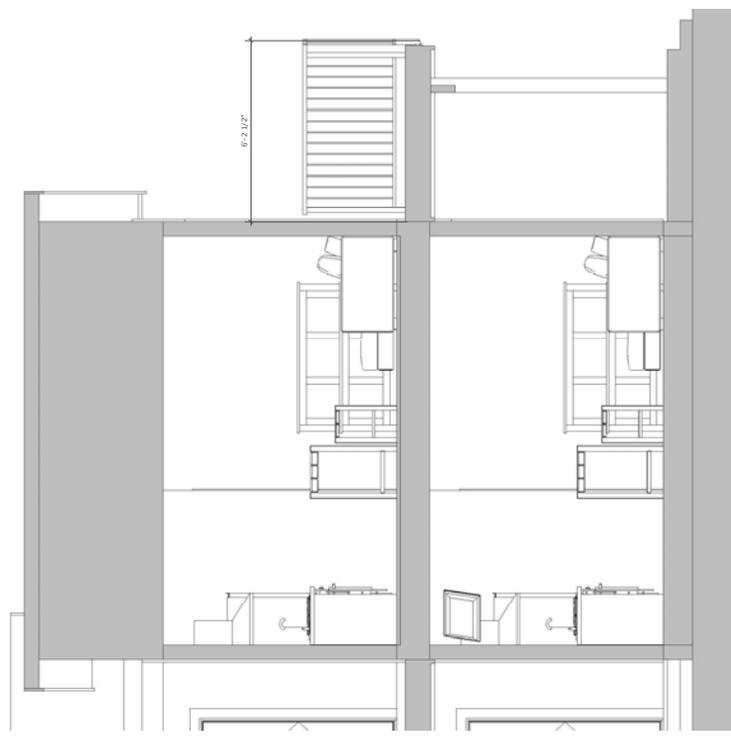
RESORT OPERATIONS STORAGE

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

2094 PENINSULA ROAD, UCLUELET, BC | 4 UNIT CABIN CONCEPT 01



SECTION 1 - SCALE: 1/2" = 1'-0"



SECTION 2 - SCALE: 1/2" = 1'-0"

PERSPECTIVES



2094 PENINSULA ROAD, UCLUELET, BC | 4 UNIT CABIN CONCEPT 01



**RESORT OPERATIONS BLDG**

GROUND FLOOR:  
 1 STAFF ACCOMMODATION UNIT  
 LAUNDRY FACILITY  
 STORAGE  
 STAFF WASHROOM  
 2ND FLOOR:  
 NIGHTLY RENTAL UNIT WITH DESIGNATED PARKING

**GUEST CABINS 1-8**

2 STOREY  
 1 BEDROOM/1 BATHROOM  
 SOFA SLEEPER  
 KITCHENETTE  
 1 DESIGNATED PARKING SPACE/UNIT  
 OUTDOOR GAS FIREPLACE

**LANDSCAPE**

NATURAL LANDSCAPE THEME  
 NATIVE TREE SPECIES  
 NATIVE GROUND COVER  
 NATIVE SHRUBS  
 BOULDER RETAINING WALLS  
 RETAINED NATURAL VEGETATION  
 REMOVAL OF INVASIVE SPECIES

**COMMON AMENITY BUILDING**

SAUNA  
 WASHROOM  
 OUTDOOR SHOWER  
 WETSUIT RINSE STATION  
 (SUBJECT TO DETAIL DESIGN)

**REAR YARD SETBACK**  
 3m/10 ft SETBACK

**FRONT YARD SETBACK**  
 4.5m/15 ft FROM PENINSULA ROAD

**WASTE MANAGEMENT**  
 CEDAR FENCED ANIMAL PROOF WASTE ENCLOSURE  
 WESTERN RED CEDAR HEDGE SCREEN 10 GAL. 1.0m O.C.

**SITE ENTRANCE**  
 13m PAVED DRIVEWAY APRON (MINIMUM 10m)  
 CEDAR FENCED ANIMAL PROOF WASTE ENCLOSURE  
 ENHANCED VEGETATION SCREEN

**CHECK-IN PARKING**  
 1 - 10 MIN PARKING  
 1 - LOADING ZONE

**RETAINED SIGNIFICANT TREES**  
 ALL SIGNIFICANT TREES AS SURVEYED  
 TO BE RETAINED  
 TRC643  
 TRC673  
 TRC647  
 TRC645  
 TRC646  
 TRH650  
 TRC649

**RETAINED NATURAL VEGETATION**  
 ALL NON INVASIVE VEGETATION OUTSIDE  
 OF SITE GRADING EXTENT TO BE RETAINED

**SIDE YARD SETBACK**  
 1.5m/5 ft INTERIOR SETBACK

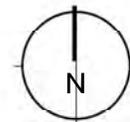
**PRIVACY SCREENING**  
 WESTERN RED CEDAR HEDGE 10 GAL. 1.0m O.C.  
 (PLANTING IN AREAS WHERE EXISTING  
 VEGETATION IS INADEQUATE)

**COMMON AMENITY AREA**  
 FIRE PIT  
 COVERED BARBEQUE AREA  
 SEATING  
 (SUBJECT TO DETAIL DESIGN)

**SITE ACCESS**  
 6m GRAVEL DRIVE AISLE/FIRE ACCESS  
 CUL DE SAC - 12m OUTER RADIUS

**GUEST SUITES - 4 PLEX**  
 2 STOREY STACKED GUEST UNITS  
 BACHELOR UNIT  
 1 BATHROOM  
 KITCHENETTE  
 1 QUEEN BED + SOFA SLEEPER  
 1 DESIGNATED PARKING SPACE/UNIT  
 RESORT OPERATIONS STORAGE

**VISUAL SCREENING**  
 WESTERN RED CEDAR HEDGE 10 GAL. 1.0m O.C.  
 CEDAR POST GALVANIZED METAL PANEL FENCE



**SITE INFORMATION**

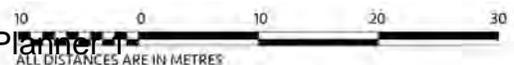
ADDRESS: 2094 PENINSULA RD  
 Lot 7, Plan VIP58757, District Lot 284,  
 Clayoquot Land District  
 ZONING: CS-2  
 SITE AREA: 4,101 sq.m. (0.4 Hectare/1.01 Acre)  
 SITE COVERAGE: 4,708 sq.ft. (10.7%)  
 FLOOR AREA RATIO: 7,572 sq.ft. (.17)

**DEVELOPMENT SUMMARY**

1 - STAFF ACCOMMODATION UNIT (386 sq.ft.)  
 1 - RESORT OPERATIONS (535 sq.ft.)  
 1 - NIGHTLY RENTAL IN MIXED USE BUILDING  
 8 - SINGLE UNIT CABINS (443 sq.ft.)  
 8 - STACKED 4-PLEX GUEST SUITES (300 sq.ft.)  
 19 - PARKING SPACES  
 ACCESSORY BUILDING (200 sq.ft.)

**PROPOSED LAND USE PLAN**  
 MARCH 31 2021

**CUSTOMLINE**



## DEVELOPMENT PERMIT DP21-04

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

1. This Development Permit is issued to:

**Alisa Jarvie and Matthew Emig, 23620 32 Avenue, Langley, BC**

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

**Lot 7, District Lot 284, Clayoquot District, Plan VIP58757, 2094 Peninsula Road (The "lands"):**

3. This Development Permit is issued subject to compliance with all bylaws of the District of Ucluelet.
4. This permit is subject to the registration, on title of the lands, a modification of Covenant CA7109503 that reflects **Schedule A** of this Permit.
5. This Permit authorizes the following improvements on the Lands:
  - a) **8 - two storey, single unit cabins.**
  - b) **2 - two storey, four-unit motel buildings.**
  - c) **1 - common building with sauna, washrooms, outdoor shower, and wetsuit wash.**
  - d) **1 - two storey mixed use building with one tourist accommodation unit, one staff accommodation unit, laundry facilities, and storage.**
  - e) **Associated landscaping.**
  - f) **A single access road paved for the first 20m and ending in a 12m roundabout.**
  - g) **Tree retention along the property frontage, except allowing for the driveway entrance.**
  - h) **Fencing to the rear of the property.**
6. These improvements apply only in the locations indicated, and otherwise in accordance with, the drawings and specifications attached to this Permit as **Schedule A**.
7. This development permit is subject to the owner providing, prior to the issuance of a building permit, complete landscape drawings, including defined areas of tree & understorey retention fronting Peninsula Road.
8. This development permit is subject to the owner providing a security deposit, prior to any site disturbance or clearing, for 125% of the estimated cost of the sidewalk, landscaping, and tree protection measures.
9. Tree protection fencing is to be installed to the satisfaction of the District prior to mobilization on site and is to be maintained by the owner for the duration of construction.
10. The work authorized by this Permit may only be carried out in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws. The owner is responsible for ensuring that the timing of the work and any required permits or notifications by other agencies are obtained as required to comply with all applicable regulations.



11. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
12. The owner shall substantially commence the development within 24 months of the date of issuance, after which this permit shall be null and void.
13. This Permit is NOT a Building Permit.
14. **Schedule A** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the     day of     , 2021 .

**ISSUED** the     day of     , 2021.

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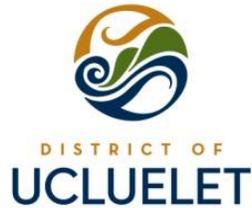
Bruce Greig  
 Manager of Community Planning



**Schedule A**

(See Appendices A)





## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 29, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 0640-20

**SUBJECT:** 2020 ANNUAL REPORT

**REPORT NO:** 21-96

**ATTACHMENT(S):** APPENDIX A - 2019 ANNUAL REPORT

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

1. **THAT** Council adopt the District of Ucluelet 2020 Annual Report as attached.

### **PURPOSE:**

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

### **BACKGROUND:**

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

Section 99 of the *Community Charter* requires Council, at a public meeting, to consider the report and any submissions and questions from the public. The report was posted to the District website and available at the District Office. The statutory notices were published in the Westerly News and on the District's public notice posting places. To date, the District has not received any submissions from the public.

### **OPTIONS REVIEW:**

1. **THAT** Council adopt the District of Ucluelet 2020 Annual Report as attached.  
**(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services

Appendix A

DISTRICT OF UCLUELET

# 2020 ANNUAL REPORT



DISTRICT OF  
**UCLUELET**



**2020 Annual Report**  
January 1 to December 31, 2020

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

# 2020 ANNUAL REPORT CONTENTS

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Finance and Corporate Services	19
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Barkley Community Forest	23
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# OVERVIEW

## 2020 ANNUAL REPORT

### Our Community, Our Future

The District of Ucluelet is a self-contained community located on the rugged west coast of Vancouver Island within the traditional lands of the Yuułu?it?ath First Nation. Ucluelet has the benefit of a range of assets and amenities relative to its size and although considered to be remote, enjoys excellent physical and digital access to the rest of the world. The community is defined by a deep appreciation for the natural environment and a culture of creativity and resilience. With a strong sense of community, residents rely on one another and take pride in their spirit of partnership and volunteerism.

Despite fluctuations in the economy and local industries over time, Ucluelet has always adapted and thrived. We see a bright future for our community with quality, sustainable infrastructure and services to support a population of all ages, from young families to active retirees who choose to call Ucluelet home. As our community faces demands for growth, we strive to preserve our quality of life and our natural assets while ensuring that future development is aligned with our community's values.

## Our Role

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

## Our Commitment

- **Lead by example**
- **Own our decisions and the outcomes**
- **Be prepared and informed as we make decisions**
- **Be collaborative with our partners**
- **Have an open mind**
- **Be consistent**

# MESSAGE

## FROM THE MAYOR



MAYOR MAYCO NOËL

### COUNCILLORS

RACHELLE COLE

JENNIFER HOAR

LARA KEMPS

MARILYN MCEWEN



2020 was a difficult year for everyone. The COVID-19 Pandemic presented numerous unprecedented challenges to which residents, businesses, District staff and Council have had to adapt. It is clear to me that we have grown as a community in response, and I look forward to continuing to build on our successes during the final year of my term as Mayor.

Ucluelet grew over the last year. New homes were built, and new residents have joined our community. Our response to this growth and the pandemic shows the resiliency of our community and the exceptional quality of life Ucluelet offers. It also reminds me of the need to protect our quality of life by preserving our natural assets and ensuring that future development, aligns with community needs and values.

I believe the goals set out in the District of Ucluelet Strategic Plan reflect Ucluelet's values and lay a foundation to address the most pressing concerns of residents and businesses. I am proud to say, that despite challenges associated with COVID-19, we are well on our way to implementing our plan. I am most excited about three initiatives in particular:

1. Completing the Land Use Demand study not only identified regional synergies, but was also a critical step toward sustainable growth and addressing affordability issues.
2. Approving zoning for the LOT 13 Marine Drive Affordable Housing Development, which once complete will provide much needed affordable housing to members of our community.
3. Finishing the Health Centre Feasibility Study, which will inform next steps associated with developing a local health centre.

Born and raised in the area, I look to the future with an eye on the past, as our Council continues to help govern the growth, safety, and livability of Ucluelet.

Thank you.

Mayor Mayco Noël

# MESSAGE

## FROM THE ACTING CAO

As the Acting Chief Administrative Officer, I have had the privilege of experiencing “Life on the Edge” and come to recognize why so many citizens have “roots” here. It is truly a great place to call home. This is a factor in the resilience the community has demonstrated over the last difficult year.

This year has been frustrating for business and has disrupted the routine for citizens. Your staff at the District have worked diligently to maintain services throughout this difficult time and continue to do so. This has been challenging, as so much of our governance has been “virtual”. The adaptation to this new environment was a fast-learning experience for all local governments.

Ucluelet shares many of the issues of larger communities and provides a similar range of services. I invite you to read this report to better understand how your tax dollars are used to improve your community. In addition to the basic services of water, sewer, roads, there are many projects that have added to the amenities utilized by residents and visitors alike. This report also identifies what you can expect from the District in the years to come.

This community offers a fantastic environment, a pride of place and an optimism about the future. My tenure here is short, but in that time I have come to appreciate your great staff and committed Council, who are working together for you.

It’s been a privilege to experience Ucluelet, and I will not only be a future tourist but an enthusiastic advocate for those wishing to live, work or visit. On behalf of all staff thank you for your patience this year and working with me in this great place.

Andy Laidlaw

*Acting Chief Administrative Officer*

# 2020 ORGANIZATIONAL STRUCTURE



# Community Planning

## Department Overview

### PLANNING DUTIES:

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

### BYLAW DUTIES:

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



## Department Overview

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



### 2020 COMPLETED PROJECTS

- ✓ Village Green revitalization concepts and costing
- ✓ Village Green grant application
- ✓ Peninsula Road concepts and costing
- ✓ Complete draft update to OCP Bylaw
- ✓ Lot 13 small-lot affordable housing rezoning
- ✓ Flood risk assessment & mapping project
- ✓ West Coast Land Use Demand study

### 2021 PLANNED PROJECTS

- OCP Bylaw adoption
- West Coast Housing Needs Assessment
- Village Green Phase I design
- Peninsula Road Phase I design
- Development Cost Charges (DCC) Bylaw update
- Secondary Suites/Cottage Dwelling zoning project
- TUP Pilot project - Seasonal Worker RV spaces

### 2020 COVID-19 RESPONSE

- Liquor Licence approvals - outdoor spaces
- Streamlined Development Permits - outdoor seating
- Pivot Bylaw Ambassador to "COVID Monitor" community awareness program

# Parks, Recreation & Tourism

## Department Overview

### KEY RESPONSIBILITIES:

- Community health & safety
- Community & adaptable programming
- Community special events & partnerships
- Support for Community Services
- Tourism & Recreation facilities and amenities
- Tourism partnerships and planning
- Trails & green space maintenance and planning
- Beautification of green spaces and recreation facilities
- Playground maintenance and planning
- Public Realm Projects (parks, paths, facilities)

## Department Overview

The Parks and Recreation Department provides the fundamental building blocks for a healthy and flourishing community. Our focus is to provide excellent and adaptable programs with community involvement and facilities. Ucluelet Parks and Recreation Department is committed to ensuring a high level of excellence in its service to the community and continues to strive to promote an atmosphere of friendly and efficient service. The Department also supports and plans various tourism infrastructure projects with its focus on the Resort Municipality development.



### 2020 COMPLETED PROJECTS

- ✓ New heritage sign highlighting Seaplane Base
- ✓ Electric vehicle charging station installations
- ✓ Edna Batchelor Park improvements
- ✓ Aquarium water fountain install
- ✓ Wild Pacific Trail maintenance e-bike

### 2021 PLANNED PROJECTS

- Amphitrite Lightkeeper's House Phase II
- Amphitrite Centre application to BC Front Counter
- Wayfinding program
- Tourism Master Plan
- Additional heritage signage
- Repair and refurbish community signs
- Lighting skatepark and basketball court
- Edna Batchelor Park pathway
- Cemetery expansion
- Wild Pacific Trail planning and design

### 2020 COVID-19 RESPONSE

- Online recreational programming
- Virtual special events
- Recreation Recreated online platform for community support and activity

# Fire & Emergency Services

## Department Overview

### KEY RESPONSIBILITIES:

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



## Fire & Emergency Services

### Department Overview

The Fire and Emergency Services Department supports and maintains community emergency management through mitigation, preparedness, response, and recovery. Ucluelet Fire Rescue (UFR) has been providing fire services for the community of Ucluelet since 1949. Each year UFR responds to an average of 150 callouts for fire, rescue, motor vehicle incidents, and medical first responder calls.

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

The Ucluelet Emergency Network (UEN) is a multi-jurisdictional emergency planning committee that consists of representatives from the District of Ucluelet, Ucluelet Fire Rescue, BC Emergency Health Services, Canadian Rangers, Emergency Support Services, Pacific Rim National Park, RCMP, Royal Canadian Marine Search & Rescue, School District #70, Toquaht Nation, West Coast Inland Search & Rescue and **Yuułuʔiłʔatḥ** Government (Ucluelet First Nation).

#### 2020 COMPLETED PROJECTS

- ✓ Fire Hall and EOC Upgrades
- ✓ Emergency Operations Centre training
- ✓ Installation of the first two Tsunami Warning System sirens
- ✓ Emergency Support Services disaster hub trailer project funded through UBCM grant money

- ✓ Addition to the District's emergency operations centre capacity through UBCM grant money
- ✓ Air brakes training course which is the first step in establishing 9 new apparatus operators for the fire department
- ✓ Upgrades to fire department rescue tools through the purchase of electric tools (ie: jaws of life)

#### 2021 PLANNED PROJECTS

- Establishment of the District of Ucluelet evacuation route plan
- Tugwell Field Emergency Kiosk #2 completion
- Successful grant application through the Fire Chiefs Association of BC that will provide 30 hours of technical rope rescue training to the fire department
- Fire Hall feasibility study completion
- Fire Hall roof repairs
- Installation of an emergency generator at the high school
- Renewing the fire services agreement with the **Yuułuʔiłʔatḥ** Government. The updated agreement will provide more services to the **Yuułuʔiłʔatḥ** Government and will increase revenues to the District of Ucluelet
- Establishment of a fire service agreement with **Toquaht** Nation which will transfer the ownership of the District of Ucluelet's retired mini-pumper truck to **Toquaht** Nation. This agreement will also provide on-going training and support to **Toquaht** Nation
- Establishment of a partnership with the Canadian Red Cross to oversee the Ucluelet ESS Team
- Continuation of the fire safety inspection program
- EOC training through Emergency Management BC (EMBC)

# Public Works (Water/Sewer/ Roads)

## Department Overview

### KEY RESPONSIBILITIES:

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

## Public Works (Water/Sewer/Roads)

### Department Overview

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

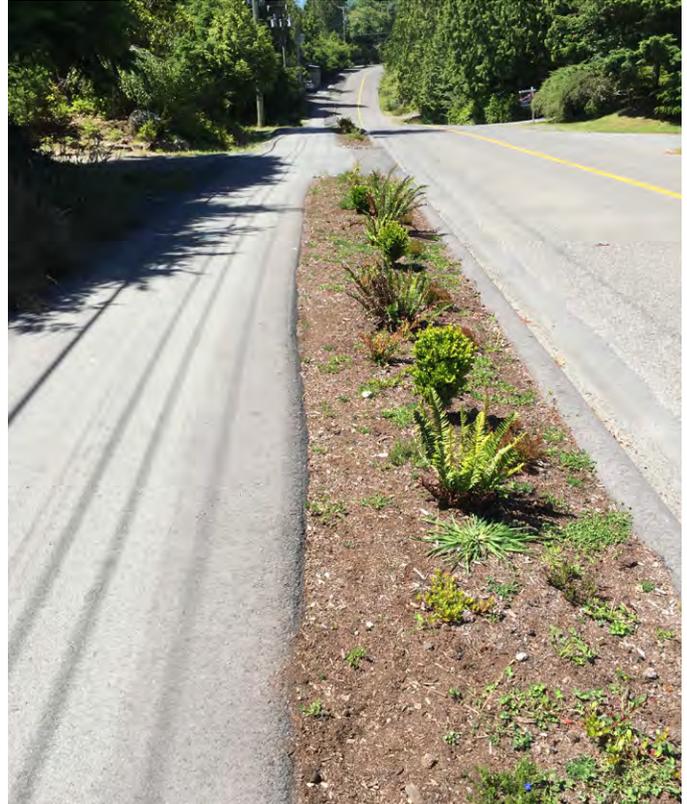
In addition to daily infrastructure, facility maintenance, and long-term infrastructure planning, the Public Works department takes on a number of key projects each year.

#### 2020 COMPLETED PROJECTS

- ✓ Well #4 upgrade
- ✓ SCADA water
- ✓ Bay Street duplex elimination
- ✓ Installation of speed humps using Gas Tax Funding

#### 2021 PLANNED PROJECTS

- Well #3 Upgrade
- SCADA water/sewer
- Bay Street duplex elimination (lighting)
- New Water Filtration/Reservoir
- Sewer Master Plan
- Storm Master Plan
- Lagoon Aeration
- Sea Plane Base sewer
- Installation of further speed hump and raised crosswalk using Gas Tax Funding



# Finance/ Corporate Services

## Department Overview

### KEY RESPONSIBILITIES:

#### Finance Services:

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

#### Corporate Services:

- Corporate leadership and administrative support to Council and Chief Administrative Officer
- Management, information and support services to Council, Committees, and Boards
- Information technology services, legislative services, communications, human resources and records management
- Freedom of information, land acquisitions, legal and risk management



## Department Overview

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



### 2020 COMPLETED PROJECTS

- ✓ Climate Adaptation Plan
- ✓ Ucluelet Health Centre Feasibility Study
- ✓ Indigenous awareness training
- ✓ SewerWorth implementation
- ✓ IP phone system integration
- ✓ Council Procedure Bylaw update

### 2021 PLANNED PROJECTS

- Complete Bylaw/Policy Gap Analysis
- District server update and migration
- Continued Indigenous awareness training
- CAO hiring
- AAP for Water Capacity and Filtration Improvements Project
- Asset Management and Facilities Master Plan
- Sewer Worth Implementation completion

### 2020 COVID-19 RESPONSE

- Regular COVID-19 related communications
- Enhanced virtual Council meeting and public hearing processes
- COVID-19 related HR policies and protocols



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## Small Craft Harbour

### KEY RESPONSIBILITIES:

- Support of Commercial Fisheries
- Support of Recreational Fisheries & businesses
- Provision of safe, clean, and clear dock ways
- Support of navigable waterways
- Beautification of assets
- Environmental health & safety
- User education

Ucluelet's Small Craft Harbour is the West Coast's most comprehensive marine facility. Our Small Craft Harbour is a classic example of a true working harbour, situated on the outskirts of Barkley Sound. The jurisdictional boundary for the District of Ucluelet extends approximately 200 metres into the Pacific Ocean surrounding the Ucluth Peninsula. The facilities include, the Boat Basin, Whiskey Dock and 52 Steps and are all within walking distance of the village center. Small Craft Harbour is overseen by the Ucluelet Harbour Authority and the Department of Fisheries and Oceans.

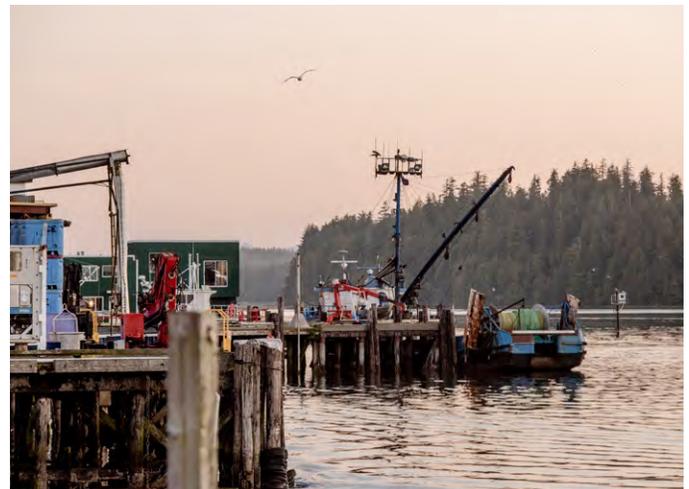


### 2020 COMPLETED PROJECTS

- ✓ Harbour Master Plan public input
- ✓ New pilings at Whiskey Dock
- ✓ Small Craft Harbour beautification work
- ✓ Weigh Station and signage
- ✓ Defibrillator for Small Craft Harbour

### 2021 PLANNED PROJECTS

- Harbour Master Plan
- Additional new pilings at Whiskey Dock
- Small Craft Harbour beautification work
- Washroom painting and upgrade
- Cleaning station education signage
- Whiskey Dock ramp
- Asphalt pathways
- Boat launch design
- EV charger install





## Sustainability and Climate Action

In March of 2019, Ucluelet adopted its first Climate Action Plan, which set ambitious 2050 targets of 100% Renewable Energy and 80% reduction in Greenhouse Gas (GHG) emissions. Funded by the FCM Municipalities for Climate Innovation Program, the plan includes an inventory of community emissions, goals to achieve the targets, and strategies to achieve those goals. This effort led to the awarding of FCM Partners for Climate Protection (PCP) Milestone 4 and Milestone 2 for action community and corporate emissions, respectively.

### **Ucluelet has moved forward on other important climate action initiatives including:**

- ✓ The District purchased four dual port Level 2 EV charging stations and supported community efforts that will result in a total of nine Level 2 charging locations and two DC fast-charging stations installed in 2020.
- ✓ Ucluelet completed its flood risk mapping study.

In January of 2021, Ucluelet adopted its first Climate Change Adaptation Plan. After conducting detailed risk assessments to identify current and future climate impacts to the coastal community, the completed plan will now be integrated into the District's workplans. This project was funded under the ICLEI Changemakers Project.

Please visit our Sustainability and Climate webpage at [ucluelet.ca](http://ucluelet.ca) to view our Climate Action Adaptation Plan and 100% Renewable Energy Plan - Clean Energy for the Safe Harbour.

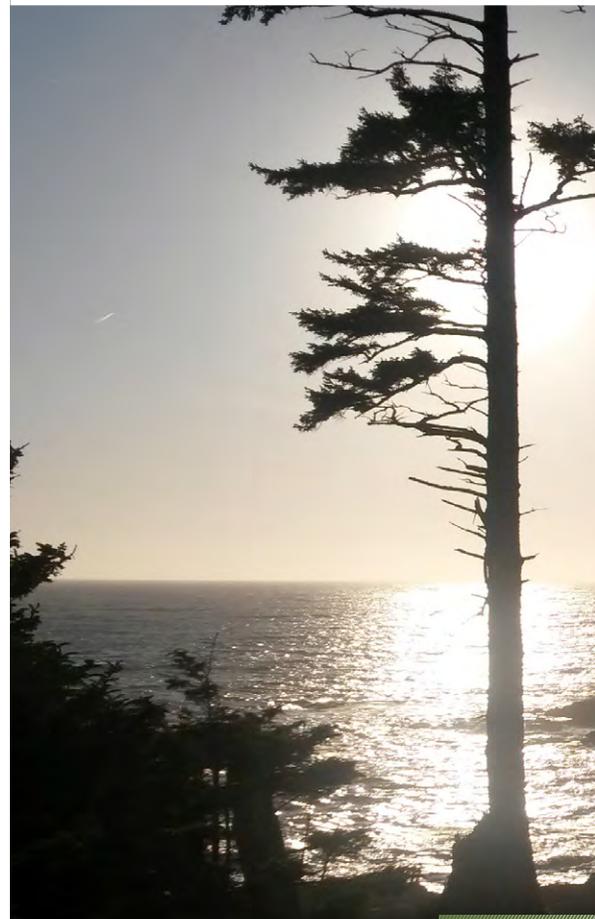
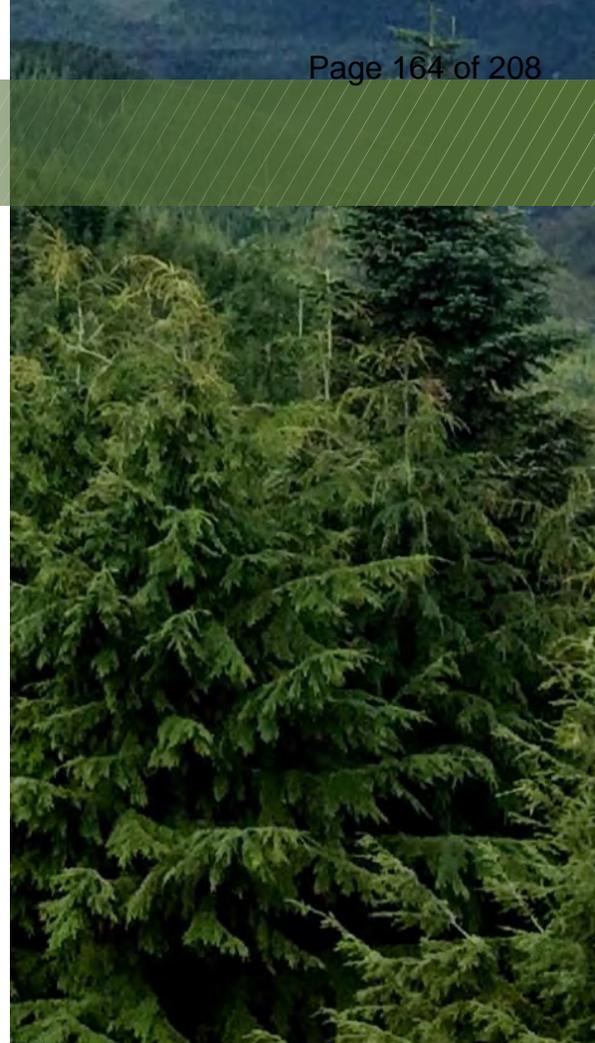


## Barkley Community Forest

The District of Ucluelet is fortunate to partner with the Toquaht Nation as joint shareholders of the Barkley Community Forest Corporation (BCF). After many years of dedicated commitment to the development of the Barkley Community Forest, the first harvesting began in 2017. Led by a dedicated Board of Directors, the Corporation worked with the Ministry of Forests, Lands and Natural Resource Operations to identify suitable lands that could be managed sustainably for the long-term benefit of both communities.

In 2020, the benefits for this partnership have been realized with the District receiving an amazing \$458,000 in dividends, generated from the Barkley Community Forest. Council has looked to ensure this financial benefit be used to enhance the community for the benefit of its residents and in 2020 BCF dividends were used to fund the construction of two Tsunami Sirens and the completion of the Ucluelet Health Centre Feasibility Study.

For more information about the Barkley Community Forest, please visit [barkleyforest.ca](http://barkleyforest.ca)



# Financial Statements

District of Ucluelet

December 31, 2020



### **Management's Responsibility**

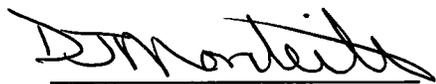
The accompanying consolidated financial statements of the District of Ucluelet (the "District") are the responsibility of management and have been prepared in compliance with applicable legislation, and in accordance with generally accepted accounting standards for local governments as established by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

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

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

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

April 27, 2021



Donna Monteith  
Chief Financial Officer

## Independence Auditor's Report

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To the Mayor and Council of the District of Ucluelet:

### Opinion

We have audited the consolidated financial statements of the District of Ucluelet (the "District"), which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of operations, changes in net financial assets and cash flows and related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2020, and the results of its consolidated operations, changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Other Information

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

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

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

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

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

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

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

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the District to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

April 27, 2021

The logo for MNP LLP, consisting of the letters 'MNP' in a large, bold, sans-serif font, followed by 'LLP' in a smaller, all-caps, sans-serif font.

Chartered Professional Accountants

**District of Ucluelet**  
**Consolidated Statement of Financial Position**  
*As at December 31, 2020*

	2020	2019
<b>Financial Assets</b>		
Cash and cash equivalents	\$ 5,036,975	\$ 2,922,831
Investments (Note 2)	8,208,742	8,143,791
Accounts receivable (Note 3)	716,635	711,765
Investment in Government Business Enterprise (Note 4)	738,305	730,165
	<b>\$ 14,700,657</b>	<b>\$ 12,508,552</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 5)	\$ 1,689,659	\$ 814,762
Refundable deposits (Note 6)	97,500	149,335
Deferred revenue (Note 7)	1,078,420	640,863
Prepaid property taxes and utilities	69,090	41,675
Development cost charges (Note 8)	824,943	775,207
Equipment financing (Note 9)	183,811	-
Debt (Note 10)	1,849,048	1,934,688
	<b>\$ 5,792,471</b>	<b>\$ 4,356,530</b>
<b>Net Financial Assets</b>	<b>\$ 8,908,186</b>	<b>\$ 8,152,022</b>
<b>Non-Financial Assets</b>		
Tangible capital assets (Note 11, Schedule 1)	\$ 41,265,691	\$ 40,845,824
Inventory of supplies	20,944	20,944
Prepaid expenses	66,008	74,760
	<b>\$ 41,352,643</b>	<b>\$ 40,941,528</b>
<b>Accumulated Surplus (Note 12)</b>	<b>\$ 50,260,829</b>	<b>\$ 49,093,550</b>
<b>Commitments and contingencies (Note 17)</b>		
<b>Significant event (Note 21)</b>		



Chief Administrative Officer

**District of Ucluelet  
Consolidated Statement of Operations**

For the year ended December 31, 2020

	2020 Budget (Note 18)	2020	2019
<b>Revenue</b>			
Taxation, net (Note 14)	\$ 3,350,266	\$ 3,335,494	\$ 3,177,951
Sale of services	1,731,849	1,762,570	1,870,813
Other revenue from own sources	45,650	346,836	306,695
Investment income	85,360	61,814	157,802
Grants and contributions	1,789,654	1,506,312	1,252,869
Ministry and Regional District Tax	-	366,338	543,799
Earnings from investment in Government Business Enterprise (Note 4)	-	466,140	1,189,507
	\$ 7,002,779	\$ 7,845,504	\$ 8,499,436
<b>Expenses</b>			
General government services	\$ 1,356,092	\$ 1,286,761	\$ 1,653,920
Protective services	362,527	418,048	398,867
Transportation services	1,269,952	1,199,419	1,461,427
Planning and environmental services	685,632	606,475	375,333
Recreation and cultural services	1,843,509	1,926,767	2,146,667
Water utility	1,116,483	643,553	549,357
Sewer utility	817,151	597,202	650,608
	\$ 7,451,346	\$ 6,678,225	\$ 7,236,179
<b>Annual surplus (deficit)</b>	(448,567)	1,167,279	1,263,257
<b>Accumulated surplus, Beginning of the year</b>	49,093,550	49,093,550	47,830,293
<b>Accumulated surplus, End of the year</b>	\$ 48,644,983	\$ 50,260,829	\$ 49,093,550

**District of Ucluelet**  
**Consolidated Statement of Change in Net Financial Assets**  
*For the year ended December 31, 2020*

	<i>2020 Budget (Note 18)</i>	<b>2020</b>	<i>2019</i>
<b>Annual surplus (deficit)</b>	\$ (448,567)	<b>\$ 1,167,279</b>	\$ 1,263,257
Acquisition of tangible capital assets	(3,086,801)	<b>(1,619,534)</b>	(1,614,672)
Disposals of tangible capital assets	-	<b>15,652</b>	140,000
Amortization of tangible capital assets	1,157,665	<b>1,184,015</b>	1,329,126
Change in prepaid expenses	-	<b>8,752</b>	(6,562)
<b>Increase (decrease) in Net Financial Assets</b>	<b>(2,377,703)</b>	<b>756,164</b>	1,111,149
<b>Net Financial Assets, Beginning of the year</b>	<b>8,152,022</b>	<b>8,152,022</b>	7,040,873
<b>Net Financial Assets, End of the year</b>	<b>\$ 5,774,319</b>	<b>\$ 8,908,186</b>	\$ 8,152,022

**District of Ucluelet**  
**Consolidated Statement of Cash Flows**  
*For the year ended December 31, 2020*

	2020	2019
<b>Operating Transactions</b>		
Annual surplus	\$ 1,167,279	\$ 1,263,257
Non-cash items included in surplus:		
Amortization of tangible capital assets	1,184,015	1,329,126
Loss on disposal of tangible capital assets	15,651	140,000
Earnings from investment in Government Business Enterprise	(466,140)	(1,189,507)
Actuarial adjustment on debt	(13,326)	(17,212)
	<b>\$ 1,887,479</b>	<b>\$ 1,525,664</b>
<b>Change in non-cash working capital balances related to operations</b>		
Accounts receivable	\$ (4,870)	\$ 127,452
Accounts payable and accrued liabilities	874,897	(304,169)
Refundable deposits	(51,835)	30,251
Deferred revenue	437,557	143,497
Prepaid property taxes and utilities	27,415	526
Development cost charges	49,736	47,808
Prepaid expenses	8,753	(6,562)
	<b>\$ 3,229,132</b>	<b>\$ 1,564,467</b>
<b>Capital Transactions</b>		
Acquisition of tangible capital assets	\$ (1,619,534)	\$ (1,614,672)
<b>Investment Transactions</b>		
Decrease (increase) in investments	\$ (64,951)	\$ 833,023
Dividends received from Government Business Enterprise	458,000	1,000,000
	<b>393,049</b>	<b>1,833,023</b>
<b>Financing activities</b>		
Proceeds from equipment financing	\$ 200,000	\$ -
Debt repaid	(88,503)	(72,314)
	<b>\$ 111,497</b>	<b>\$ (72,314)</b>
Net change in cash and cash equivalents	<b>2,114,144</b>	<b>1,710,504</b>
Cash and cash equivalents, Beginning of the year	<b>2,922,831</b>	<b>1,212,327</b>
Cash and cash equivalents, End of the year	<b>\$ 5,036,975</b>	<b>\$ 2,922,831</b>

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

## 1. Significant accounting policies

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

### (a) Reporting entity

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

The District’s business partnerships, jointly owned and controlled by the District but not dependent on the District for their continuing operations, are included in the consolidated financial statements using the modified equity method.

The modified equity method of accounting is modified only to the extent that the business entity accounting principles are not adjusted to conform to those of the District. Thus, the District’s investment in these entities is recorded at acquisition cost and is increased for the proportionate share of post-acquisition earnings and decreased by post acquisition losses and distributions received.

Entities accounted for by the modified equity basis include:

- Barkley Community Forest Limited Partnership (50% ownership)
- Ucluelet Economic Development Corporation (wholly owned)

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

### (b) Bases of presentation

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

### (c) Government transfers

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

### (d) Property tax revenue

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

### (e) Deferred revenue

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

**1. Significant accounting policies** *(continued)*

- (f) **Development cost charges**  
 Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.
- (g) **Cash and cash equivalents**  
 Cash and cash equivalents include short-term, highly liquid investments with a term to maturity of 90 days or less at acquisition.
- (h) **Deposits and repayments**  
 Receipts restricted by third parties are deferred and recorded as deposits and are refundable under certain circumstances. Deposits and prepayments are recognized as revenue when qualifying expenditures are incurred.
- (i) **Employee future benefits**  
 The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

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

- (j) **Investment income**  
 Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue, development cost charges and deposits and prepayments is added to the investment and forms part of the liability balance.
- (k) **Debt**  
 Debt is recorded net of related payments and actuarial earnings.
- (l) **Non-financial assets**  
 Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

a. **Tangible capital assets**

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

<b>Asset</b>	<b>Useful life - years</b>
Buildings	10 - 60
Vehicles and Equipment	5 - 25
Other structures	15 - 50
Roads	20 - 60
Drainage structures	30 - 50
Water structures	10 - 50
Sewer structures	10 - 50

**1. Significant accounting policies** *(continued)*

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

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

- b. Contributions of tangible capital assets  
Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue.
- c. Natural resources  
Natural resources that have not been purchased are not recognized as assets in the consolidated financial statements.
- d. Works of art and cultural historic assets  
Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.
- e. Interest capitalization  
The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.
- f. Leased tangible capital assets  
Leases which transfer substantially all the benefits and risks incidental to ownership of property are accounted for as operating leases and the related payments are charged to expenses as incurred.
- g. Inventory of supplies  
Inventory of supplies held for consumption are recorded at lower of cost and replacement cost.

**(m) Contaminated sites**

A liability for remediation of contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the District is either directly responsible or accepts the responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2020.

At each financial reporting date, the District reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when made. As at December 31, 2020, the District has not recorded any liability for contaminated sites as no such sites exist.

**(n) Use of estimates**

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the period. Significant areas requiring the use of management estimates relate to the collectability of accounts receivable, accrued liabilities, employee future benefits, provisions for contingencies and amortization, useful lives, and salvage values for determining tangible capital asset values. Actual results could differ from these estimates.

**2. Investments**

Investments include funds invested in Guaranteed Investment Certificates and Money Market funds with CIBC Wood Gundy and the Municipal Finance Authority of B.C. The investments are carried at market value which is equal to the carrying value.

**3. Accounts receivable**

	2020	2019
Property taxes	\$ 149,908	\$ 154,276
Due from other governments	54,380	166,718
User fee and other	512,347	390,771
	<b>\$ 716,635</b>	<b>\$ 711,765</b>

**4. Investment in Government Business Enterprise**

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

The following table provides condensed supplementary financial information for the limited partnership at December 31, 2020.

	2020	2019
<b>Financial position</b>		
<b>Assets</b>		
Current	\$ 1,660,883	\$ 1,851,515
	<b>\$ 1,660,883</b>	<b>\$ 1,851,515</b>
<b>Liabilities</b>		
Current	\$ 25,000	\$ 176,250
Silviculture accrual	159,272	214,934
	<b>184,272</b>	<b>391,184</b>
<b>Equity</b>		
Retained earnings	1,476,611	1,460,331
	<b>\$ 1,660,883</b>	<b>\$ 1,851,515</b>
<b>Operations</b>		
Revenue	\$ 1,698,161	\$ 2,243,080
Expenses	765,881	908,928
	<b>\$ 932,280</b>	<b>\$ 1,433,152</b>

The District's share of income from the government business enterprise was a total of \$466,140 (2019 - \$1,189,507). During 2020, the District received \$458,000 (2019 - \$1,000,000) of dividends from the government business enterprise, which was recorded as a reduction in its investment. No other transactions occurred between the two entities.

**5. Accounts payable and accrued liabilities**

	2020		2019	
Trade accounts payable	\$	515,216	\$	468,416
Salaries and wages payable		137,529		238,097
Employee future benefits		70,326		69,349
Due to other governments		949,615		21,927
Accrued interest		16,973		16,973
	\$	1,689,659	\$	814,762

**6. Refundable deposits**

	2020		2019	
Damage deposits	\$	97,500	\$	94,000
Developer performance deposits		-		55,335
	\$	97,500	\$	149,335

**7. Deferred revenue**

Deferred revenue consists of the following balances:

	Opening balance	Interest	Receipts	Revenue Recognized	Ending balance
Resort Municipality Initiative	\$ 569,345	\$ 6,363	\$ 481,274	\$ 46,361	\$ 1,010,621
Other	71,518	-	74,028	77,747	67,799
	\$ 640,863	\$ 6,363	\$ 555,302	\$ 124,108	\$ 1,078,420

**8. Development cost charges**

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

	Opening balance	Interest	Receipts	Revenue recognized	Ending balance
Roads	\$ 63,867	\$ 782	\$ 14,386	\$ -	\$ 79,035
Storm water	207,374	2,766	-	-	210,140
Sewer	203,782	2,673	13,478	-	219,933
Water	113,049	1,428	11,774	-	126,251
Parks	187,135	2,449	-	-	189,584
	\$ 775,207	\$ 10,098	\$ 39,638	\$ -	\$ 824,943

**9. Equipment financing**

The District is party to an equipment loan financed through the Municipal Finance Authority for the acquisition of vehicles. The loan has a term of five years and bears interest at a rate of 1.22%. The vehicles under this loan have a carrying value of \$196,201 and are recorded as non-financial assets in the statements.

Principal payments on the debt for the next five years are as follows:

2021	\$	40,021
2022		40,442
2023		40,808
2024		41,175
2025		21,365

**10. Debt**

The District obtains debenture debt through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Local Government Act, to finance capital expenditures.

	Interest Rate	Original Amount	Repayments and actuarial earnings	Balance 2020	Balance 2019
MFA issue 1074	2.90%	\$ 1,948,000	\$ 495,013	\$ 1,452,987	\$ 1,513,234
MFA issue 1195	2.65%	475,000	78,939	396,061	421,454
		\$ 2,423,000	\$ 573,952	\$ 1,849,048	\$ 1,934,688

As a condition of the borrowing through MFA, a portion of the debenture proceeds is retained by the MFA as a debt reserve fund. As at December 31, 2020, the cash balance of the District's debt reserve funds was \$30,263 (2019 - \$29,653). Debt reserve funds are not recorded elsewhere in the financial statements.

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

Principal payments on debt for the next five years are as follows:

2021	\$	72,314
2022		72,314
2023		72,314
2024		72,314
2025		72,314

Interest paid during the year was \$76,610 (2019 - \$76,610).

**11. Tangible capital assets**

## (a) Contributed tangible capital assets

Contributed tangible capital assets of nil (2019 – nil) were recognized during the year.

## (b) Tangible capital assets disclosed at nominal values

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

## (c) Write-down of tangible capital assets

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

## (d) Work in progress

During the year there were net additions to work in progress of \$865,53 (2019 - \$135,579). Amortization of work in progress commences in the year the asset is transferred to tangible capital assets and is put into service.

**12. Accumulated surplus**

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

	2020	2019
Investment in tangible capital assets	\$ 39,232,562	\$ 38,910,866
Reserves	6,460,368	5,543,115
Unrestricted surplus	4,567,899	4,639,569
	<b>\$ 50,260,829</b>	<b>49,093,550</b>

**13. Reserves**

	Opening balance	Interest allocated	Contributions	Funding	Ending balance
Barkley Community Reserve	\$ 3,035,969	\$ 24,171	\$ 458,000	\$ 552,121	\$ 2,966,019
Community Works Fund	1,441,540	10,843	127,431	328,885	1,250,929
COVID-19 Safe Restart fund	-	-	764,000	213,486	550,514
Small Craft Harbours	365,824	2,846	45,000	72,864	340,806
Affordable Housing	134,175	3,544	608,061	-	745,780
Land sale	62,154	359	-	-	62,513
Social Recreation	121,139	704	-	-	121,843
Recreation	11,660	63	-	-	11,723
Park Dedication	284,712	2,132	36,130	-	322,974
Parking	19,291	205	-	-	19,496
Sewer debt	55,826	318	-	-	56,144
Equipment	10,825	802	-	-	11,627
	<b>\$ 5,543,115</b>	<b>\$ 45,987</b>	<b>\$ 2,038,622</b>	<b>\$ 1,167,356</b>	<b>\$ 6,460,368</b>

**13. Reserves (continued)**

The Community Works Fund (Gas Tax) is provided by the Government of Canada. The use of the funding is established by a funding agreement between the District and the Union of British Columbia Municipalities. Gas Tax funding may be used toward designated public transit, community energy, water, wastewater, solid waste, and capacity building projects, as specified in the funding agreements.

The COVID-19 Safe Restart Grant for Local Governments was provided to local governments to assist with the increased operating costs and revenue short-falls as a result of the COVID-19 pandemic. The COVID-19 Safe Restart Grant may be used towards specific eligible costs for funding such as addressing revenue short-falls, facility reopening and operating costs, emergency planning and response costs, bylaw enforcement and protective services, computer and other technology costs, and services for vulnerable persons.

The District of Ucluelet received \$764,000 in COVID-19 Safe Restart Grant and reports the balance in a reserve fund – COVID-19 Safe Restart fund until it is used to fund eligible costs. During the year, the funds were used to replace lost business licence revenue (\$106,000), lost recreation revenue (\$100,627) and to fund information technology expenses (\$6,859).

**14. Taxation**

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

	2020	2019
Municipal purposes		
General	\$ 3,003,600	\$ 2,883,081
Utility	44,810	44,325
Parcel taxes	248,160	232,160
Grants in lieu of taxes	38,924	18,385
	<b>3,335,494</b>	<b>3,177,951</b>
Taxes levied for other authorities		
School authorities	1,195,862	1,325,634
RCMP	178,710	154,771
Regional Hospital	168,947	160,612
Regional District	365,384	309,001
BC Assessment Authority	36,164	29,826
Vancouver Island Regional Library	120,115	110,291
Municipal Finance Authority	-	-
	<b>2,065,182</b>	<b>2,090,135</b>
<b>Total taxes collected</b>	<b>\$ 5,400,676</b>	<b>5,268,086</b>

**15. Trust funds**

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

	2020	2019
Opening balance	\$ 25,656	\$ 25,516
Interest earned	611	140
Ending balance	<b>\$ 26,267</b>	<b>\$ 25,656</b>

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**16. Pension plan**

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The District paid \$205,108 (2019 - \$187,695) for employer contributions to the plan in fiscal 2020.

**17. Commitments and contingencies**

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

**18. Budget**

The budget presented in these consolidated financial statements includes both operating and capital budgets. The District of Ucluelet budget was approved by Council on May 12, 2020 with the adoption of the Five-Year Financial Plan (2020 – 2024) Bylaw No 1274, 2020. The chart below reconciles the approved budget to the budget figures reported in these financial statements. Cemetery expenses are included in the budget but excluded from the annual surplus because these funds are held in trust and not reported in the financial statements of the District (Note 15).

		2020 Budget
Consolidated Budgeted Surplus, per District of Ucluelet Financial Plan Bylaw 1274		\$ -
Add		
Acquisition of tangible capital assets		3,086,801
Debt repayment		94,756
Transfers to reserves		549,206
Net cemetery expenses		6,725
Less		
Proceeds of borrowing		-
Transfers from reserves		(1,482,489)
Transfers from surplus		(1,545,901)
Amortization		(1,157,665)
Consolidated Budgeted Deficit, per District of Ucluelet Statement of Operations		\$ (448,567)

**19. Segmented information**

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

**General government services**

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

**Protective services**

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

**Transportation services**

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

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**19. Segment information (continued)****Planning and environmental services**

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

**Recreation and cultural services**

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

**Water and Sewer utilities**

The water and sewer utilities operate and distribute the water and sewer networks. They are responsible for the construction and maintenance of the water and sewer distribution systems, including mains and pump stations.

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

**20. Comparative figures**

Certain figures in the comparative information have been reclassified to conform with the current year presentation.

**21. Significant event**

During the year, there was an outbreak of COVID-19 (coronavirus), which has had a significant impact on organizations through the restrictions put in place by the Canadian, provincial, and municipal governments regarding travel, municipality operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the District as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographical spread of the disease and the duration of the outbreak, including the duration of travel restrictions, office closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

Schedule 1

District of Ucluelet  
Consolidated Schedule of Tangible Capital Assets  
Year ended December 31, 2020

2020	Land	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Sewer Structures	Work in progress	Total 2020
<b>Cost</b>										
Opening balance	\$ 14,718,568	\$ 11,004,081	\$ 2,982,021	\$ 3,602,097	\$ 7,866,781	\$ 1,609,012	\$ 6,218,210	\$ 9,164,441	\$ 2,955,888	\$ 60,121,099
Add: Additions	-	10,471	455,705	72,865	8,827	-	273	-	1,071,393	1,619,534
Less: Disposals	-	-	-	-	-	-	-	-	(15,652)	(15,652)
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	599	-	165,776	-	-	23,829	(190,204)	-
Closing balance	14,718,568	11,014,552	3,438,325	3,674,962	8,041,384	1,609,012	6,218,483	9,188,270	3,821,425	61,724,981
<b>Accumulated Amortization</b>										
Opening Balance	-	2,853,102	2,002,933	2,003,607	4,033,486	722,114	2,860,813	4,799,220	-	19,275,275
Add: Amortization	-	229,597	134,427	162,494	193,585	36,583	205,476	221,853	-	1,184,015
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	-	-	-	-	-	-	-	-
Ending Balance	-	3,082,699	2,137,360	2,166,101	4,227,071	758,697	3,066,289	5,021,073	-	20,459,290
<b>Net Book Value</b>	\$ 14,718,568	\$ 7,931,853	\$ 1,300,965	\$ 1,508,861	\$ 3,814,313	\$ 850,315	\$ 3,152,194	\$ 4,167,197	\$ 3,821,425	\$ 41,265,691

2019	Land	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Sewer Structures	Work in progress	Total 2019
<b>Cost</b>										
Opening balance	\$ 14,858,568	\$ 10,971,381	\$ 2,837,008	\$ 3,468,499	\$ 7,813,511	\$ 1,559,012	\$ 5,642,154	\$ 8,675,985	\$ 2,820,309	\$ 58,646,427
Add: Additions	-	-	145,013	67,477	53,270	50,000	79,074	175,676	1,044,162	1,614,672
Less: Disposals	(140,000)	-	-	-	-	-	-	-	-	(140,000)
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Transfers	-	32,700	-	66,121	-	-	496,982	312,780	(908,583)	-
Closing balance	14,718,568	11,004,081	2,982,021	3,602,097	7,866,781	1,609,012	6,218,210	9,164,441	2,955,888	60,121,099
<b>Accumulated Amortization</b>										
Opening Balance	-	2,623,994	1,718,566	1,844,756	3,843,588	685,531	2,655,522	4,574,192	-	17,946,149
Add: Amortization	-	229,108	284,367	158,851	189,898	36,583	205,291	225,028	-	1,329,126
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	-	-	-	-	-	-	-	-
Ending Balance	-	2,853,102	2,002,933	2,003,607	4,033,486	722,114	2,860,813	4,799,220	-	19,275,275
<b>Net Book Value</b>	\$ 14,718,568	\$ 8,150,979	\$ 979,088	\$ 1,598,490	\$ 3,833,295	\$ 886,898	\$ 3,357,397	\$ 4,365,221	\$ 2,955,888	\$ 40,845,824

Schedule 2

**District of Ucluelet**  
**Consolidated Schedule of Segment Disclosure by Service**  
*Year ended December 31, 2020*

	General Government Services	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2020 Actual
<b>Revenue</b>								
Taxation, net	\$ 3,087,334	\$ -	\$ -	\$ -	\$ -	\$ 120,320	\$ 127,840	\$ 3,335,494
Sale of services	5,405	-	342,643	104,692	205,978	631,727	472,125	1,762,570
Grants and contributions	1,423,624	22,352	7,000	-	53,336	-	-	1,506,312
Investment income	61,814	-	-	-	-	-	-	61,814
Other revenue from own sources	567,758	17,439	-	213,954	366,338	6,990	6,835	1,179,314
	<b>5,145,935</b>	<b>39,791</b>	<b>349,643</b>	<b>318,646</b>	<b>625,652</b>	<b>759,037</b>	<b>606,800</b>	<b>7,845,504</b>
<b>Expenses</b>								
Salaries and wages	\$ 746,459	\$ 209,419	\$ 292,678	\$ 251,038	\$ 838,826	\$ 241,963	\$ 142,519	\$ 2,722,902
Contracted services	78,859	29,751	282,701	196,516	75,558	82,589	65,369	811,343
Materials and supplies	39,533	75,456	144,651	8,585	139,449	35,437	108,153	551,264
Interest and other	299,797	78,868	33,549	105,228	427,350	17,871	3,039	965,702
Audit and legal	67,219	-	384	45,108	-	-	-	112,711
Telephone and utilities	54,894	24,554	80,861	-	53,493	60,217	56,269	330,288
Amortization	-	-	364,595	-	392,091	205,476	221,853	1,184,015
	<b>1,286,761</b>	<b>418,048</b>	<b>1,199,419</b>	<b>606,475</b>	<b>1,926,767</b>	<b>643,553</b>	<b>597,202</b>	<b>6,678,225</b>
<b>Annual surplus (deficit)</b>	<b>\$ 3,859,174</b>	<b>\$ (378,257)</b>	<b>\$ (849,776)</b>	<b>\$ (287,829)</b>	<b>\$ (1,301,115)</b>	<b>\$ 115,484</b>	<b>\$ 9,598</b>	<b>\$ 1,167,279</b>

	General Government Services	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2019 Actual
<b>Revenue</b>								
Taxation, net	\$ 2,945,791	\$ -	\$ -	\$ -	\$ -	\$ 108,825	\$ 123,335	\$ 3,177,951
Sale of services	9,888	-	362,475	39,745	384,071	612,366	462,268	1,870,813
Grants and contributions	791,702	15,910	7,000	-	327,423	-	110,834	1,252,869
Investment income	157,802	-	-	-	-	-	-	157,802
Other revenue from own sources	1,255,814	27,558	-	193,724	543,799	15,767	3,339	2,040,001
	<b>5,160,997</b>	<b>43,468</b>	<b>369,475</b>	<b>233,469</b>	<b>1,255,293</b>	<b>736,958</b>	<b>699,776</b>	<b>8,499,436</b>
<b>Expenses</b>								
Salaries and wages	\$ 867,080	\$ 169,124	\$ 262,706	\$ 224,960	\$ 735,590	\$ 163,356	\$ 137,593	\$ 2,560,409
Contracted services	89,301	39,816	389,815	78,249	120,149	47,975	76,646	841,951
Materials and supplies	83,323	83,598	166,148	8,707	213,404	57,602	143,769	756,551
Interest and other	490,119	83,195	54,471	27,826	629,727	13,713	10,670	1,309,721
Audit and legal	61,968	-	-	35,591	-	-	-	97,559
Telephone and utilities	62,129	23,134	77,439	-	59,838	61,420	56,902	340,862
Amortization	-	-	510,848	-	387,959	205,291	225,028	1,329,126
	<b>1,653,920</b>	<b>398,867</b>	<b>1,461,427</b>	<b>375,333</b>	<b>2,146,667</b>	<b>549,357</b>	<b>650,608</b>	<b>7,236,179</b>
<b>Annual surplus (deficit)</b>	<b>\$ 3,507,077</b>	<b>\$ (355,399)</b>	<b>\$ (1,091,952)</b>	<b>\$ (141,864)</b>	<b>\$ (891,374)</b>	<b>\$ 187,601</b>	<b>\$ 49,168</b>	<b>\$ 1,263,257</b>





## Permissive Tax Exemption

<b>ORGANIZATION NAME</b>	<b>2020 MUNICIPAL TAXES</b>
Christ Community Church of Ucluelet	\$5,666.88
Bishop of Victoria	\$2,839.39
Ucluelet Congregation of Jehovah's Witnesses	\$2,796.02
Food Bank on the Edge	\$1,186.84
Westcoast Community Resources Centre	\$1,648.44
Westcoast Community Resources Centre	\$1,597.63
Nuu-Chah-Nulth First Nations	\$551.22
Ministry of Child and Family Development	\$551.22
Vancouver Island Regional Library	\$3,848.11
Ucluelet Daycare Society	\$1,909.26
Army & Navy Airforce Veterans - Ucluelet Unit #293	\$2,814.48
Ucluelet Aquarium Society	\$23,621.10
KUU-US Crisis Line Society	\$1,558.18
Ucluelet Consumers Co-operative	\$3,803.30

**ADMINISTRATION OFFICE**

200 Main Street, Ucluelet, BC, V0R 3A0

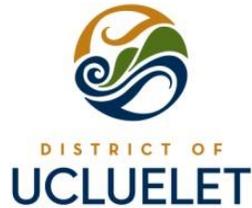
**PH** 250-726-7744

**FAX** 250-726-7335

**EMAIL** [info@ucluelet.ca](mailto:info@ucluelet.ca)







## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 29, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 3360-20-RZ19-03

**SUBJECT:** ZONING BYLAW AMENDMENT (829 RAINFOREST DR.) – ADOPTION

**REPORT NO:** 21-99

**ATTACHMENT(S):** APPENDIX A – DISTRICT OF UCLUELET ZONING AMENDMENT BYLAW No. 1291, 2021  
APPENDIX B – REPORT NO. 21-56

### **RECOMMENDATION:**

1. **THAT** Council adopt District of Ucluelet Zoning Amendment Bylaw No. 1291, 2021.

### **PURPOSE:**

The purpose of this report is to bring back District of Ucluelet Zoning Amendment Bylaw No. 1291, 2021 (the “Bylaw”) for Council to consider adopting the Bylaw.

### **BACKGROUND:**

Background about the Bylaw is available in the April 27, 2021, Report No. 21-56 titled “Zoning Amendment for 829 Rainforest Drive” (**Appendix A**).

The Bylaw received first and second reading at the April 27, 2021, Regular Council Meeting and was the subject of a Public Hearing on June 8, 2021. Since the Bylaw received third reading at the June 15, 2021 Regular Council Meeting, and there are no further conditions that the applicant must meet prior to adoption, Council is now in a position to adopt the Bylaw.

### **OPTIONS REVIEW:**

Having held a public hearing on the Bylaw and giving it third reading, Council can now consider adopting the Bylaw. Alternatively, Council has the following options:

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. 1291, 2021

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

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**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 27<sup>th</sup> day of April, 2021.

**READ A SECOND TIME** this 27<sup>th</sup> day of April, 2021.

**PUBLIC HEARING** this 8<sup>th</sup> day of June, 2021.

**READ A THIRD TIME** this 15<sup>th</sup> day of June, 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

---

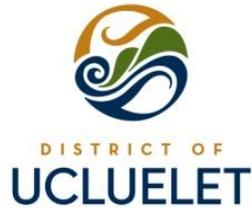
Joseph Rotenberg  
Corporate Officer

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

---

Joseph Rotenberg  
Corporate Officer

## Appendix B



## 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**).

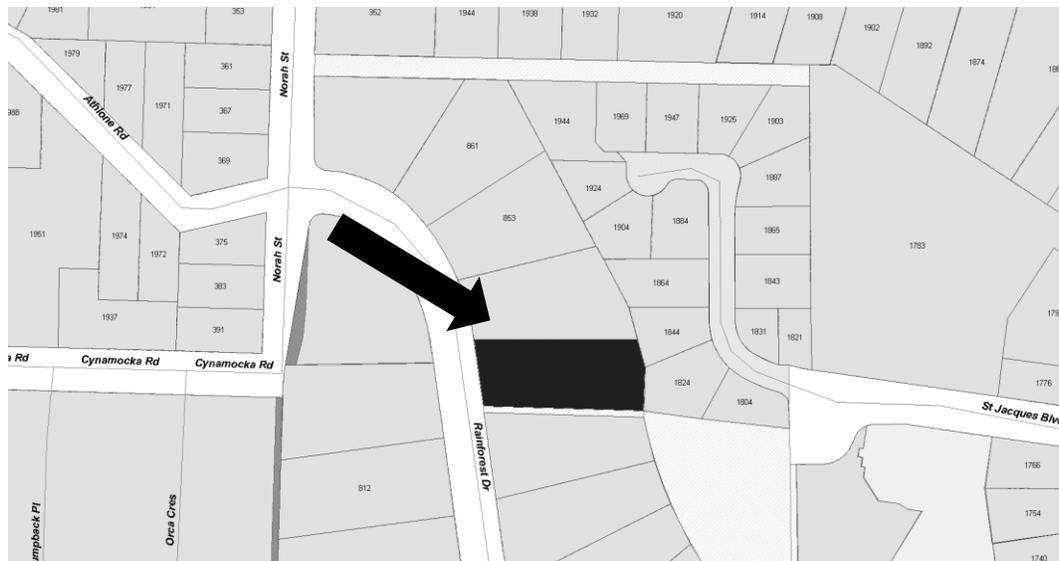


Figure 1 – Subject Property

### 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:

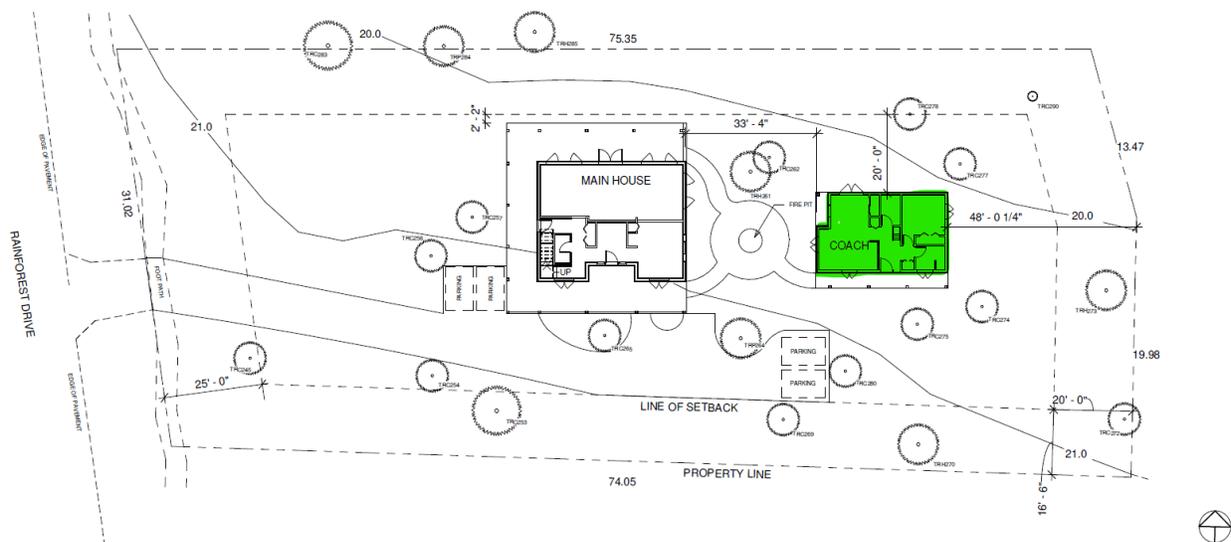


Figure 2 – Site Plan

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 60m<sup>2</sup> (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

**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

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 2,413.6m<sup>2</sup> (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,

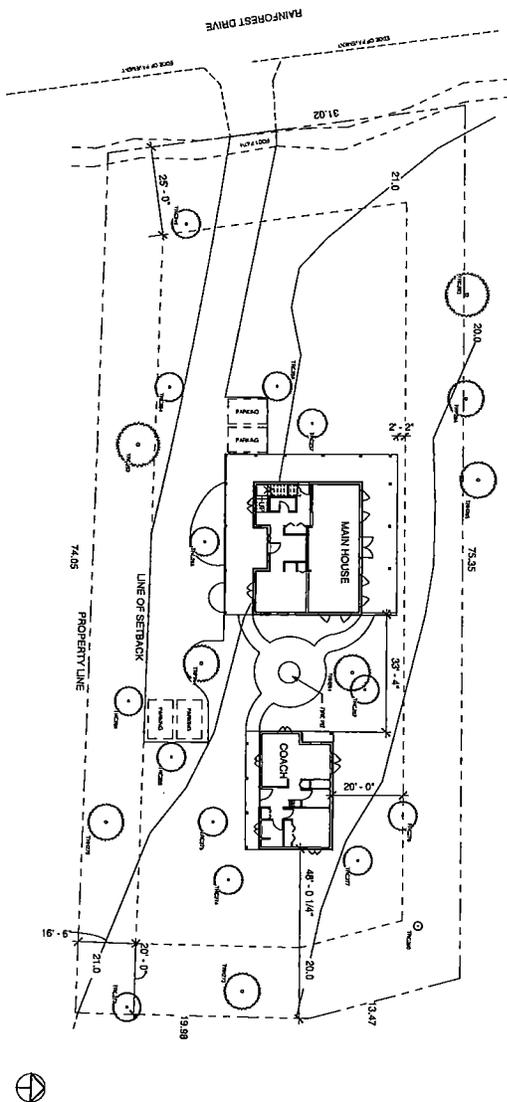
Christopher Randall Shaw



Adela Christine Fawkes



1 Site Plan  
Scale: 1/8" = 1'-0"



# SHAW RESIDENCE

829 RAINFOREST DRIVE  
UCLUELET, BC V0R 2A0

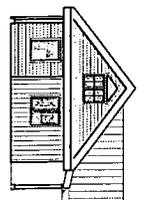
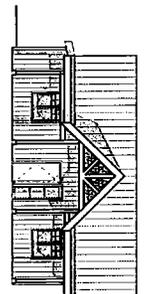
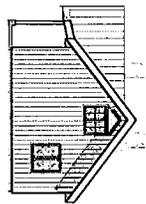
PO BOX 1097  
TOFINO BC, V0R 2Z0  
info@nectordesign.ca  
www.nectordesign.ca



Project: SHAW  
Drawn By: B.E.  
Sheet Size: 24x36  
Date: 04/09/2022  
Revisions:

For: Review  
Sheet Title: Site Plan  
Scale: As Noted

Sheet Number:  
**A 1.01**



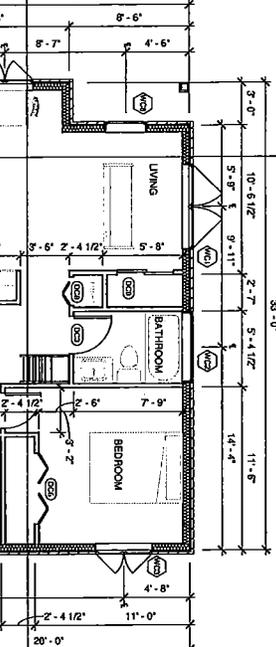
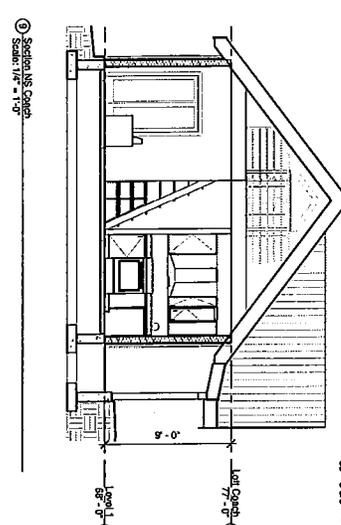
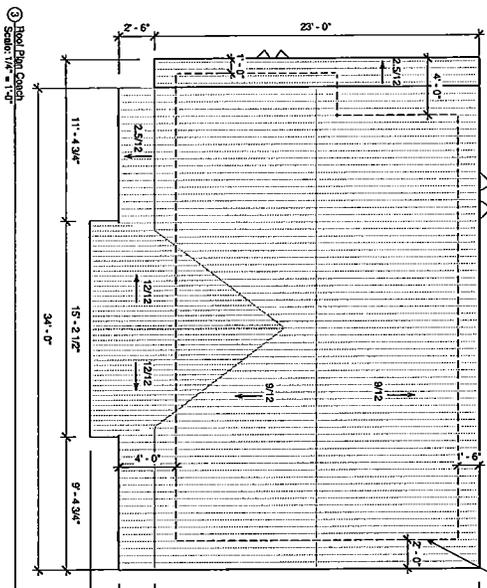
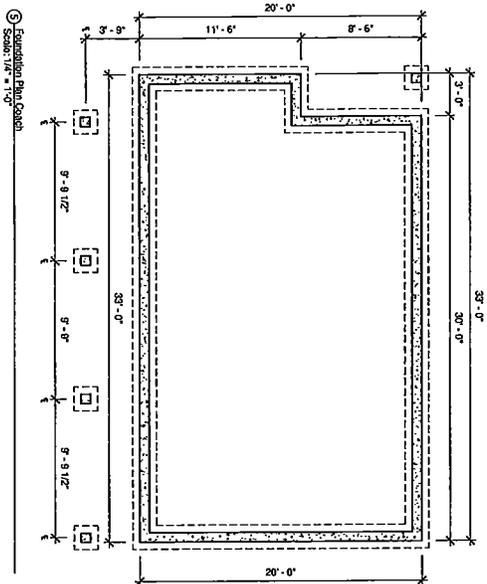
① Elevation Coach  
Scale: 1/8" = 1'-0"

NORTH

EAST

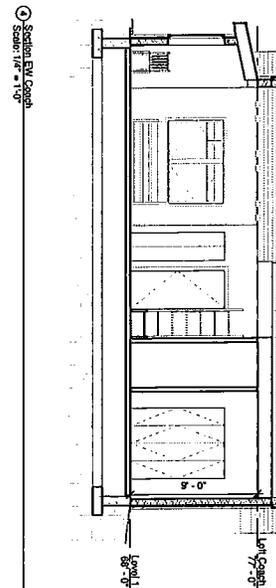
SOUTH

WEST



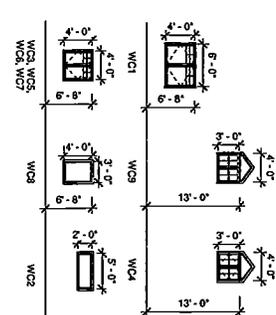
### Door Schedule Coach

Mark	Width	Height	Finish	Comments
DD1	3'-0"	6'-8"	Exterior, Left Handing w/ 20° Sidelight	Sidelight Not Included in VOB
DD2	2'-6"	6'-8"	Interior, Single, Left Handing	
DD3	2'-6"	6'-8"	Interior, Single, Left Handing	
DD4	2'-6"	6'-8"	Interior, Single, Left Handing	
DD5	2'-6"	6'-8"	Interior, Single, Left Handing	
DD6	2'-6"	6'-8"	Interior, Single, Left Handing	
DD7	2'-6"	6'-8"	Interior, Single, Left Handing	
DD8	2'-6"	6'-8"	Interior, Single, Left Handing	
DD9	2'-6"	6'-8"	Interior, Single, Left Handing	



### Window Schedule Coach

Mark	Height	Width	Material	Comments
WC1	4'-0"	4'-0"	12" Mullion	Coach Double W
WC2	4'-0"	4'-0"	12" Mullion	Coach Double W
WC3	4'-0"	4'-0"	12" Mullion	Coach Double W
WC4	4'-0"	4'-0"	12" Mullion	Coach Double W
WC5	4'-0"	4'-0"	12" Mullion	Coach Double W
WC6	4'-0"	4'-0"	12" Mullion	Coach Double W
WC7	4'-0"	4'-0"	12" Mullion	Coach Double W
WC8	4'-0"	4'-0"	12" Mullion	Coach Double W
WC9	4'-0"	4'-0"	12" Mullion	Coach Double W



**SHAW RESIDENCE**

829 RAINFOREST DRIVE  
UCLUELET, BC V0R 2A0

Project: SHAW  
Drawn By: B. Bl...  
Sheet No: 2001  
Date: 04/08/2021  
Revisions:

**Nector**  
Design · Build · Live

PO BOX 1827  
TORNO BC, V0R 2Z0  
info@nector.ca  
www.nector.ca

Sheet Number: **A1.06**

Scale: As Indicated

Part: Review

Start Title: Review

Coach Plans





## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 29, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 3900-25 BYLAW 1295

**SUBJECT: DISTRICT OF UCLUELET HARBOUR AMENDMENT  
BYLAW NO. 1295, 2021 - ADOPTION**

**REPORT NO:** 21-95

**ATTACHMENT(S):** Appendix A - Ucluelet Harbour Regulations Amendment Bylaw No. 1295, 2021

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

1. **THAT** Council adopt District of Ucluelet Harbour Regulation Amendment Bylaw No. 1295, 2021.

### **PURPOSE:**

The purpose of this report is to bring back District of Ucluelet Harbour Regulations Amendment Bylaw No. 1295, 2021 (the "Bylaw") for Council to consider adoption.

### **BACKGROUND:**

At the May 25, 2021 Regular Meeting, Council directed Staff to further amend District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020 (the "Bylaw No. 1276, 2020") to introduce a semi-annual moorage rate and modernize harbour electricity connection fees. The Bylaw reflects these changes and consolidates previous amendments to Bylaw No. 1276, 2020. Since the Bylaw received first, second and third reading at the June 8, 2021, Regular Meeting, Council is now in a position to move to adopt.

### **FINANCIAL IMPACTS:**

If the Bylaw is adopted, cost recovery will increase due to the amended electricity connection fees. Staff also plan to monitor the uptake of semi-annual moorage for the remainder of 2021 to determine the financial impact of the proposed bylaw amendments.

### **POLICY OR LEGISLATIVE IMPACTS:**

The Bylaw, if adopted, would provide additional moorage options for harbour users, and increase the cost recovery associated with harbour user electrical use at these facilities.

### **OPTIONS REVIEW:**

1. **THAT** Council adopt District of Ucluelet Harbour Regulation Amendment Bylaw No. 1295, 2021. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services

**DISTRICT OF UCLUELET**  
**BYLAW NO. 1295, 2021**

A bylaw to amend District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020

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**WHEREAS** section 137 of the *Community Charter* provides that the power to adopt a bylaw includes the power to amend or repeal it;

**AND WHEREAS** the Council of the District of Ucluelet deems it necessary and expedient to amend the District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020 to update Electricity (Power) Connection Fees and Moorage Rates;

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

**Citation**

1. This bylaw may be known and cited for all purposes as the “District of Ucluelet Harbour Regulation Amendment Bylaw No. 1295, 2021”.

**Amendments**

2. The “District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020” is hereby amended by removing Schedule “A” Moorage Rates in its entirety and replacing with a new schedule as attached to and forming part of this Bylaw.

**General Provisions**

3. Where there is a discrepancy between this Bylaw and any or all amendment bylaws enacted prior to this Bylaw and affecting the District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020, then this Bylaw shall be deemed to supersede the prior bylaw(s) in the matter of the discrepancy.
4. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by a decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

**READ A FIRST TIME** this 15<sup>th</sup> day of June, 2021.

**READ A SECOND TIME** this 15<sup>th</sup> day of June, 2021.

**READ A THIRD TIME** this 15<sup>th</sup> day of June, 2021.

**ADOPTED** this     day of                    ,     .

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Harbour Regulation Bylaw No. 1295, 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"**  
**Moorage Rates**

Rates, fees and charges at all District of Ucluelet harbour facilities including Main Street (Whiskey Dock), Ucluelet West Small Craft Harbours (Inner And Outer Boat Basins), Otter Street (52 Steps) are as follows:

**MOORAGE RATES:**

Any vessel/person that has been issued a Commercial Fishing Vessel (CFV) license by Fisheries and Oceans Canada or an Aquaculture License issued by the Ministry of Agriculture, Food & Fisheries that is operating as a Commercial Vessel will be charged the higher moorage rate.

**CHARTER OPERATORS**

Moorage Rates are charged per foot (overall length of the vessel)

Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
N/A	N/A	\$7.30	N/A	\$34.68	\$46.50

**COMMERCIAL FISHING VESSELS (CFVs) and  
OTHER VESSELS USED FOR COMMERCIAL PURPOSES**

Moorage rates are charged per foot (overall length of the vessel)

<b>Small Craft Harbour facilities</b>					
Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
\$.20	N/A	\$3.00	\$5.50	\$10.25	\$15.00

<b>Whiskey Dock facility</b>					
Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
\$.21	N/A	N/A	N/A	N/A	N/A

**RECREATIONAL VESSEL**

Moorage rates are charged per foot (overall length of the vessel)

	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Oct 1 to Mar 31	\$.60	\$3.65	\$5.45	\$8.50	\$29	\$44.55
Apr 1 to Sep 30	\$.90	\$5.30	\$7.00	\$17.60	\$29	\$44.55

**SEAPLANES**

Moorage rates are charged for tie up periods (dropping off or picking up passengers)

<b>2 Hour Period</b>	<b>Each Additional Hour</b>
\$50.00	\$25.00

In addition, Wharfage Fees will apply, if applicable.

**LIVE ABOARD – LEASE RATES**

Lease rates for all Liveaboards approved by the Harbour Authority are payable, in advance, as follows:

Lease rates are charged per foot (length of the vessel)

<b>Annual (in advance)</b>
\$54.00

Lease fees for the first three months are non-refundable with the balance refunded at 85% of the unused portion.

Electrical Connection Fees are applicable if an electrical connection is required.

**RESERVED BERTH**

For vessels approved for a three-month Reserved Berth the following reservation fee is payable, in advance of the reserved berth being made available.

\$225.00 for up to and including three months

**WHARFAGE FEES****CHARTER VESSELS**

For Charter Vessels that have **not** paid a moorage fee within the twenty-four hour period immediately before or after loading or unloading goods and/or persons, other than owner and crewmembers, at any harbour facility, the Wharfage fee, payable in advance, is as follows:

- |                                                                       |           |
|-----------------------------------------------------------------------|-----------|
| 1. Per day or part thereof                                            | \$50.00   |
| 2. Annual rate (January 1 <sup>st</sup> – December 31 <sup>st</sup> ) | \$1500.00 |

For Commercial Vessels that have paid a moorage fee within the twenty-four hour period immediately before or after loading or unloading goods and/or persons, other than owner and crewmembers, at any harbour facility, the Wharfage fee, payable in advance, is as follows:

- |                                                                       |          |
|-----------------------------------------------------------------------|----------|
| 1. Per day or part thereof                                            | \$25.00  |
| 2. Annual rate (January 1 <sup>st</sup> – December 31 <sup>st</sup> ) | \$500.00 |

**COMMERCIAL FISHING VESSELS (CFVs)**

For Commercial Fishing Vessels (CFVs) that have **not** paid a moorage fee within the twenty-four hour period immediately before or after loading or unloading goods at any harbour facility, the Wharfage fee, payable in advance, is as follows:

- |                            |            |
|----------------------------|------------|
| 1. Per day or part thereof | \$250.00   |
| 2. Annual Rate             | \$2,000.00 |

**OTHER BUSINESS ACTIVITIES**

For all other businesses operating on or utilizing harbour facilities during the course of their business activities, the Wharfage fees, payable in advance, are as follows:

- |                            |          |
|----------------------------|----------|
| 1. Per day or part thereof | \$100.00 |
|----------------------------|----------|

**ELECTRICITY (POWER) CONNECTION FEES**

	Daily	Monthly
30 Amp Power	\$6.56/outlet	\$85.23/outlet
50 Amp Power	\$11.45/outlet	\$130.20/outlet

**MISCELLANEOUS SERVICES, FEES AND CHARGES**

- At the discretion of the Harbour Authority, a fee may be levied if the Harbour Manager and/or authorized personnel is/are called out between the hours of 10:00 p.m. and 7:00 a.m. for any reason.

First hour	\$75.00
Each additional hour	\$50.00

- A fee of \$75.00 will be levied per vessel pump out in addition to the Harbour Manager and/or authorized personnel call out fee, if applicable.
- Interest at 2% per month will be charged on accounts unpaid after 30 days.
- All fees are subject to a 2% surcharge to be paid to Thornton Creek Enhancement Society and a 4% surcharge to be paid to Royal Canadian Marine Search and Rescue – Ucluelet.
- All fees are subject to applicable taxes.