



**REGULAR MEETING OF COUNCIL
Tuesday, July 19, 2022 @ 4:00 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

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1. CALL TO ORDER	
1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH Council would like to acknowledge the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.	
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5.2 June 7, 2022 Special Minutes

2022.2027.SPECIAL *It was moved and seconded **THAT** Council adopt the June 7, 2022 Special Minutes as presented.*

CARRIED.

5.3 June 14, 2022 Regular Minutes

2022.2028.SPECIAL *It was moved and seconded **THAT** Council adopt the June 14, 2022 Regular Minutes as presented.*

CARRIED.

6. UNFINISHED BUSINESS

There was no unfinished business.

7. PUBLIC INPUT & DELEGATIONS

7.1 Public Input

There was no public input.

7.2 Delegations

There were no delegations.

8. BYLAWS

**8.1 Official Community Plan Bylaw No. 1306, 2022
Bruce Greig, Director of Community Planning**

Mr. Greig provided a summary of his report.

2022.2029.SPECIAL *It was moved and seconded:*

THAT Council give third reading to District of Ucluelet Official Community Plan Bylaw No. 1306, 2022; and,

THAT Council adopt District of Ucluelet Official Community Plan Bylaw No. 1306, 2022.

CARRIED.

**8.2 Zoning Amendment Bylaw No. 1309 – 604 Rainforest Drive
Bruce Greig, Director of Community Planning**

Mr. Greig provided a summary of his report.

Council sought clarification from Staff on several matters related to the Bylaw and discussed the Bylaw.

Councillor Cole entered the meeting at 4:12 PM.

2022.2030.SPECIAL *It was moved and seconded THAT Council give third reading to District of Ucluelet Zoning Amendment Bylaw No. 1309, 2022, to facilitate the proposed mixed-use development on the property at 604 Rainforest Drive including health care office and resort condominiums.*

CARRIED.

**8.3 Zoning Amendment Bylaw No. 1312, 2022 – 221 Minato Road
Bruce Greig, Director of Community Planning**

Mr. Greig provided a summary of his report.

Council sought clarification from Staff and the applicant on several matters related to the Bylaw and proposed development.

Council discussed public hearing submissions and their positions regarding the Bylaw.

2022.2031.SPECIAL *It was moved and seconded THAT Council give third reading to District of Ucluelet Zoning Amendment Bylaw No. 1312, 2022 to facilitate the proposed housing development on the property at 221 Minato Road.*

CARRIED.

2022.2032.SPECIAL *It was moved and seconded THAT Council take a five-minute break.*

CARRIED.

Council recessed at 5:00 PM.

Council returned to session at 5:05PM..

**8.4 Zoning Amendment Bylaw No. 1310, 2022 – B&B's vs. ADU's
Bruce Greig, Director of Community Planning**

Mr. Greig provided a summary of his report.

Council sought clarification from Staff on several matters related to the Bylaw.

Council discussed public hearing submissions and the Bylaw.

2022.2033.SPECIAL *It was moved and seconded THAT based on public input, Council not give third reading to District of Ucluelet Zoning Amendment Bylaw No. 1310, 2022, at this time and direct changes to the bylaw and/or process as desired to present a bylaw that does not take away the B&B ability in those zonings.*

DEFEATED.

2022.2034.SPECIAL *It was moved THAT the bylaw be referred back to Staff and that it be brought back to a Committee of the Whole Meeting for Council to consider. This motion was not seconded and therefore not tabled for discussion or a vote.*

2022.2035.SPECIAL *It was moved THAT Council, with regard to Ucluelet Official Community Plan Bylaw No. 1310, 2022, direct staff to amend the bylaw / refer the bylaw to a Committee of the Whole Meeting.*

This motion was not seconded and therefore not tabled for discussion or a vote.

2022.2036.SPECIAL *It was moved and seconded THAT Council, with regard to Zoning Amendment Bylaw 1310, 2022, direct staff to amend the bylaw and refer the bylaw to a Committee of the Whole meeting.*

CARRIED.

**8.5 Zoning Amendment Bylaw No. 1311, 2022 – B&B Overlay
Bruce Greig, Director of Community Planning**

No action was taken.

9. REPORTS

**9.1 2021 Statement of Financial Information Report
Donna Monteith, Chief Financial Officer**

Ms. Monteith provided a summary of her report.

2022.2037.SPECIAL *It was moved and seconded THAT Council approve the District of Ucluelet 2021 Statement of Financial Information as attached to the June 29, 2022 Staff Report Number 22-95.*

CARRIED.

**9.2 Consideration of the 2021 Annual Municipal Report
Paula Mason, Manager of Corporate Services**

Ms. Mason presented her report.

2022.2038.SPECIAL *It was moved and seconded THAT Council receive and approve the District of Ucluelet 2021 Annual Report, including submissions and questions from the public, as presented in the June 29, 2022 Staff Report No. 22-90.*

CARRIED.

**9.3 Upcoming 2022 Conference Registration
Paula Mason, Manager of Corporate Services**

Ms. Mason presented her report.

2022.2039.SPECIAL *It was moved and seconded THAT Council approve Councillor Cole, Councillor McEwen, Mayor Noël, Councillor Kemps, and Councillor Hoar, to attend the 2022 Union of British Columbia Municipalities conference in Whistler BC, from September 12-16, 2022.*

CARRIED.

2022.2040.SPECIAL *It was moved and seconded THAT Council approve two Council members to attend the 2022 Vancouver Island “State of the Island” Economic Summit in Nanaimo BC, from October 26-27, 2022.*

CARRIED.

2022.2041.SPECIAL

It was moved and seconded THAT Council reallocate \$5,000 in funding towards the State of the Island Summit in Nanaimo on October 26 and 27, for two Council Members.

CARRIED.

9.4 Ukee DAYS: Road Closure and Noise Bylaw
Abby Fortune, Director of Community Planning

Ms. Fortune presented her report.

2022.2042.SPECIAL *It was moved and seconded THAT Council approve Option A:*

to authorize the closing of Fraser Lane in front of the Village Green from 10:00 a.m. to 10:00 p.m. on Friday, July 22, 2022;

to authorize the temporary closure of Peninsula Road, between Matterson Road and Seaplane Base Road, from 10:00 a.m. to 10:45 a.m. for the Ukee Days parade on Saturday, July 23; and

to authorize Ukee Days festivities to act outside of the Noise Control Bylaw No. 915, 2003, Section 3 (g) and grant an extension to 11:00 pm at the Ukee Days Fairgrounds (160 Seaplane Base Road) on Saturday, July 23, 2022.

CARRIED.

10. NOTICE OF MOTION

There were no notices of motions.

11. CORRESPONDENCE

11.1 Request for Townhall re: Rural Economics
Shannon Stubbs, M.P. Shadow Minister for Rural Economic Development and Rural Broadband Strategy, Lakeland

Council discussed this item and requested that Staff respond to the letter to clarify that Mr. Lawrence is the District's CAO and request additional information about the proposed Townhall.

11.2 Request for Letter of Support - Shoreline Cleanup
Joshua Charleson, Senior Project Manager, Coastal Restoration Society

Council discussed this item and requested that Staff invite representatives from the Coastal Restoration Society to present to Council.

2022.2043.SPECIAL *It was moved and seconded THAT Staff prepare a letter of support for Coastal Restoration Society's shoreline clean-up project for the Broken Island Group.*

CARRIED.

11.3 UBCM resolution from Town of Gibsons - Hospice Services Funding
William Beamish, Mayor, Town of Gibsons

11.4 Request for Resolution: Bylaw update to 3% MRDT collection
Denise Stys-Norman, Executive Director, Tourism Ucluelet

2022.2044.SPECIAL *It was moved and seconded THAT Council for the District of Ucluelet supports Tourism Ucluelet's application to apply for the Municipal and Regional District Tax at the rate of three percent within the boundaries of the District of Ucluelet to support tourism marketing programs and projects with Tourism Ucluelet as the Designated Recipient.*

CARRIED.

11.5 Motion at UBCM Protecting BC Coasts From Acidic Washwater Dumping
Anna Barford, Canada Shipping Campaigner, Stand.earth

11.6 Support for Island Rail Corridor
David Screech, Mayor, Town of View Royal

11.7 Support for UBCM Resolution - Library Funding
Jonathan X. Cote, Mayor, City of New Westminster

12. INFORMATION ITEMS

There were no information items.

13. MAYOR'S ANNOUNCEMENTS

The Mayor thanked Paula Mason for her service as the Manager of Corporate Services.

14. COUNCIL COMMITTEE REPORTS

14.1 Councillor Marilyn McEwen
Deputy Mayor January 1 - March 15, 2022

June 21, 2022: Attended Societies Committee of the Whole meeting.

June 28, 2022: Attended District of Ucluelet Public Hearing.

14.2 Councillor Lara Kemp
Deputy Mayor March 16 - May 31, 2022

June 21, 2022: Attended Societies Committee of the Whole meeting.

June 23, 2022: Attended Chamber of Commerce meeting.

June 28, 2022: Attended Mayor's Lunch.

June 28, 2022: Attended District of Ucluelet Public Hearing.

June 29, 2022: Night Market at the Rec Hall.

14.3 Councillor Jennifer Hoar
Deputy Mayor June 1 - August 15, 2022

June 15, 2022: Attended ACRD Housing Workshop where representatives from Canada Mortgage and Housing Corporation, BC Assessment, Tofino Housing Corporation, and a Delta land developer discussed the development of affordable housing. Two strategies for developing affordable housing are making it as compact as possible and making it as cost effective as possible.

June 21, 2022: Attended Societies Committee of the Whole Meeting. Noted that the Westcoast Community Resources Society is going into their 30th year of operation. Regular Community lunches are now scheduled.

June 28, 2022: Attended District of Ucluelet Public Hearing.

July 1, 2022: Canada Day celebration will occur at the Village Green.

14.4 Councillor Rachelle Cole

Deputy Mayor August 16 - October 31, 2022

June 15, 2022: Attended ACRD Housing Workshop.

June 21, 2022: Attended Societies Committee of the Whole meeting.

June 28, 2022: Attended District of Ucluelet Public Hearing.

June 22, 2022: Alberni Clayoquot Health Network meeting where grants issued through the Network were determined.

July 2, 2022: Fundraiser for Cops and Cancer. There will be a bottle drive and garage sale at this event.

14.5 Mayor Mayco Noël

June 21, 2022: Attended Societies Committee of the Whole meeting.

June 28, 2022: Attended Mayor's Lunch.

June 28, 2022: Attended District of Ucluelet Public Hearing.

15. QUESTION PERIOD

There were no questions.

16. CLOSED SESSION

16.1 Procedural Motion to Move In-Camera:

**THAT the meeting be closed to the public in order to address agenda items under Section 90(1) of the *Community Charter*.
(c) *labour relations or other employee relations***

2022.2045.SPECIAL *It was moved and seconded THAT the meeting be closed to the public in order to address agenda items under Section 90(1) of the Community Charter. (c) labour relations or other employee relations*

CARRIED.

The meeting was closed to the public at 7:00 PM.

17. RECONVENE FROM CLOSED SESSION

The meeting was reopened to the public at 7:55 PM.

18. ADJOURNMENT

The meeting was adjourned at 7:55 PM

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Wednesday, June 29, 2022 at 4:00 pm in the Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Mayco Noël, Mayor

Duane Lawrence, 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.

Requested Council Meeting Date: July 19, 2022

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: [REDACTED] _____

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.



REPORT TO COMMITTEE-OF-THE-WHOLE

Council Meeting: July 19, 2022
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING **FILE NO:** 3360-20-RZ22-06
SUBJECT: B&B, SHORT TERM RENTAL AND ACCESSORY RESIDENTIAL DWELLING UNITS **REPORT NO:** 22-99
ATTACHMENT(S): NONE

RECOMMENDATION(S):

THAT the Committee of the Whole recommend that Council direct staff to amend the *District of Ucluelet Zoning Amendment Bylaw No. 1310, 2022* and the Ucluelet Business Regulation and Licensing Bylaw No. 922, 2003, to meet the objectives and policy changes identified in the July 19, 2022 Committee of the Whole report No. 22-99.

BACKGROUND:

After the public hearing held on June 28, 2022, and discussion in the Council meeting held June 29, 2022, Council resolved, *“THAT Council, with regard to Zoning Amendment Bylaw 1310, 2022, direct staff to amend the bylaw and refer the bylaw to a Committee of the Whole meeting.”*

Before amendments are drafted to the Bylaw, a Committee-of-the-Whole discussion would help clarify the desired direction on a number of aspects of the land uses contemplated in single-family residential zones. The following questions are offered to prompt and focus discussion on some key areas. Naturally there are some contradictions to be found between prior Council policy, goals, priorities and current understanding based on public input at the recent public hearing, results of the Housing Needs Report, etc. Discussion of the following points could help staff understand where the desired balance lies among what could be competing needs or priorities within the community. Following discussion by the Committee, staff expect that bylaw amendments could be developed for Council to consider in August, if desired.

POINTS FOR DISCUSSION AND DIRECTION:

Based on past Council discussions staff have outlined a series of clarification questions and potential options that are available to the District to manage the growth of tourist accommodations in residential zones. Staff have also identified additional potential actions for Councils consideration. Within the table staff have identified the management tool the municipality would use to affect the change if pursued. Additionally, Staff have indicated that if Council were to pursue the action whether it would affect new or existing properties.

For clarity within this report **B&B** is in reference to a traditional bedroom within a home that is rented out to a guest and utilizes the main entrance to the home and has a high interaction level between the guest and the owner. A **Guest Suite** is in reference to a vacation rental suite (may be listed on VRBO, Air B&B or similar platform) that has a private entrance and requires limited or no interaction between the owner and a guest.

B&B/ GUEST SUITE USES:

Context: At the public hearing held on June 28th, 2022, and discussion in the Council meeting held June 29, 2022, multiple participants and Councilors indicated their desire to continue to allow property owners to open and operate a B&B, which were referred to variously as being run by residents, potentially involving breakfast and other more traditional B&B elements. Multiple comments also expressed concern over perceived differences between vacation rentals or AirBnBs and B&Bs. This shows a potential need for increased clarity in the meaning of B&B use and greater information for Council to differentiate between the varied modes of tourist accommodation uses in residential zones.

Does the Committee support undertaking the following goal?

	Pursue	
	Yes	No
Goal A: Preserve traditional B&B use in residential areas and consider ways to slow or contain Guest Suite uses in residential areas.		

If yes, please indicate support for the appropriate actions to support this goal

Actions	Management Tool			Affecting		Pursue	
	Zoning	BL	TUP	New	Existing	Yes	No
1. differentiate between a “traditional” B&B room (i.e.: connected within the main house with interaction between the host and guests) and short-term rental Guest Suite (i.e.: with separate entrance and self-contained sleeping, eating and bathing facilities, limited or no required guest- host interaction)	✓	✓		✓	✓		
2. remove B&B as an outright permitted accessory use in residential zones	✓			✓	✓		
3. remove Guest Suite as an outright permitted accessory use in residential zones	✓			✓	✓		
4. require that a B&B and/ or Guest Suite may only operate in the principal residence of the business license holder	✓	✓		✓	✓		
5. require that a B&B and/ or Guest Suite may only operate in the principal residence of the business license holder, during times that they are present / available to respond in person within 24 hours	✓	✓		✓	✓		

GROWTH AND TOURIST ACCOMMODATION DENSITY:

Context: The “Low-ish Growth Scenario” adopted by Council in the District of Ucluelet Official Community Plan 2022 states a desire to establish a higher ratio of residential versus tourist accommodation (60% Residential, 40% Tourist Accommodation) in Ucluelet. This could involve reducing the density of tourist commercial uses (reducing the number of allowed B&B rooms from the current three) in residential areas, while avoiding removing the use from Ucluelet property owners. Council also discussed the possibility of limiting the number of business licenses for B&Bs (“capping” the total). Many BC communities, such as Nelson, Squamish, Whistler, Rossland, Sidney, Parksville and Gibsons include stricter limits on density of B&B uses in residential zones through fewer allowed units or caps on the number of B&Bs or guest suites per neighbourhood.

Does the Committee support undertaking the following goal?

	Pursue	
	Yes	No
Goal B: Establish a balance between residential and tourist commercial accommodation in residential zones to prioritize residential uses and maintain the “Low-ish Growth Scenario”.		

If yes, please indicate support for the appropriate actions to support this goal

Actions	Management Tool			Affecting		Pursue	
	Zoning	BL	TUP	New	Existing	Yes	No
1. reduce the number of Guest Suites permitted as an outright secondary use from 3 to 1	✓	✓		✓	✓		
2. reduce the number of B&B rooms permitted as an outright secondary use from 3 to 1	✓	✓		✓	✓		
3. allow consideration for additional Guest Suites and/or B&B rooms through a Temporary Use Permit	✓	✓	✓	✓	✓		
4. cap the number of B&Bs in residential zones		✓		✓	✓		
5. cap the number of guest suites in residential zones		✓		✓	✓		

LONG-TERM RENTERS:

Context: Staff have noted a growing trend of conversion of secondary suites to guest suites, resulting in evictions of long-term tenants, and a reduction in available long-term rental options in Ucluelet. Several comments at the Public Hearing on June 28th indicated that this has contributed to a growing lack of available employees facing many Ucluelet employers. Multiple comments at the Public Hearing on June 28th and the Council meeting on June 29th also indicated a desire to be able to operate both a long-term secondary suite and B&B use in the same residential dwelling.

Management Tools to take action on these directives may include Zoning, Business Licenses and Temporary Use Permits. Actions could affect new and existing residences.

Does the Committee support undertaking the following goal?

	Pursue	
	Yes	No
Goal C: Stop or slow the loss of existing long-term rental suites.		

If yes, please indicate support for the appropriate actions to support this goal

Actions	Management Tool			Affecting		Pursue	
	Zoning	BL	TUP	New	Existing	Yes	No
1. investigate the potential to restrict or prohibit the conversion of long-term rental suites to tourist accommodation uses	✓	✓	✓	✓	✓		
2. maintain a low barrier for an owner to start a B&B (e.g., at a time of changing household finances)		✓	✓	✓	✓		
3. permit property owners to operate B&B room(s) and long-term secondary suite or ADU rental on the same property	✓			✓	✓		
4. only permit a Guest Suite to operate on a residential property at the same time a long-term secondary suite or accessory residential dwellings unit (ADU) is occupied on the property	✓	✓	✓	✓			

ACCESSORY DWELLING UNITS:

Context: At the discussion in the Council meeting held June 29, 2022, Council indicated a desire to pursue the allowance of ADUs in residential zones, potentially with greater flexibility in regulation to ensure more property owners may be eligible.

Does the Committee support undertaking the following goal?

	Pursue	
	Yes	No
Goal D: Add ADUs as a permitted secondary use in residential zones.		

If yes, please indicate support for the appropriate actions to support this goal

Actions	Management Tool			Affecting		Pursue	
	Zoning	BL	TUP	New	Existing	Yes	No
1. allow ADUs to be located in the front, rear or sides of residential properties	✓			✓	✓		
2. set greater setbacks for an ADU than for other accessory buildings (such as sheds)	✓			✓	✓		

OTHER:

Does the Committee support undertaking the following actions?

Actions	Management Tool			Affecting		Pursue	
	Zoning	BL	TUP	New	Existing	Yes	No
1. limit the impact to public on-street parking from private guest accommodation	✓	✓		✓			
2. change the minimum requirement for the number of off-street vehicle parking spaces for tourist accommodation in residential zones	✓	✓		✓			
3. require notification of neighbours before a new B&B or Guest Suite is authorized		✓	✓	✓			
4. require input from neighbours before a new B&B or Guest Suite is authorized		✓	✓	✓			

NEXT STEPS:

Following discussion and direction on the above, staff anticipate preparing draft amendments to the Zoning Amendment Bylaw No. 1310, 2022, and possibly draft amendments to the Business Regulation and Licencing Bylaw. Amendments and referral to a public hearing could occur at a meeting in early August, depending on Council's direction.

Respectfully submitted:

BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING
DUANE LAWRENCE, CAO



REPORT TO COUNCIL

Council Meeting: July 19, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DUANE LAWRENCE, CAO **FILE NO:** 3900-20

SUBJECT: OFFICERS AND OFFICIALS BYLAW **REPORT NO:** 22- 107

ATTACHMENT(S): APPENDIX A - OFFICERS AND OFFICIALS BYLAW 1315, 2022
 APPENDIX B - DISTRICT OF UCLUELET OFFICERS AND EMPLOYEES BYLAW NO. 807, 1999
 APPENDIX C - DISTRICT OF UCLUELET OFFICERS AND EMPLOYEES BYLAW NO. 992, 2005
 APPENDIX D - COMPENSATORY LIEU TIME AND FLEX TIME 5-1920-4

RECOMMENDATION(S):

That Council give first, second and third readings to District of Ucluelet Officers and Officials Bylaw No. 1315, 2022.

BACKGROUND:

Staff have reviewed the current employment agreements, bylaws and policies used in the appointment of District's exempt employs, officers and officials and have developed an updated, comprehensive bylaw that will provide clear guidelines for all exempt positions within the District of Ucluelet. Currently the Officers and Officials bylaw, last updated in 2005, is limited to identifying Officer positions, outlining their powers, duties and responsibilities and providing an oath of office.

Modern Officers and Officials bylaws include details regarding scope of authority for Council and the CAO with respect to all officers and officials employed by a municipality and include details on benefits, leave, compensation, probationary periods, suspension and termination. Currently the District has no policy or bylaw that covers these matters for exempt staff. This has led to inconsistencies within employment agreements and in some instances no employment agreements on record.

By clearly outlining the terms, conditions, powers, duties and responsibilities along with benefits, training and disciplinary systems, the District will be creating a fair and equitable work environment that reduces the chance of bias in decision making.

DISCUSSION

Below is an overview of the key provisions within the proposed officers and officials bylaw.

Part 3 –It is generally accepted as best practice that the CAO is the sole employee of Council with all other positions reporting to the CAO. Council retains the role, as required under the [Community Charter S. 146](#), of approving the appointment of the Chief Administrative Officer, Corporate Officer and Finance Officer as

recommended by the CAO, all other positions within the municipality are approved by and overseen by the CAO. This section affirms the appointment and oversight responsibilities and provides guidance on probationary periods, termination and suspension.

Part 4 – The powers, duties and responsibilities of municipal officers are provided for under this section as stipulated under the [Community Charter Div. 5 Officers and Officials](#). This section and the included schedules are required to permit the CAO, Finance Officer and Corporate Officer to undertake their roles and responsibilities under the Community Charter and act on behalf of the municipality.

Part 7 – Provides an overview of the benefits the District provides for its exempt employees including general benefits, pension, vacation entitlement, leaves and training. All benefits are similar to those provided to all District employees.

Part 8 – Outlines the general hours of work and when working from home ‘Remote Work’ is permitted. This section also outlines the provision of Lieu and Flex Time. Lieu and Flex time is used by most municipalities in order to compensate its exempt workforce whom are under salary and ineligible for overtime compensation.

There are three primary ways in which a municipality manages overtime within its exempt staff. Increasing staffing levels, reducing delivery expectations and corresponding levels of service, and the use of flex and time in lieu policies. Over the past six-months exempt staff have accrued 802 hours of unpaid time between January and June. It is anticipated that all departments will see some level of overtime although it is critical for the organization to manage this as effectively as possible. Within this bylaw the CAO is proposing using three lieu time options as cost-neutral methods of managing uncompensated time. Lieu time provisions require approval of the CAO, must be used within the calendar year they are accrued and with the understanding that all exempt staff are expected to put in the hours needed to complete the tasks required to effectively manage their departments.

A provision has also been included to allow for overtime to be accrued during emergencies. During emergency events EMBC will reimburse overtime incurred by exempt employees but only if permitted under a bylaw. During these events senior staff put in exceptionally long hours responding to emergencies, as does our unionized employees. Without this policy only unionized employees would be eligible for reimbursement of overtime hours by EMBC.

Part 9 – The current practice for determining exempt staff compensation levels is undertaken on an ad hoc basis, with individuals negotiating for their compensation package. This can lead to inequities within the senior management team and be detrimental to the Districts effectiveness.

In order to provide the CAO with clear guidance while maintaining some flexibility when determining appropriate compensation levels, a step and band structure has been developed. This step and band system outlines how staff progress within the organisation, levels of compensation respective to the various positions within the organization, and a performance methodology. The proposed step and band system would have no immediate impact on compensation for existing staff.

Part 10 – Provides for an annual review process for all exempt employees. A training and professional development review and planning policy will be developed outlining the details of both training performance reviews. Employees who choose not to participate in a performance appraisal or have an

unsatisfactory performance review shall lose their entitlement to access lieu and flex programs, undertake or access professional development training and/or conferences.

A	Give first three readings to the bylaw as presented.	<u>Pros</u>	<ul style="list-style-type: none"> Provides clear procedural direction for the appointment of District officers, officials and exempt employees. Confirms powers, duties and responsibilities of the Districts officers and officials. The new bylaw will ensure equity and fairness in the application of the District exempt staff benefits program. Confirms roles of Council and the CAO with respect to the oversight of exempt employees, officers and officials. Provides clarity on benefits, compensation, suspension and termination.
		<u>Cons</u>	<ul style="list-style-type: none"> n/a
		<u>Implications</u>	<ul style="list-style-type: none"> The proposed bylaw has no immediate cost implications to the District.
B	Give first two readings of the bylaw, provide direction on amendments and refer back to council for third reading and adoption.	<u>Pros</u>	<ul style="list-style-type: none"> Ensures any requirements of Council are included within the bylaw. The existing policies and bylaws that govern District exempt employees will remain in effect until such time as an updated bylaw has been adopted.
		<u>Cons</u>	<ul style="list-style-type: none"> n/a
		<u>Implications</u>	<ul style="list-style-type: none"> Amendments to the bylaw may have future cost implications or affect the current or future recruitment/retention abilities of the District depending on the amendment(s).
		<u>Suggested Motion</u>	<p>That Council direct staff to amend the Officers and Officials 1315, 2022 bylaw by adding/removing _____; and,</p> <p>That Council give first, second and third reading to the Officers and Officials bylaw 1315, 2022 as amended.</p>
C	Provide alternate direction to Staff and return the bylaw for consideration.	<u>Pros</u>	<ul style="list-style-type: none"> The existing bylaw and policies will remain in effect until such time as a new bylaw has been adopted. Council will ensure the bylaw reflects their needs and objectives. Individual contracts will continue to be used to address the items within the proposed bylaw until such time as a new bylaw has been adopted.
		<u>Cons</u>	<ul style="list-style-type: none"> n/a
		<u>Implications</u>	<ul style="list-style-type: none"> Depending on the required revisions there may be future costs, recruitment and retention impacts.
		<u>Suggested Motion</u>	<p>That Council direct staff to amend the Officers and Officials Bylaw 1315, 2022 by _____; and</p> <p>THAT Council direct staff to bring the amended Officers and Officials 1315, 2022 bylaw back to a future meeting of Council for consideration.</p>

POLICY OR LEGISLATIVE IMPACTS:

[Part 5 Division 5 of the Community Charter, S. 146 – 153](#) provide for the minimum requirements of a Council in the establishment of Officers and their corresponding powers, duties and functions.

[Part 5 Division 6 of the Community Charter S. 154](#) provides for the authority of Council to delegate its powers, duties and functions, by bylaw, to an officer or employee of the municipality.

NEXT STEPS

- Consider adoption; rescind old bylaws.
- Implementation of the bylaw.
- Development of training and performance evaluation policy.
- Development of an extended sick leave policy.

Respectfully submitted: Duane Lawrence, CAO

DISTRICT OF UCLUELET**Officers and Officials Bylaw No. 1315, 2022**

A Bylaw to provide for the appointment, indemnification, duties, dismissal, and compensation of Officers and Officials of the District of Ucluelet.

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

PART 1 CITATION

1.1. This bylaw may be cited as the “District of Ucluelet Officers and Officials Bylaw No. 1315, 2022.”

PART 2 INTERPRETATION**2.1. General**

2.1.1. The headings used in this bylaw are for convenience only and do not form part of this bylaw and are not to be used in the interpretation of this bylaw.

2.1.2. Any enactment referred to herein is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated, or replaced from time to time, and any bylaw referred to herein as a reference to a bylaw of the District of Ucluelet, as amended, revised, consolidated, or replaced from time to time.

2.1.3. Unless otherwise defined in this bylaw, terms used herein shall have the meanings as set forth in the *Community Charter* or the *Local Government Act*, as applicable.

2.2. Definitions

2.2.1. In this bylaw:

“**CAO**” or “**Chief Administrative Officer**” means the person appointed by Council as the Chief Administrative Officer for the District, their lawful deputy or designate as appointed by the CAO.

“**Charter**” means the *Community Charter* of the Province of British Columbia.

“**Council**” means the elected Council of the District of Ucluelet.

“**District**” means the District of Ucluelet.

“Deputy Official” means a person appointed by the CAO to one of the following positions:

- Deputy Fire Chief

“Exempt Employee” means a person who is or has been employed in a full-time, part-time, temporary or casual capacity by the District, and who is not governed under a collective agreement.

“Flex Time” is an arrangement that allows an Exempt Employee to alter the start and end times of their workday. In such instances, any lieu time that may otherwise apply is foregone for equivalent time off elsewhere during the pay period, which results in the same number of scheduled hours worked per pay period.

“Flex Week” is an arrangement that allows an Exempt Employee to increase the length of the standard workday to accrue one day off in lieu of time worked every two or three weeks provided the total scheduled hours worked remain the same.

“Lieu Time” means replacement time off with pay, of equivalent hours to those worked beyond a regularly scheduled workday or regularly scheduled day off.

“Mayor” means the Mayor of the District of Ucluelet.

“Officer” means a person appointed by Council to one of the following positions:

- Chief Administrative Officer
- Corporate Officer
- Finance Officer
- Municipal Approving Officer

“Official” means a person appointed by the CAO to one of the following positions:

- Fire Chief
- Manager of Corporate Services
- Manager of Finance
- Operations Manager

“Remote Work” means to conduct work remotely from a location that is not, as defined by the employer, a designated work site or office space.

“Senior Official” means a person appointed by the CAO to one of the following positions:

- Director of Community Planning
- Director of Engineering Services
- Director of Finance
- Director of Parks and Recreation

PART 3 APPOINTMENTS, PROBATION, AND TERMINATION**3.1. Appointments**

- 3.1.1. On the recommendation of the CAO, Council shall appoint all Officers of the District by resolution. All other positions are hired by the CAO and administered in accordance with the provisions of this bylaw.
- 3.1.2. All Exempt Employees shall be given a copy of this bylaw prior to an offer of employment being made by the District and shall confirm in writing their acceptance of these terms prior to an acceptance of an offer of employment from the District.
- 3.1.3. Nothing in this bylaw shall prevent the appointment of the same person to two or more positions within this bylaw.
- 3.1.4. Nothing within this bylaw shall be interpreted as restricting the right of Council or CAO to defer an appointment to any position, other than a position appointed by Council as required by statute.

3.2. Financial Disclosure Act

- 3.2.1. The persons holding Officer, Senior Official, and Official positions are designated municipal employees for the purpose of the Financial Disclosure Act.

3.3. Probation

- 3.3.1. All Exempt Employees shall be appointed initially for a probationary period of 6-months in duration, with the period being specified in the appointment letter or agreement. The probationary period may be extended at any time prior to expiration of the initial term, for a term not to exceed a total probationary period of 12-months.
- 3.3.2. All Exempt Employees shall be continuously evaluated and receive a formal preliminary performance evaluation at 6-weeks or 12-weeks of their initial probationary period and two-weeks prior to the conclusion of their probationary period.

3.4. Termination

- 3.4.1. The permanent appointment of an Officer of the District may be terminated only in accordance with the provisions of the *Charter* (Section 151 and 152). In cases without cause, reasonable notice shall consist of 6-months' salary in lieu of notice, or as determined in their employment agreement.

3.4.2. Unless otherwise provided in a contract of employment, any Exempt Employee may be dismissed for just cause without notice or payment in lieu thereof. In cases without cause, reasonable notice shall consist of 6-months' salary in lieu of notice, or as determined in their employment agreement.

3.4.3. Where prior to the expiry of the probationary period the Employer decides to terminate employment of Exempt Employees, such termination shall be one month's notice or salary in lieu of notice, unless otherwise provided for under a contract of employment.

3.5. **Suspension**

3.5.1. The suspension of employment of any Officer shall be in accordance with the *Charter (Section 151 and 152)*.

3.5.2. The suspension of employment of any Exempt Employee shall be in accordance with the District's disciplinary policy and code of conduct and as determined by the CAO.

PART 4 POWERS, DUTIES, AND RESPONSIBILITIES

4.1. The powers, duties, and responsibilities of the CAO are set out in Schedule 'A.'

4.2. The powers, duties, and responsibilities of the Finance Officer are set out in Schedule 'B.'

4.3. The powers, duties, and responsibilities of the Corporate Officer are set out in Schedule 'C.'

PART 5 OATH OF OFFICE

5.1. The oath of office, as set out in Schedule "D" to this bylaw, is hereby adopted as the oath of office for Exempt Employees of the District. This oath of office is to be taken by all Exempt Employees prior to the assumption of their duties.

PART 6 BENEFITS

6.1. **Employment health and wellness benefits**

6.1.1. Employment health and wellness benefits including paid and unpaid leaves of absence, sick leave, life insurance, long-term disability and accidental death and dismemberment coverage, and statutory holiday leave shall be provided to Exempt Employees under the same terms and conditions as those provided to District staff under the Collective Agreement with CUPE, excepting paramedical practitioners limit, long term disability monthly earnings monthly maximum earnings, and those items outlined hereafter within Section 6 of this bylaw.

6.2. Pension and Retirement

6.2.1. Superannuation shall be provided in accordance with [Public Sector Pension Plans Act, SBC1999, c. 44, s. 124](#) and amendments thereto together with the Canada Pension Plan.

6.3. Vacation Entitlement

6.3.1. Subject to any special arrangement at the time of appointment based on years of relevant experience, annual vacation with pay shall be granted as follows, as of January 1 of each calendar year:

During the first to second year	15 days
During the third to sixth year	20 days
During the seventh to tenth year	25 days
During the eleventh to fifteenth year	30 days
During the sixteenth year or greater	35 days

6.3.2 All new Employees' vacation allotments shall be prorated to the employment start date.

6.3.3. All new Employees shall accrue but shall not be entitled to take vacation time until the completion of the first three (3) months of continuous employment.

6.3.4. Vacation entitlements shall be used within the calendar year in which they are accrued and as mutually agreed to with the Employer.

6.3.4. Employees may, upon receiving written approval from the CAO, carry forward a maximum of 10-days' vacation entitlement into a subsequent calendar year. Any unused vacation, not approved to be carried forward, shall be paid out in cash within the first two pay periods of the calendar year. Additional time may be carried forward with the agreement of the employer provided no more than a total of three weeks may be carried forward.

6.3.5. In the event an Exempt Employee leaves their employment, or is terminated, subsequent to taking annual vacation during the calendar year that the vacation entitlement is accrued, then in such an event, the monetary value of the vacation taken, pro-rated to the date of termination, shall be deducted from any final payment for salary or other benefits that may be due and payable on termination. Any amounts not recovered from any final payment will be paid back to the District by the Exempt Employee within 30-days of their last day worked.

6.3.6. Upon leaving their employment or in the event of a termination, any unused vacation time accrued, pro-rated to the date of termination, shall be paid out in lieu of such vacation.

6.4. Sick Leave

6.4.1. Exempt Employees are eligible to accrue up to a maximum of 120 days of sick leave at a rate of 1.5 days per month. In addition to regular illness, sick leave may be used for medical and dental appointments, caring for a dependent child, spouse, and parental care that cannot be scheduled outside of normal working hours to a maximum of 10-days per year. The CAO, or Mayor in the case of the CAO, may grant use of sick leave for other illness and medical related circumstances when deemed appropriate.

6.5. Extended Sick Leave

6.5.1. In instances of sick leave greater than two consecutive weeks Exempt Employees shall be required to provide a medical certificate identifying the nature of the sick leave and estimated date of return to work in accordance with the District's *Short-Term Extended Sick Leave Policy*. Use of sick leave for extended periods shall be limited to a maximum of 120 consecutive calendar days at which time the Exempt Employee shall be required to transition to long-term disability; medical employment insurance or return to work. Exempt Employees on extended sick leave shall be required to provide bi-weekly status updates and work with the employer, in concert with their medical practitioner, to develop a return-to-work program. Benefits based on active service will be suspended during the extended sick leave.

6.6. Leave of Absence

6.6.1. Leave of absence without pay may be granted to Exempt Employees for reasonable periods, with the prior approval of the CAO, or Mayor in the case of the CAO, provided all vacation and lieu time have been utilized. Requests for periods greater than twenty-five working days must be ratified by Council.

6.6.2. Premium payments for all benefits for Exempt Employees on approved leave of absence without pay shall be the sole responsibility of the Employee. Benefits based on active service will be suspended during the leave of absence.

6.7. Training & Conferences

6.7.1. Subsequent to an approved budget, the District promotes and encourages Exempt Employee continued professional development and participation in applicable conferences and workshops. With the approval of the CAO, Exempt Employees shall be eligible to attend an annual conference or workshop and/or undertake professional development courses in accordance with the District's training policies.

- 6.7.2. In the event an Exempt Employee leaves their employment or is terminated within 2-years of the subsequent registration in or completing of a professional development program or course, exclusive of training required for the maintaining of a position within the organization and basic continuing education courses, then in such an event, the monetary value of the course or program taken, pro-rated to the date of termination, shall be deducted from any final payment for salary or other benefits that may be due and payable on termination. Any amounts not recovered from any final payment will be paid back to the District by the Exempt Employee within 30-days of their last day worked.

PART 7 HOURS OF WORK, LIEU TIME, FLEX TIME AND REMOTE WORK

7.1. Hours of Work

- 7.1.1. Regular Hours of Work for Exempt Employees shall be Monday to Friday (excluding statutory holidays) 7.5 hours per day, exclusive of a 1-hour lunch break, between 8:00 a.m. and 4:30 p.m. unless otherwise specified with an employment agreement or as determined by the CAO.
- 7.1.2. Exempt Employees are expected to be in the office (or official workplace approved by the employer) during Regular Hours of Work, excepting when Remote Work is approved in accordance with Section 7.2.

7.2. Remote Work

- 7.2.1. Remote work may be utilized under special circumstances, on an ad hoc basis, with prior approval from the CAO.
- 7.2.2. No permanent file storage shall be allowed within a home. All documents brought home must be brought back to the office on the first day returning to work in the office.
- 7.2.3. Exempt Employees must have an assigned District device that allows for remote work to be performed and access to a phone.
- 7.2.4. No in-person meetings shall be held by an Exempt Employee at a home office.
- 7.2.5. All costs and financial implications of utilizing remote work, such as power, internet, office supplies, furniture, or other expenses, apart from the District assigned device and cell phone are the responsibility of the individual Exempt Employee.

7.3. Lieu and Flex Time

- 7.3.1. It is understood that Exempt Employees are ineligible for overtime and have management responsibilities, workloads, projects, emergency response duties, and reporting deadlines, including facility checks, meetings and events, and attendance of Council and Committee meetings that occur outside the Regular Hours of Work. In addition, there are departments that deliver some of their regular services to the public outside of the Regular Hours of Work.
- 7.3.2. Subject to specific arrangements approved by the CAO for positions that inherently provide services outside of the regular work schedule, i.e., fire services, to compensate Exempt Employees for these responsibilities and corresponding over-time, the following may, as approved by the CAO, be permitted:
- 7.3.2..1. With approval of the CAO to use Flex Time to alter the start and end of a specific workday to mitigate the accrual of lieu time provided the regular daily hours of work are maintained.
 - 7.3.2..2. To bank up to a maximum of 100-hours of lieu time based on their regular hours of work in a calendar year at straight time. Lieu time shall be taken off as straight time in lieu and must be used by the 31st day of December in the calendar year it was accrued. Unused lieu time shall not be eligible to be carried forward nor will be considered for or eligible to be paid out.
 - 7.3.2..3. Subject to the demonstrated regular accrual of lieu time, ongoing satisfactory performance reviews, demonstrated ability to manage department and individual work requirements, and with the approval of the CAO, or the Mayor in the case of the CAO, to use a Flex Week schedule, increasing the length of the standard workday to accrue one day off in lieu of time worked every two or three weeks. Any Exempt Employee approved for a Flex Week Schedule may be called in or required to work on their Flex day as required by the CAO, their department or needs of the District.
- 7.3.3. Exempt Employees shall record all hours worked, with Flex Time and Lieu Time approved by the CAO, or Mayor with respect to the CAO.
- 7.3.4. Exempt Employees, as determined by the CAO and in conjunction with a performance review, who are unable to satisfactorily manage work requirements may, as determined by the CAO, lose access to benefits outlined in Sections 7.3 and 6.7. of this bylaw.
- 7.3.5. Exempt Employees are encouraged to undertake personal development through conferences, workshops, and other professional development opportunities. It is understood that these opportunities are not subject to the accrual of flex or lieu time.

7.3.6. It is understood that Exempt Employees can be called in by Council or the CAO to work during exceptional circumstances, such as those associated with facility closures, threats to the lives and safety of residents and property, threats to essential service delivery, during natural disasters or provincial and/or municipal emergencies, and during similar instances as approved by the CAO. In such instances, Exempt Employees will be paid for any resulting approved overtime at time and one half. Any overtime accrued during these events shall be paid out with no provision to bank overtime.

PART 8 SALARIES

8.1. The salary band structure consists of seven steps, within which an Exempt Employee may be placed based on education, experience, and performance. Placement and movement within the salary bands may occur on these steps as determined by the CAO. The minimum rate will be 80% of Step 4 with exceptional performance capped at 110% of the salary band. Steps and salary bands are meant as a guide and movement within a specific step or band may be incremental and shall be based on an annual performance review, qualifications, experience, and any combination thereof as determined by the CAO, or the Mayor in the case of the CAO.

Step 1 relates to **new hires** during their probationary period who do not possess the required education AND position experience as per the job posting and will be developed into the position over time through mentoring and/or training.

Step 2 relates to **new hires** during their probationary period who **do not possess ALL** the required education OR position experience as per the job posting and relates to Step 1 employees following a favorable probationary performance evaluation.

Step 3 relates to **new hires** during their probationary period **who possess ALL** the required education and position experience as per the job posting and relates to Step 2 employees following a favorable probationary performance evaluation.

Step 4 relates to step 3 employees following a favorable post probationary performance appraisal and is representative of the **base salary** for all positions and those employees' **meeting expectations**.

Step 5 relates to employees **exceeding expectations in some areas** based on their performance appraisal.

Step 6 relates to employees **exceeding expectations in most areas** based on their performance appraisal.

Step 7 relates to employees delivering **exceptional** performance based on their performance appraisal and is set at a maximum of 110% of the salary band.

- 8.2. The salary band structure, contained herein as Schedule 'E,' shall apply to Exempt Employees excluding the Approving Officer and is determined using the following parameters.

Band 1: The initial CAO salary band shall be established by Council. In subsequent years, the CAO salary band shall be increased by an amount equal to the negotiated annual cost of living increase within the collective agreement. Any additional increase to the Band 1 shall be at the discretion of Council and may be considered without impact to pay bands.

Band 2: Senior Officials that have all the required professional designations, certifications, knowledge, and experience at the time of hire, or those Senior Officials in Band 3 who have, through performance development achieved a professional designation or equivalent knowledge, certification, may have their salary band set at up to 80% of Band 1.

Band 3: Senior Officials, except those in Band 2, may have their salary band set at up to 75% of Band 1. Officials that have all the required professional designations, certifications, knowledge, and experience at the time of hire, or those Officials in Band 4 who have, through performance development achieved a professional designation or equivalent knowledge, certification, and experience may have their salary band set at up to 75% of the Band 1.

Band 4: Officials, except those in Band 3, may have their salary set at up to 85% of Band 3. Deputy Officials that have all the required professional designations, certifications, knowledge, and experience at the time of hire, or those Deputy Officials in Band 5 who have, through performance development achieved a professional designation or equivalent knowledge, certification, and experience, may have their salary set at up to 85% of the Band 3.

Band 5: Deputy Officials, except those in Band 4, shall have their salary set at up to 70% of Band 3. Exempt Employees who have not been appointed to a position addressed in Bands 1 through 4, shall have their salary set at up to 70% of Salary Band 3.

8.3. Acting Pay

8.3.1. In the event an Exempt Employee is required to perform all or a significant portion of the duties of a higher-level Exempt Employee or undertake or oversee the roles and responsibilities of another Exempt Employee within the organization for a period of three (3) consecutive weeks or greater the Exempt Employee shall be eligible for Acting Pay.

8.3.2. Acting Pay shall be 10% above the acting Exempt Employee's current salary. This amount may be modified in situations involving appointments for terms greater than 4-months. Acting Pay shall be determined by the CAO, and Council in the temporary appointment of an Acting CAO.

PART 9 PERFORMANCE APPRAISALS

9.1. All Exempt Employees shall be required to facilitate and actively participate in an annual performance review with their direct supervisor. Exempt Employees who choose not to participate in a performance appraisal or have an unsatisfactory performance appraisal shall lose their entitlement to access lieu and flex programs, undertake or access professional development training and/or conferences.

PART 10 SEVERABILITY

10.1. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsequent, paragraph, subparagraph, or phrase.

PART 11 REPEAL

11.1. District of Ucluelet Officers and Employees Bylaw No. 992, 2005 and all amendments thereto are hereby repealed.

11.2. District of Ucluelet Officers and Employees Bylaw No. 807, 1999 and all amendments thereto are hereby repealed.

11.3. Compensatory Lieu Time and Flex Time (Exempt Staff) Policy 5-1920-4 and all amendments thereto are hereby repealed.

PART 12 SCHEDULES

12.1. The following schedules shall form part of this bylaw:

12.1.1. Schedule 'A' - Powers, Duties, and Functions of the CAO

12.1.2. Schedule 'B' - Powers, Duties, and Responsibilities – Finance Officer

12.1.3. Schedule 'C' - Powers, Duties, and Functions of the Corporate Officer

12.1.4. Schedule 'D' - Oath of Office

12.1.5. Schedule 'E' - Salary Bands

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

CERTIFIED A TRUE AND CORRECT COPY of ""District of Ucluelet Officers and Officials Bylaw No. 1315, 2022.""

Mayco Noël
Mayor

Duane Lawrence
Corporate Officer

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

Duane Lawrence
Corporate Officer

Schedule A
Powers, Duties, and Functions of the CAO

Council hereby assigns to the CAO responsibility for the District and the statutory powers, duties, and functions specified in Section 147 of the *Charter*.

The Chief Administrative Officer is hereby delegated the authority to:

1. Human Resources

- Appoint, promote, discipline, and suspend the other Officials of the District, being those employees who are designated Officials within this bylaw;
- Recommend to Council the demotion or termination of Officers of the District, being those employees who are designated as Officers within this bylaw;
- In consultation with the appropriate Officers and Officials, appoint, promote, discipline, suspend and terminate all other employees of the District, subject to any contract of the employment or collective agreement in force;
- Supervise contract negotiations, in conjunction with Council direction, with employee unions of the District and to recommend contract settlements with the unions to Council;
- Appoint acting Officers and Officials to fulfil the responsibilities of these positions in case of illness, absence, or vacancy; and
- Administer all policies, bylaws, and agreements related to all Employees as adopted, and amended from time to time, by Council.

2. General Administration

- Perform the duties and functions of the other Officers or Officials of the District in their absence;
- Ensure the satisfactory operation of the departments of the District;
- Ensure the implementation of Council directives;
- Act as the principal intermediary between the District and the administration of other government bodies dealing with the District;
- In consultation with Council, from time to time, re-organize the administrative structure to improve the efficient and effective operation of the District;
- Review legal advice and proceedings;
- Authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person for or on behalf of the District;
- Authorize settlements of claims against the District within the CAO's signing authority;
- Supervise preparation of Council agendas;
- Attend, or ensure an alternate attends meetings of Council, Committees of Council, and other entities created by Council;

- Provide advice and recommendations to Council on any matter within Council's jurisdiction; and
- Report to Council on any matter of importance to the District;

3. Contracts

- Authorize the use, budgeted purchase, or sale of District facilities, equipment and services and authorize the awarding of contracts for budgeted items within the CAO's signing authority as identified in the District Purchasing Policy;
- Supervise the calling and awarding of tenders, contracts, and proposals for the supply of materials, equipment, services, or construction approved by Council;
- Carry out any required additional powers, duties and responsibilities as assigned by Council;
- Accepting, modifying, and discharging, in whole or in part, on behalf of the District, encumbrances registered in the Land Title Office which are deemed to be satisfied, expired, concluded or no longer in effect;
- Exercise whatever additional powers and discharge for whatever additional duties and responsibilities Council from time to time may assign; and
- Under Council's direction, ensure the preparation of the Five-Year Financial Plan is undertaken as required under the *Charter*.

Schedule B'
Powers, Duties and Responsibilities – Finance Officer

Council hereby assigns to the Finance Officer responsibility for financial administration for the District of Ucluelet, including the statutory powers, duties, and functions specified in Section 149 of the *Charter*.

The Director of Finance is hereby delegated the authority to:

1. Municipal Finances

- Receive all money paid to the District;
- Ensure the keeping of all funds and securities of the District;
- Expend and disperse money in the manner authorized by Council;
- Invest revenue funds, until required, in investments as permitted under the *Charter*;
- Ensure that accurate records and full accounts of the financial affairs of the District are prepared, maintained, and kept safe; and
- Compile and supply information on the financial affairs of the District required by the Inspector of Municipalities.

2. Human Resources

- Recommend to the CAO, the appointment, promotion, discipline, and dismissal of employees within the finance department; and
- Supervise all employees within the finance department.

3. General Administration

- Supervise the operation of the finance department for the District;
- Supervise implementation of Council directives and directives of the CAO;
- Act as a contact between the finance department and other departments under the supervision of the CAO;
- Review legal advice and proceedings;
- Supervise the obtaining of insurance as deemed necessary;
- Supervise the provision of or management of insurance matters;
- Prepare and arrange for filing of any documentation necessary under the *Financial Information Act* or otherwise;
- Attend, or ensure an alternate attends meetings of Council and Committees, as required by the CAO or Council;
- Provide advice to the CAO and Council regarding any matter of a financial nature;
- Prepare the five-year financial plan, as required under the Charter;
- Maintain a 20-year tangible capital asset and financial plan; and
- Oversee and ensure the completion of the District's annual financial audit in consultation with the District's Auditors.

Schedule 'C'
Powers, Duties, and Functions of the Corporate Officer

Council hereby assigns to the Corporate Officer the responsibility for the corporate administration for the District, including the statutory powers, duties, and functions specified in Section 148 of the *Charter*.

The Corporate Officer is hereby delegated the authority to:

1. General Administration

- Ensure that accurate minutes of the meetings of the District and its committees are prepared and the minutes, bylaws, and other records of the business of the District and its committees are maintained and kept safe;
- Ensure that access is provided to records of the District and its committees, as required by law, or authorized by Council;
- Certify copies of bylaws and other documents, as required, or requested;
- Consolidate all bylaws of the District in accordance with Section 139 of the *Charter*;
- Administer oaths and taking affidavits, declarations and affidavits required to be taken under the *Charter* in relation municipal matters;
- Accept, on behalf of the District, notices and documents that are required or permitted to be given, served on, filed with, or otherwise provided to the District;
- Keep the corporate seal and having it affixed to documents as required;
- Supervise the operation of the Corporate Services department;
- Supervise implementation of Council directives and directives of the CAO; and
- Act as a contact between the Corporate Services Department and other departments, under the supervision of the CAO.

2. Human Resources

- Recommend to the CAO, the appointment, promotion, discipline, and dismissal of employees within the Corporate Services department;
- Train, mentor, and supervise all employees in the Corporate Services department;
- Attend, or ensure an alternate attend, all meetings of council and its committees for the purposes of minute taking and providing oversight of information technology systems, except where otherwise directed by the CAO or Council;
- Organize efficient and effective record-keeping for all corporate documents;
- Provide copies of any documents served on the District to the CAO and to any insurers, as appropriate; and,
- Prepare the Annual Report, as required under the *Charter* and by Council.

Schedule 'D'
Oath of Office

____ [Insert Name] _____, having been duly appointed to the Office of _____ for the District of Ucluelet, do hereby promise and swear:

I will faithfully, honestly, and impartially, to the best of my knowledge and ability, execute the powers, duties, and function of my Office;

I will treat all matters and information that comes to my attention, as a result of my Office, in confidence; I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties, and functions other than as permitted by the District of Ucluelet;

I will not allow my personal interests to conflict with the duties of my Office; and,

I will comply with all policies and directives of the District and comply with all laws in the execution of my duties.

Sworn before me at Ucluelet, British Columbia

This _____ day of _____, 20____.

Officer/Official

Commissioner for Taking Affidavits
In the Province of British Columbia

Schedule 'E'
Salary Bands

Council hereby sets Band 1, at the time of adoption of this bylaw, at \$140,000.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	80%			to			110%
Band 1	100%						
Band 2	Up to 80% of Band 1						
Band 3	Up to 75% of Band 1						
Band 4	Up to 85% of Band 3						
Band 5	Up to 70% of Band 3						

DISTRICT OF UCLUELET

BYLAW NO. 807, 1999

A Bylaw to establish the Officer positions of the District of Ucluelet and to establish the powers, duties and responsibilities of such officers.

WHEREAS the Municipal Act R.S.B.C. 1996, c. 323 empowers Council, by bylaw, to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

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

CITATION:

- 1. This Bylaw may be cited for all purposes as "District of Ucluelet Officers and Employees Bylaw No. 807, 1999."

OFFICER POSITIONS:

- 2. The following positions are hereby established as officer positions of the Municipality:
 - a) Chief Administrative Officer
 - b) Director of Financial Services
 - c) Director of Corporate Administrative Services

POWERS, DUTIES AND RESPONSIBILITIES:

- 3. The powers, duties and responsibilities of the Chief Administrative Officer are as set out in Schedule "A".
- 4. The powers, duties and responsibilities of the Director of Financial Services are as set out in Schedule "B".
- 5. The powers, duties and responsibilities of the Director of Corporate Administrative Services are as set out in Schedule "C" and are assumed by the Chief Administrative Officer of the District of Ucluelet.

OATH OF OFFICE:

- 6. The oath of office as set out in Schedule "D" to this Bylaw is hereby adopted as the oath of office for officers of the District of Ucluelet.

READ A FIRST TIME this 27th day of **April, 1999**.

READ A SECOND TIME this 27th day of **April, 1999**.

READ A THIRD TIME this 27th day of **April, 1999**.

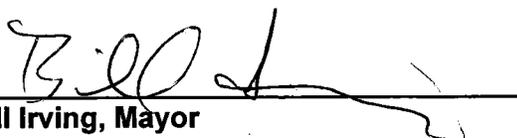
RECONSIDERED AND ADOPTED this 11th day of **May, 1999**.

A CERTIFIED TRUE AND CORRECT COPY of the "Officers and Employees Bylaw No. 807, 1999".



Ian Howat, A/Clerk Administrator

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



Bill Irving, Mayor

Ian Howat, A/Clerk Administrator

Schedule "A"

Powers, Duties and Functions of Chief Administrative Officer

Human Resources

- a) appoint, promote, discipline and dismiss all employees of the Municipality;
- b) recommend to Council the appointment, promotion, demotion, suspension or termination of officers of the Municipality, being those employees who are designated officers by bylaw;
- c) supervise all officers and employees of the Municipality;
- d) appoint acting department heads to administer departments in case of illness or absence;
- e) supervise contract negotiations with employee unions of the Municipality and recommend contract settlements with the unions to Council;
- f) act as arbitrator between an employee and that employee's director subject to the terms of any applicable collective agreement with an employee union.

General Administration

- g) supervise the operation of the departments of the Municipality;
- h) supervise implementation of Council directives;
- i) act as the principal intermediary between the Municipality and the administration of other governments and all other entities dealing with the Municipality;
- j) from time to time, re-organize the administrative structure to improve efficient and effective operation of the Municipality.

Legal Advice and Proceedings

- k) obtain legal advice;
- l) authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the Municipality;
- m) authorize settlements of claims against the Municipality.

Council

- n) supervise preparation of Council agendas;
- o) have the right to participate in all meetings of Council, Committees of Council and other entities created by Council;
- p) provide advice and recommendations to Council on any matter within Council's jurisdiction;
- q) report to Council on any matter of importance to the Municipality.

Contracts

- r) authorize the use or budgeted purchase or sale of Municipality facilities, equipment and services and authorize the awarding of contracts for budgeted items;
- s) supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by Council.

Additional Powers, Duties and Responsibilities

- t) exercise whatever additional powers and discharge whatever additional duties and responsibilities Council from time to time may assign.

Schedule "B"

Powers, Duties and Functions of Director of Corporate Administration Services

Statutory

- a) ensuring that the accurate minutes of the meetings of the Municipality and its committees are prepared and the minutes, bylaws and other records of the business of the Municipality and its committees are maintained and kept safe;
- b) ensuring that access is provided to records of the Municipality and its committees, as required by law or authorized by Council;
- c) certifying copies of bylaws and other documents; as required or requested;
- d) administering oaths and taking affidavits, declarations and affidavits required to be taken under the Municipal Act in relation to municipal matters;
- e) accepting, on behalf of the Municipality, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the Municipality;
- f) keeping the corporate seal and having it affixed to documents as required.

Human Resources

- g) recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Corporate Administration Services Department;
- h) supervise all employees in the Corporate Administration Department.

General Administration

- i) supervise the operation of the Corporate Administration Department of the Municipality;
- j) supervise implementation of Council Directives and directives of the Chief Administrative Officer;
- k) act as a contact between the Corporate Administration Department and other departments, under the supervision of the Chief Administrative Officer.

Council

- l) attend or ensure a Deputy attends all meetings of the Council and its committees for the purposes of minute taking, except where otherwise directed by the Chief Administrative Officer;
- m) organize efficient and effective record-keeping for all corporate documents; and
- n) provide copies of any documents served on the Municipality to the Chief Administrative Office and to any insurers, as appropriate.

Schedule "C"

Powers, Duties and Functions of Director of Financial Services

Statutory

- a) receiving all money paid to the Municipality;
- b) ensuring the keeping of all funds and securities of the Municipality;
- c) expending and disbursing money in the manner authorized by Council;
- d) investing revenue funds, until required, in investments as permitted under the Municipal Act;
- e) ensuring that accurate records and full accounts of the financial affairs of the Municipality are prepared, maintained and kept safe;
- f) compiling and supplying information on the financial affairs of the Municipality required by the inspector.

Human Resources

- g) recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Financial Services Department;
- h) supervise all employees in the Financial Services Department.

General Administration

- i) supervise the operation of the Financial Services Department of the Municipality;
- j) supervise implementation of Council directives and directives of the Chief Administrative Officer;
- k) act as a contact between the Financial Services Department and other departments, under the supervision of the Chief Administrative Officer.

Legal Advice and Proceedings

- l) supervise the obtaining of insurance as deemed necessary;
- m) supervise the provision of or management of insurance matters;
- n) prepare and arrange for filing of any documentation necessary under the Financial Disclosure Act or otherwise.

Council

- o) attend meetings of Council and the Finance Committee, as required by the Chief Administrative Officer or Council;
- p) provide advice to Chief Administrative Officer and Council regarding any matter of a financial nature;
- q) prepare budgets, as required under the Municipal Act and as requested by Council and the Chief Administrative Officer; and
- r) liaise with the Municipality's auditor in connection with the financial audit.

Schedule "D"

Oath of Office

I, (insert name), having been appointed to the Office of (insert name of Office) for the District of Ucluelet do hereby promise and swear:

- a) I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- b) I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- c) I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Municipality;
- d) I will not allow my personal interests to conflict with the duties of my Office; and
- e) I will comply with all policies and directives of the Municipality and comply with all laws.

Appendix C

DISTRICT OF UCLUELET**BYLAW NO. 992, 2005**

A Bylaw to establish the Officer positions of the District of Ucluelet and to establish the powers, duties and responsibilities of such Officers.

WHEREAS Council must, by bylaw, establish Officer positions and establish the powers, duties and responsibilities of its Officers;

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

CITATION:

1. This Bylaw may be cited for all purposes as "District of Ucluelet Officers and Employees Bylaw No. 992, 2005."

OFFICER POSITIONS:

2. The following positions are hereby established as officer positions of the Municipality:
 - a) Chief Administrative Officer
 - b) Director of Corporate Administrative Services (Corporate Officer)
 - c) Director of Financial Services

POWERS, DUTIES AND RESPONSIBILITIES:

3. The powers, duties and responsibilities of the Chief Administrative Officer are as set out in Schedule "A";
4. The powers, duties and responsibilities of the Director of Corporate Administrative Services are as set out in Schedule "B";
5. The powers, duties and responsibilities of the Director of Financial Services are as set out in Schedule "C"; and,

OATH OF OFFICE:

6. The oath of office as set out in Schedule "D" to this Bylaw is hereby adopted as the oath of office for officers of the District of Ucluelet.

READ A FIRST TIME this 26th day of **April, 2005**.

READ A SECOND TIME this 26th day of **April, 2005**.

READ A THIRD TIME this 10th day of **May, 2005**.

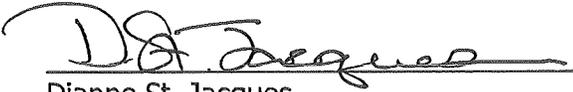
ADOPTED this 24th day of **May, 2005**.

A TRUE AND CORRECT COPY of "Officers and Employees Bylaw No. 992, 2005".



Gale Shier
Corporate Officer

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



Dianne St. Jacques
Mayor



Gale Shier
Corporate Officer

Schedule "A"

Powers, Duties and Functions of the Chief Administrative Officer

Human Resources

- a) Appoint, promote, discipline and dismiss all employees of the Municipality.
- b) Recommend to Council the appointment, promotion, demotion, suspension or termination of Officers of the Municipality, being those employees who are designated Officers by bylaw.
- c) Supervise all Officers and employees of the Municipality.
- d) Supervise contract negotiations with employee unions of the Municipality and recommend contract settlements with the unions to Council.
- e) Act as arbitrator between an employee and that employee's Director, subject to the terms of any applicable collective agreement with an employee union.

General Administration

- f) Supervise the operation of the departments of the Municipality.
- g) Supervise implementation of Council directives.
- h) Act as the principal administrative intermediary between the Municipality, other governments and all other entities dealing with the Municipality.
- i) From time to time, reorganize the administrative structure to improve efficient and effective operation of the Municipality.

Legal Advice and Proceedings

- j) Obtain legal advice.
- k) Under the direction of Council, authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the Municipality.
- l) Under the direction of Council, authorize settlements of claims against the Municipality.

Council

- m) Provide advice and recommendations to Council on any matter within Council's jurisdiction.
- n) Report to Council on any matter of importance to the Municipality.

Contracts

- o) Authorize the use or budgeted purchase or sale of Municipality facilities, equipment and services and authorize the awarding of contracts for budgeted items;
- p) Supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by Council.

Additional Powers, Duties and Responsibilities

- t) Exercise whatever additional powers and discharge whatever additional duties and responsibilities Council from time to time may assign.

Schedule "B"

**Powers, Duties and Functions of the
Director of Corporate Administration Services**

Statutory

- a) Ensure that accurate minutes of the meetings of the Municipality and its committees are prepared and the minutes, bylaws and other records of the business of the Municipality and its committees are maintained and kept safe.
- b) Ensure that access is provided to records of the Municipality and its committees, as required by law or authorized by Council.
- c) Certify copies of bylaws and other documents; as required or requested.
- d) Administer oaths, declarations and the taking of affidavits that are required to be taken under the *Local Government Act* or *Community Charter* in relation to municipal matters.
- e) Accept, on behalf of the Municipality, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the Municipality.
- f) Keep the corporate seal and have it affixed to documents as required.

Human Resources

- g) Supervise all employees in the Corporate Administration Department.
- h) Recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Corporate Administration Services Department.

General Administration

- i) Supervise the operation of the Corporate Administration Department of the Municipality.
- j) Oversee implementation of Council Directives and directives of the Chief Administrative Officer.
- k) Act as a contact between the Corporate Administration Department and other departments.

Council

- l) Attend or ensure a Deputy attends all meetings of the Council and its committees for the purposes of minute taking.
- m) Prepare Council agendas and other reports, correspondence, etc. relating to or resulting from Council agendas and minutes.
- n) Organize efficient and effective record keeping for all corporate documents.
- o) Provide copies of any documents served on the Municipality to the Chief Administrative Office and to any insurers, as appropriate.

Schedule "C"

Powers, Duties and Functions of the Director of Financial Services

Statutory

- a) Receive all money paid to the Municipality;
- b) Ensure the keeping of all funds and securities of the Municipality;
- c) Expend and disburse money in the manner authorized by Council;
- d) Invest revenue funds, until required, in investments as permitted under the Municipal Act;
- e) Ensure that accurate records and full accounts of the financial affairs of the Municipality are prepared, maintained and kept safe;
- f) Compile and supply information on the financial affairs of the Municipality required by the inspector.

Human Resources

- g) Recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Financial Services Department;
- h) Supervise all employees in the Financial Services Department.

General Administration

- i) Supervise the operation of the Financial Services Department of the Municipality;
- j) Act as a contact between the Financial Services Department and other departments, under the supervision of the Chief Administrative Officer.

Legal Advice and Proceedings

- k) Supervise the obtaining of insurance as deemed necessary;
- l) Supervise the provision of or management of insurance matters;
- m) Prepare and arrange for filing of any documentation necessary under the Financial Disclosure Act or otherwise.

Council

- n) Attend meetings of Council and the Finance Committee, as required by the Chief Administrative Officer or Council;
- o) Provide advice to Chief Administrative Officer and Council regarding any matter of a financial nature;
- p) Prepare budgets, as required under the *Municipal Act* or *Community Charter* and as requested by Council and the Chief Administrative Officer; and
- q) Liaise with the Municipality's auditor in connection with the financial audit.

Schedule "D"

Oath of Office

I, (insert name), having been appointed to the Office of (insert name of Office) for the District of Ucluelet do hereby promise and swear:

- a) I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- b) I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- c) I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Municipality;
- d) I will not allow my personal interests to conflict with the duties of my Office; and
- e) I will comply with all policies and directives of the Municipality and comply with all laws.



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL

POLICY NUMBER: 5-1920-4
REFERENCE:

Compensatory Lieu Time and Flex Time (Exempt Staff)

ADOPTED:

December 22, 2017

AMENDED DATE:

N/A

SUPERSEDES:

5-1920-2

DEPARTMENT:

Admin

EFFECTIVE DATE:

January 1, 2018

Policy Statement:

The District of Ucluelet looks to ensure consistency throughout the organization on compensatory time in lieu and flex time for its exempt employees. This policy applies to full time, exempt employees of the District whose job duties and descriptions match the definition of “manager” as described by the B.C. *Employment Standards Regulation*. By definition, managers do not qualify for overtime wages (pay) except in unique circumstances approved by the CAO. (i.e. emergencies)

Lieu Time (Overtime):

The District of Ucluelet recognizes that the operation of the District includes excess time as part of the workplace and provides discretionary lieu time to managers who work authorized hours in excess of their regular working hours under the conditions prescribed by this policy.

Council Meetings: Time related to exempt staff attending Council meetings will be addressed through standard amount of annual lieu time per year, as determined by the CAO. Staff will either be granted 1 week or 2 weeks of lieu time year, based on their expected attendance at Council meetings. This time must be taken within the calendar year, cannot be carried over into the next year, and will not be paid out.

Additional Work-Related Meetings/Duties: Overtime for exempt staff attending work-related meetings or events or duties that extend outside of regular working hours can be “banked” as equal time (1:1 hours worked) for use at a later date. Staff must receive approval from their supervisor prior to the meeting. This time must be taken within the calendar year, cannot be carried over into the next year, and will not be paid out.

**Flex Time:**

Flex time requests must take into account the duties of the employee's role and the needs of the organization. To initiate a flex time schedule, the exempt employee must submit a proposal to her/his direct supervisor, provided in **Appendix A** and the CAO provides the final approval.

Agreements are time-specific with a date set for review and reconsideration and the original signed Agreement shall be maintained in the employee's personnel file, with copies to the employee, the supervisor, and to Payroll.



APPENDIX A: FLEX TIME WORK SCHEDULE AGREEMENT FOR EXEMPT EMPLOYEES

This Agreement specifies the conditions applicable to an alternative work schedule arrangement for:

Employee Name Title Employee Number

Supervisor Department

This Agreement begins on _____ & continues until _____ .

1. Proposed flex time plan and timetable:

- 2. The employee agrees that all obligations, responsibilities, terms and conditions of employment with the District remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement.
- 3. The employee agrees that their direct supervisor reserves the right to modify or suspend this Agreement at any time, for any reason.

Employee Signature CAO Signature Date



REPORT TO COUNCIL

Council Meeting: July 19, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION **FILE NO:** 8100-20

SUBJECT: EDGE TO EDGE MARATHON 2022- ROAD CLOSURE **REPORT NO:** 22- 101

ATTACHMENT(S): Appendix A – Route Maps

RECOMMENDATION(S):

THAT Council approve Option A, to authorize the closure of roads for the Edge to Edge Marathon on Sunday, October 16, 2022

- Marine Drive from 6:00 am to 5:00 pm from Rainforest Drive and Marine Drive to Matterson Road and Marine Drive including Big Beach parking lot; and,
- Road closures from 8:30 am to 10:00 am from Matterson Road and Marine Drive to Victoria Road and Marine Drive.

BACKGROUND:

The Ucluelet Chamber of Commerce and the District of Ucluelet have worked in partnership on the marathon since its inception. Due to the work being conducted at the Village Green, the start/finish line and route have been adjusted for 2022 to start in front of the Ucluelet Community Centre (UCC) on the Marine Drive side. A running lane will also be sand bagged throughout the route to provide a safe pathway for the runners.

Where applicable, any section of the running route along Peninsula Road, requiring a road closure, will be applied separately to MOTI by the Ucluelet Chamber of Commerce for permission.

The Chamber of Commerce will be required to submit proof of insurance for the event naming the District of Ucluelet as additionally insured in a broad form Commercial General Liability Policy. If required, with current day Provincial Public Health Order restrictions/guidelines, the Chamber will be required to submit a COVID plan for the event.

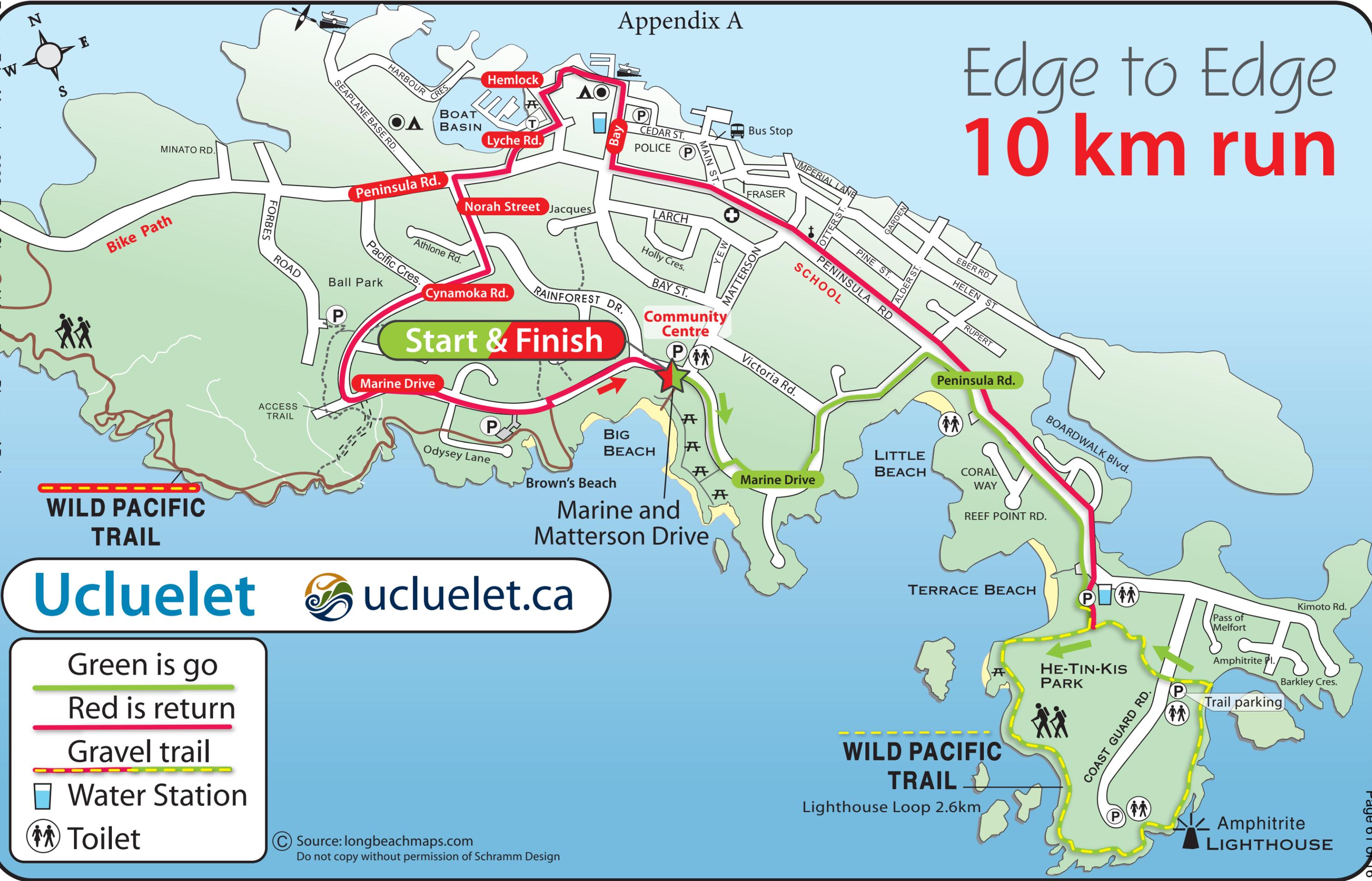
The Marathon Committee will be contacting the appropriate businesses and residents for those affected by the road closure areas.

ANALYSIS OF OPTIONS

By closing the section Marine Drive as outlined in the attached Appendix A, the event is able to take place.

Edge to Edge 10 km run

Edge to Edge Marathon 2022 - Road Closure Abby Fortune, Director of Park



Ucluelet  ucluelet.ca

-  Green is go
-  Red is return
-  Gravel trail
-  Water Station
-  Toilet

© Source: longbeachmaps.com
Do not copy without permission of Schramm Design

Edge to Edge Half Marathon





REPORT TO COUNCIL

Council Meeting: July 19, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM:	ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION	FILE NO: 0550-20
SUBJECT:	3 RD ANNUAL DUSTIN RILEY SOAP BOX DERBY	REPORT NO: 22- 105
ATTACHMENT(S):	Appendix A – Location Map Appendix B - Special Events Permit	

RECOMMENDATION(S):

THAT Council approve Option A, to authorize on Saturday September 17, 2022, for the 3rd Annual Dustin Riley Soap Box Derby, the closure of the following roads from 8:00 am to 5:00 pm:

- 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.

BACKGROUND:

The Black Rock Oceanfront Resort has submitted a Special Events permit application form to run the 3rd Annual Dustin Riley Soapbox Derby on Saturday, September 17, 2022. The Black Rock Oceanfront Resort has met or is in the process of meeting the requirements as laid out in the application form for an event of this kind. Black Rock Oceanfront Resort will be required to submit proof of insurance for the event naming the District of Ucluelet as additionally insured in a broad form Commercial General Liability Policy.

If required, with current day Provincial Public Health Order restrictions/guidelines, Black Rock Oceanfront Resort will be required to submit a COVID plan for the event.

The organizers of the event will also be required to provide notification to residents and businesses that will be affected by the event prior to the derby.

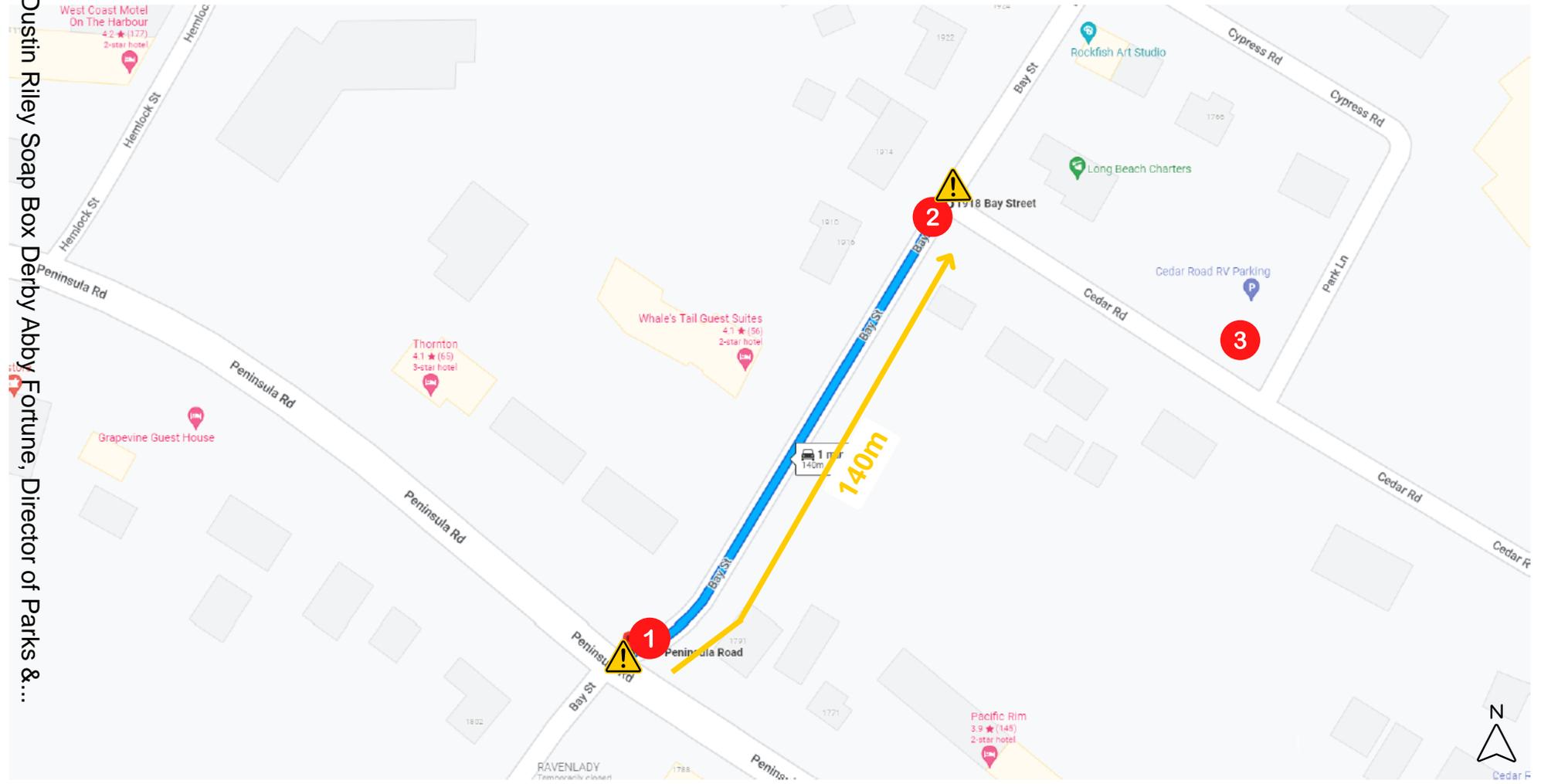
ANALYSIS OF OPTIONS

By closing the section Bay Street as outlined in the attached appendix, the event is able to take place.

By not closing the section of road, traffic will not be disrupted but the event will need to be relocated or cancelled.

3rd Annual Dustin Riley Soapbox Derby

September 17, 2022
District of Ucluelet



Legend

- | |
|-----------------------------------------------------------------------------------------------|
| 1. Start - Peninsula Road/ Bay Street |
| 2. Finish - Bay Street/ Cedar Street |
| 3. Parking - Cedar Road RV Parking |
|  Barricades |



DISTRICT OF UCLUELET
SPECIAL EVENT PERMIT APPLICATION FORM

APPLICANT INFORMATION

Organization Name: Soapbox Derby

Primary Contact Name: Lara Kempes

Mailing Address: [Redacted]

Phone: [Redacted]

Cell: _____

Email: [Redacted]

Secondary Contact Name: Mayco Noel

Mailing Address: _____

Phone: _____

Cell: [Redacted]

Email: [Redacted]

EVENT INFORMATION

Event name: Soapbox Derby Date: September 17, 2022

Location: Lower Bay Street

Site Map attached:
yes: _____ no:

Event Description: (please describe your event or attach a summary in letter format)
3rd Annual Dustin Riley Soapbox Derby.

Is this an Annual Event?

yes: no:

Event Schedule

Set Up	Date: <u>Sept 17</u>	Time: <u>8am</u>	Day of Week	_____
Event Starts	Date: <u>Sept 17</u>	Time: <u>10am</u>	Day of Week	_____
Event Ends	Date: <u>Sept 17</u>	Time: <u>3pm</u>	Day of Week	_____
Take Down	Date: <u>Sept 17</u>	Time: <u>3-5pm</u>	Day of Week	_____

Anticipated number of participants: _____

Will you be having security:
yes: _____ no:

Please provide description of security plan.

Have you contacted to RCMP:
yes: no: _____

Parking: (please describe how event parking will be coordinated)

Parking lot on Cedar Road and around Peninsula.

How and when will affected residents and or businesses be notified:

Road Closure Requested

yes: no:

Details:

Lower Bay Street to Cedar Road closed from 8am - 6pm

Event Additional Requirements:

yes: no:

* Lower Bay Street blown off and all foliage cut back

Details:

Asking to borrow; 6-barricades, 6x 6foot tables, 6x tents, 6x garbage can

EQUIPMENT & ACTIVITIES

Are there any musical entertainment features related to your event?

yes: no:

Details:

Tuff City Radio will be on-site with announcements and music.

Will sound amplification be used for announcements, speeches or other public addresses?

yes: no:

Electrical Services Required: (please note municipality will not supply electrical cords)

yes: no:

Details:

We will be pulling electrical from the Whales Tale Motel

Will portable toilets be supplied for this event?

yes: no:

First Aid: In the event of an emergency or injury to participants what first aid provisions have been made:

BC Ambulance Services have been notified.

Waste Management: what arrangements have been made to reduce litter/removal of waste during or after the event:

There will be garbage receptacles throughout the area and a thorough cleaning of the site will be done following the event.

Accommodation: Have you taken into account accommodation requirements for your event.

yes: no:

Details: *No accommodation necessary.*

FOOD & BEVERAGE

Will food and beverage service be available during your event?

yes: no:

Please note a Temporary Food Permit will required by Vancouver Island Health Authority

Will alcohol beverages be available during your event?

yes: no:

If YES a Special Occasion License is required with a copy going to the District of Ucluelet as well as a plan for safe ride home and security.

* Please also see Special Occasions Licence- Major Events document, Terms & Conditions - Government of BC

CLEAN UP & GARBAGE

Please note garbage must be removed immediately due to wildlife concerns

Site garbage plan:

Please provide site plan

Recycling Plan:

Garbage removal plan:

Volunteers will clean up after event.

Detailed event clean-up plan:

Please provide time line

FEES

Rental fee: _____

Deposit Fee: _____

\$500

INSURANCE

Commercial General Liability Insurance

Broad form Commercial General Liability policy for a limit of not less than \$3,000,000.00 on an occurrence basis with respect to third party liability claims for bodily injury, property damage, personal injury. This policy shall include but is not limited to: Premises and operation Liability, Blanket Contractual Liability, Products and Completed Operations, Tenants' Legal Liability, Non-Owned Automobile Liability, Owner's and Applicant's Protective Liability, Contingent Employers' Liability, Breach of Conditions clause. The District of Ucluelet shall be added as "Additional Insured" along with Cross-Liability and Severability of Interest clauses.

* A copy of the insurance must be provided to the District of Ucluelet

Notice of Cancellation

All such insurance policies shall stay in force and not be amended, cancelled or allowed to lapse and shall contain the necessary "Endorsements" to provide the District with thirty (30) days prior written notice.

General

The Applicant agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premiums payments. All of the required Applicants' insurance policies shall be primary, non-contributing with respect to any insurance carried by the District. The District of Ucluelet reserves the right to impose such higher limits or other types of insurance as would reasonably be required of a prudent Applicant of similar event.

I have read and understand the Insurance requirements:



Initial required

Included:

yes: _____

no: _____ (Cromby)

INDEMNITY AGREEMENT

Without limiting any other obligation of the Applicant under this application or otherwise, the Applicant hereby agrees to Indemnify and Save Harmless the District of Ucluelet , its elected officials, officers, employees, servants, agents and others from whom the District is in law responsible, from and against any liability, loss, claims, damages, fines, or penalties, cost and expenses (including consulting fees), investigatory and legal expenses, and other actions or course of actions, suits, caused by or attributed to any willful or negligent act, omission, delay, or allegations thereof on the part on the Applicant, its officers, employees, subcontractors, agents, licensees, assignees, invitees or other persons engaged in the event pursuant to this Application or anyone else for whom the Applicant is in law responsible. Should the District be made a party to any litigation by or against the Applicant, then the Applicant will protect, indemnify and hold the District harmless and will promptly pay all costs, expenses, and legal fees (on a solicitor and own client basis) incurred or paid by the District in connection with such litigation upon demand. The Applicant will also promptly pay upon demand all costs, expenses and legal fees (on a solicitor and own client basis) that may occur or be paid by the District in enforcing the terms, covenants and conditions in this application. The Applicant's obligation

under this indemnification section will survive the expiry or termination of this application.

I have read and understand the Insurance requirements:



Initial required

DATE:

June 24, 2022



REPORT TO COUNCIL

Council Meeting: July 19, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 0570-20

SUBJECT: 2022 DEPUTY CORPORATE OFFICER APPOINTMENT

REPORT NO: 22- 100

ATTACHMENT(S): NONE

RECOMMENDATION(S):

THAT Council rescind Paula Mason's appointment as District of Ucluelet Deputy Corporate Officer; and,
THAT Council appoint Joseph Rotenberg, as the District of Ucluelet Deputy Corporate Officer.

BACKGROUND:

In December of 2022, Council appointed Duane Lawrence as Corporate Officer and Paula Mason as Deputy Corporate Officer. Ms. Mason's appointment was effective on July 3, 2022, which aligned with her interim position as the District of Ucluelet's Manager of Corporate Services which concluded on July 3, 2022. Corporate Officer's and their Deputies are Commissioners for the Taking of Affidavits (Commissioners).

On July 4, 2022, Joseph Rotenberg returned from leave to his position as the District of Ucluelet Manager of Corporate Services, and Ms. Mason returned to her position as Administration Clerk.

Previously, the Manager of Corporate Services has served as either the District of Ucluelet Corporate Officer or the Deputy Corporate Officer.

ANALYSIS OF OPTIONS:

A	Appoint Mr. Rotenberg as the Deputy Corporate Officer and CAO continues as the Corporate Officer.	<u>Pros</u>	<ul style="list-style-type: none"> This approach provides two individuals who are Commissioners (the Corporate Officer and Deputy Corporate Officer) and can therefore, witness documents which must be witnessed by a Commissioner. This approach aligns with Mr. Rotenberg's current workflow and role as Manager of Corporate Services
		<u>Cons</u>	<ul style="list-style-type: none"> None
		<u>Implications</u>	<ul style="list-style-type: none"> The CAO would be responsible for the administrative duties associated with the Corporate Officer position as determined by Section 148 of the <i>Community Charter</i> and District of Ucluelet Officers and Employees Bylaw No. 992, 2005 The CAO and Manager of Corporate Services would be Commissioners.



REPORT TO COUNCIL

Council Meeting: July 19, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE NO: 5500-01

SUBJECT: CONTRACT AUTHORIZATION FOR STORM DRAIN AND SANITARY SEWER UPGRADES

REPORT NO: 21- 106

ATTACHMENT(S): APPENDIX A – UTILITY ILLUSTRATION

APPENDIX B – SANITARY SYSTEM GROWTH PLAN

APPENDIX C – DESIGN: PENINSULA ROAD STORM AND SANITARY SEWER UPGRADES

RECOMMENDATION(S):

THAT Council approve Option A, to authorize the Mayor and Corporate Officer to execute a contract to Vike Construction Ltd. for a total of \$422,000 (plus G.S.T.) for the supply of all materials, labor, and equipment to install Peninsula Road storm and sanitary sewer upgrades between Matterson and Otter Street.

BACKGROUND:

There is a need to construct a new storm drain and sanitary sewer line on Peninsula Road in-between Matterson and Otter Street. These important lines, once completed, will move sewage and storm water in a direction and velocity which enables the utility services of Lot-16 to function. The upgrades will also reduce pressure from infrastructure which is currently operating above design capacity (Victoria Lift Station).

The addition of the new sewer and storm lines have been planned for in the District's sewer and storm long-range master plans. The utility master plans are a 30-year infrastructure strategy which aim to provide the necessary utility services needed to support the District's growth and Official Community Plan.

In 2021, \$479,600 was allocated for the construction of the utility upgrades.

The utility lines have been designed and in June of 2022 a formal Tender for Construction was issued on BCBids by District Staff. A total of three (3) tenders were received and all tenders were accompanied by the required Bid Bond and signed Addenda.

A summary of the tenders is provided below:

- Vike Construction Ltd. | \$ 443,100.00 | 84 days
- Copcan Civil Ltd. | \$ 542,539.20 | 240 days
- Bowerman Construction Ltd. | \$ 644,698.95 | 240 Days

The tender prices listed above include 5% G.S.T., \$10,000 cash allowance, and a \$20,000 contingency allowance.

The lowest Tender is from Vike Construction Ltd., who is based in Cobble Hill. The stated completion period of 84 calendar days is considered reasonable. Vike Construction’s proposal was checked for completeness, relevant experience, company competency, availability and references. District Staff recommend accepting the Tender submitted by Vike Construction Ltd. for a total of \$443,100.00 (\$422,000.00 plus GST).



ANALYSIS OF OPTIONS

A	Approve Option A, to authorize a contract to Vike Construction Ltd.	<u>Pros</u>	<ul style="list-style-type: none"> Vike Construction has submitted a Tender response which is under budget and within an acceptable timeframe for completion
		<u>Cons</u>	<ul style="list-style-type: none"> None
		<u>Implications</u>	<ul style="list-style-type: none"> Cost to the District Staff time to facilitate design work, issue Tender for Construction and oversee construction

B	Do not proceed	<u>Pros</u>	<ul style="list-style-type: none"> No cost to the District
		<u>Cons</u>	<ul style="list-style-type: none"> Critical infrastructure for the District’s utility capacity issues and the development of Lot-16 would not be completed
		<u>Implications</u>	<ul style="list-style-type: none"> Lost costs in the design of the infrastructure Lost Staff time in the Tendering process Not completing this infrastructure would further jeopardize Victoria Lift Station and cause costly repairs
		<u>Suggested Motion</u>	No motion required.

POLICY OR LEGISLATIVE IMPACTS:

- Procurement and Disposal Policy

NEXT STEPS

- Award the Tender to Vike Construction and prepare for construction management.

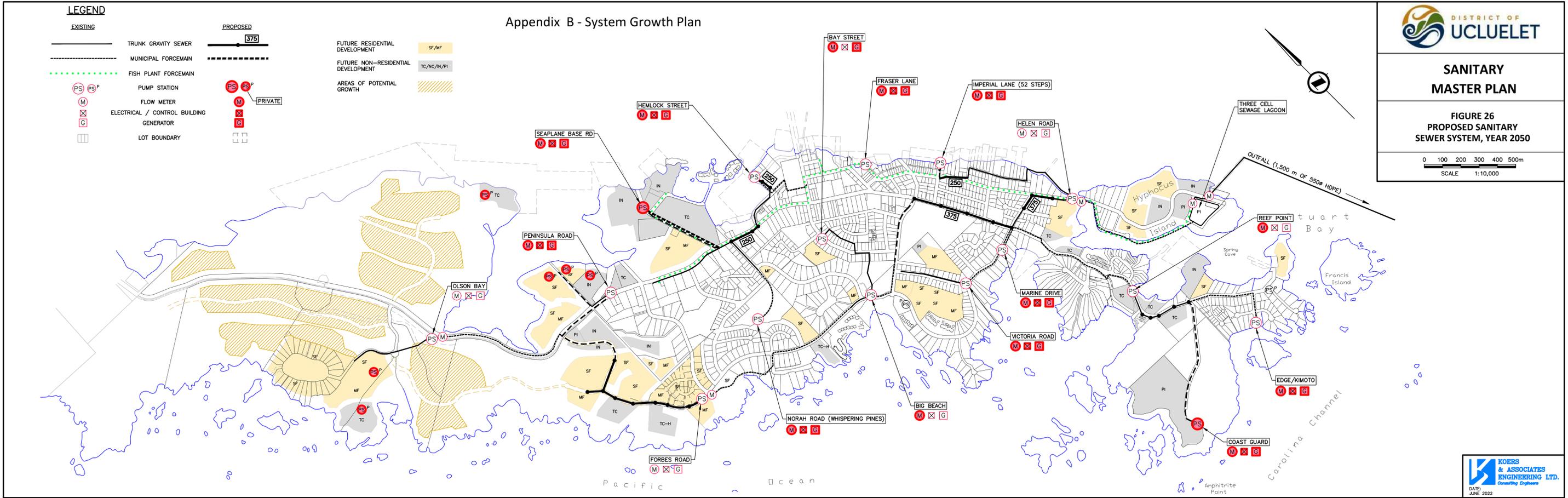
Respectfully submitted:

JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES
DUANE LAWRENCE, CAO

Appendix A - Utility Illustration

Peninsula Road Storm Drain & Sanitary Sewer Upgrades between Matterson and Otter Street



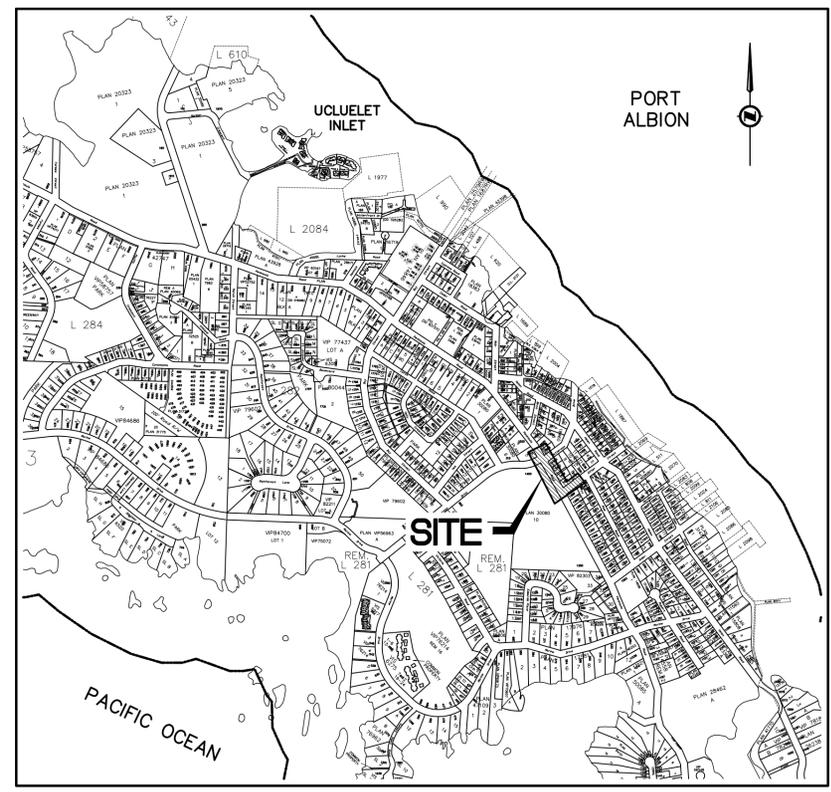




DISTRICT OF UCLUELET

PENINSULA ROAD
STORM DRAIN & SANITARY SEWER
UPGRADES

ISSUED FOR 100% DESIGN
02MAY22



LOCATION PLAN
SCALE 1:10,000

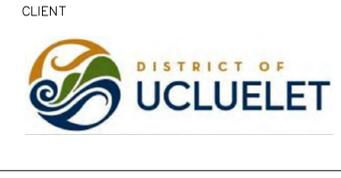
RECORD OF REVISIONS				
REV	DATE	BY	ENG	DESCRIPTION

NOT FOR CONSTRUCTION

ISS	DATE	BY	ENG	DESCRIPTION
C	02MAY22	BRC	CD	100% DESIGN
B	03FEB22	DK/BRC	CD	95% REVIEW
A	29JUN21	BRC	CD	CLIENT REVIEW

SEAL
PRELIMINARY
 May 02, 2022

PROJECT NO.	2138
DRAWN	DK/BRC
DESIGNED	BRC
CHECKED	
APPROVED	
DATE	JUNE 2021
SCALE	H 1:250 V 1:50



PROJECT
PENINSULA ROAD
STORM AND SANITARY SEWER UPGRADES

TITLE
LOCATION & KEY PLANS,
GENERAL NOTES,
DRAWING LIST,
AND LEGEND

DRAWING No.	REV.	SHEET
2138-01		1/5

LEGEND

EXISTING	DESCRIPTION	PROPOSED	EXISTING	DESCRIPTION	PROPOSED
W 200# PVC	WATERMAIN (SIZE NOTED)		⊗	STREET LIGHT	
---	WATER SERVICE & METER		□	SIGN	
⊕	FLUSH OUT		---	EDGE OF PAVEMENT	
⊕	AIR VALVE		ECC	EXTRUDED CONCRETE CURB	
⊕	FIRE HYDRANT		NMC	NON-MOUNTABLE CURB	
S 200# PVC	SANITARY SEWER (SIZE NOTED)	S 200# PVC	MC	MOUNTABLE CURB	
○	SANITARY INSPECTION CHAMBER	●	---	ROAD CONSTRUCTION	
⊕	SANITARY CLEANOUT		---	CONCRETE SIDEWALK	
⊕	SANITARY MANHOLE	⊕	---	TOP OF BERM	
D 200# PVC	STORM DRAIN (SIZE NOTED)	D 200# PVC	---	TOE OF BERM	
○	STORM INSPECTION CHAMBER	●	---	ALLAN BLOCK WALL	
⊕	STORM CLEANOUT		---	TOPSOIL AND SOD	200mm OF EXCAVATION 150mm OF TOPSOIL AND SOD
⊕	STORM DRAIN MANHOLE	⊕	X	FENCE	
⊕	CATCH BASIN	⊕	○	TREE/TREELINE	
⊕	LAWN BASIN	⊕			
---	DITCH/SWALE	---			
GAS 60# PE	GAS	GAS			
UG HYDRO	U/G HYDRO ELECTRIC CONDUIT				
UG TEL	U/G TELEPHONE CONDUIT				
⊕	TRAFFIC LIGHT				
□	ELECT. JUNCTION BOX				

GENERAL NOTES:

- ALL WORK AND MATERIALS SHALL BE IN ACCORDANCE WITH THE DISTRICT OF UCLUELET (DoU) ENGINEERING STANDARDS AND SPECIFICATIONS, AND THE CONTRACT DOCUMENTS UNLESS OTHERWISE APPROVED BY THE ENGINEER.
- THE ENGINEER SHALL BE NOTIFIED 48 WORKING HOURS PRIOR TO COMMENCEMENT OF WORK. THE CONTRACTOR SHALL ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER PRIOR TO ANY EXCAVATION/CONSTRUCTION TO GO OVER THE SCHEDULE OF CONSTRUCTION.
- CONTRACTOR TO OBTAIN A PERMIT TO CONSTRUCT WORKS ON A THE DISTRICT OF UCLUELET MUNICIPAL RIGHT OF WAY FROM THE ENGINEERING DEPARTMENT 48 HOURS PRIOR TO THE START OF CONSTRUCTION.
- ALL LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES SHOWN ARE APPROXIMATE ONLY AND SHOULD BE CONFIRMED BY USE OF A PIPE LOCATOR AND MANUAL DIGGING. ALL OR ANY STRUCTURES NOT NECESSARILY SHOWN.
- ANY ALTERNATIVES TO SPECIFIED MATERIALS OR APPURTENANCES TO BE APPROVED BY THE DISTRICT OF UCLUELET PRIOR TO CONSTRUCTION.
- CONTRACTOR SHALL REPAIR, AT HIS EXPENSE, ALL BROKEN OR DISTURBED PIPES, CONDUITS AND STRUCTURES THAT ARE DAMAGED DURING CONSTRUCTION.

STORM DRAIN & SANITARY SEWER NOTES:

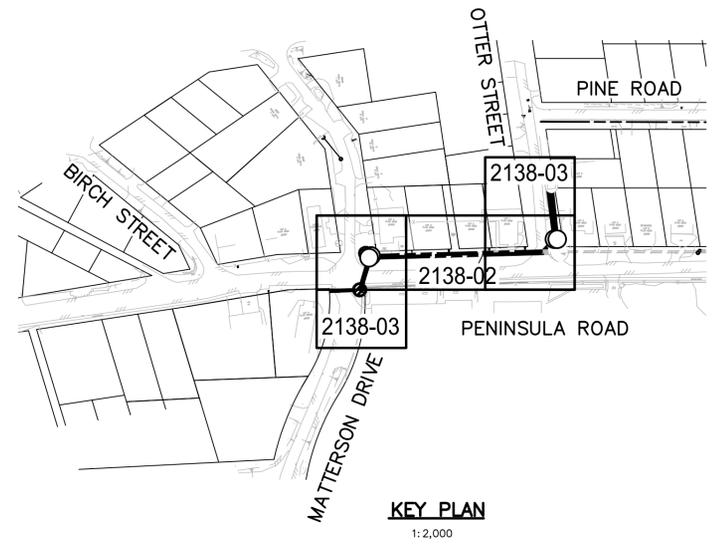
- ALL SANITARY SEWERS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE DRAWING AND CONTRACT DOCUMENTS.
- ALL PIPE SHALL BE BEDDED AND BACKFILLED IN ACCORDANCE WITH THE DRAWINGS AND CONTRACT DOCUMENTS. ALL BACKFILL WILL BE IMPORTED GRANULAR MATERIAL BEDDING AND BACKFILL MATERIALS SHALL BE COMPACTED TO A MINIMUM OF 95% MODIFIED PROCTOR UNLESS OTHERWISE SPECIFIED ON THE APPROVED ENGINEERING DRAWINGS.
- ALL BEDDING AND BACKFILL SHALL BE SPOT TESTED FOR COMPACTION WITH A NUCLEAR DENSOMETER. FREQUENCY OF TESTING SHALL BE AS DETERMINED BY THE ENGINEER.
- ALL MAINLINE SEWER PIPE SHALL BE THOROUGHLY FLUSHED AND VIDEO INSPECTED FOLLOWING INSTALLATION. VIDEO CAMERA INSPECTION REPORTS TO BE SUBMITTED TO THE ENGINEER FOR REVIEW A MINIMUM OF 2 WEEKS PRIOR TO PAVING. ALL DEFICIENCIES TO BE CORRECTED AND REPAIRED BEFORE PAVING. A FOLLOW UP VIDEO CAMERA INSPECTION SHALL BE UNDERTAKEN WITHIN THE MONTH PRIOR TO THE EXPIRY OF THE WARRANTY PERIOD AND SUBMITTED TO THE ENGINEER FOR REVIEW.
- ALL SANITARY SEWER SHALL BE PRESSURE TESTED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS. THE ENGINEER SHALL BE CONTACTED AT LEAST 48 HOURS IN ADVANCE TO WITNESS TESTING.
- ALL 100 & 150mm STORM DRAIN & SANITARY SEWER SERVICE PIPING TO BE CLASS DR28 PVC.
- ALL 150, 200, 250, AND 300 STORM DRAIN & SANITARY SEWER MAINLINE PIPING TO BE CLASS DR35 PVC.

EROSION & SEDIMENT CONTROL NOTES:

- EROSION AND SEDIMENT CONTROL FOR THIS PROJECT WILL BE AS OUTLINED IN THE FISHERIES AND OCEANS CANADA AND MINISTRY OF ENVIRONMENT HANDBOOK ENTITLED "LAND DEVELOPMENT GUIDELINES FOR THE PROTECTION OF AQUATIC HABITAT, MAY 1992". IT IS INCUMBENT UPON THE CONTRACTOR TO ACQUIRE THESE GUIDELINES AND FAMILIARIZE HIMSELF WITH THE REQUIREMENTS THEREIN.
- PRIOR TO AND DURING CONSTRUCTION, THE CONTRACTOR SHALL TAKE FULL RESPONSIBILITY FOR CONTROLLING EROSION AND SEDIMENT TRANSFER BY UTILIZING SUCH MEASURES AS CONSTRUCTION OF INTERCEPTOR DITCHES, SILT FENCES, HAY BALE STRUCTURES, SEDIMENT CONTROL PONDS, SEDIMENT TRAPS, STAGED GRAVEL FILTERS, OR OTHER METHODS HE MAY DEEM NECESSARY TO PREVENT DISCHARGE OF SEDIMENT INTO WATER COURSES.
- THE CONSULTANT ASSUMES NO RESPONSIBILITY FOR DAMAGES RESULTING FROM IMPROPER EROSION AND SEDIMENT CONTROL MEASURES UNDERTAKEN BY THE CONTRACTOR.
- CONTRACTOR TO COMPLY WITH ALL APPLICABLE MINISTRY OF ENVIRONMENT AND DEPARTMENT OF FISHERIES AND OCEANS REQUIREMENTS AT ALL TIMES DURING CONSTRUCTION.

LINES & SIGNS:

- ALL SIGNS AND LINE PAINTING TO BE IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND THE "BIKEWAY TRAFFIC CONTROL GUIDELINES FOR CANADA" PUBLISHED BY THE TRANSPORTATION ASSOCIATION CANADA.
- ALL CROSS WALKS, TURNING ARROWS, STOP BARS, AND BIKE LANE MARKINGS ARE THERMOPLASTIC AND TO BE APPLIED IN ACCORDANCE WITH THE MANUFACTURES RECOMMENDATIONS.
- THE THERMOPLASTIC TO BE USED WITH OVERLAY GLASS REFLECTORIZING BEADS. PAINT SHALL NOT HAVE ANY "PREMIX" BEADS.
- ALL SIGNS TO BE MOUNTED AT A HEIGHT OF 2.0m TO 3.0m.



KEY PLAN
1:2,000



Contract Authorization for Storm Drain and Sanitary Sewer Upgrades James...

File: 2138_Base.dwg Plot Time: May 02, 2022 - 12:42pm User: bcarroll

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RECORD OF REVISIONS

REV	DATE	BY	ENG	DESCRIPTION
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REV	DATE	BY	ENG	DESCRIPTION
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B	03FEB22	DK/BRC	CD	95% REVIEW
A	29JUN21	BRC	CD	CLIENT REVIEW

ISS	DATE	BY	ENG	DESCRIPTION
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ISS	DATE	BY	ENG	DESCRIPTION
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RECORD OF ISSUE

SEAL
PRELIMINARY
 May 02, 2022

PROJECT NO. 2138

DRAWN DK/BRC

DESIGNED BRC

CHECKED

APPROVED

DATE JUNE 2021

SCALE H 1:250 V 1:50

CLIENT



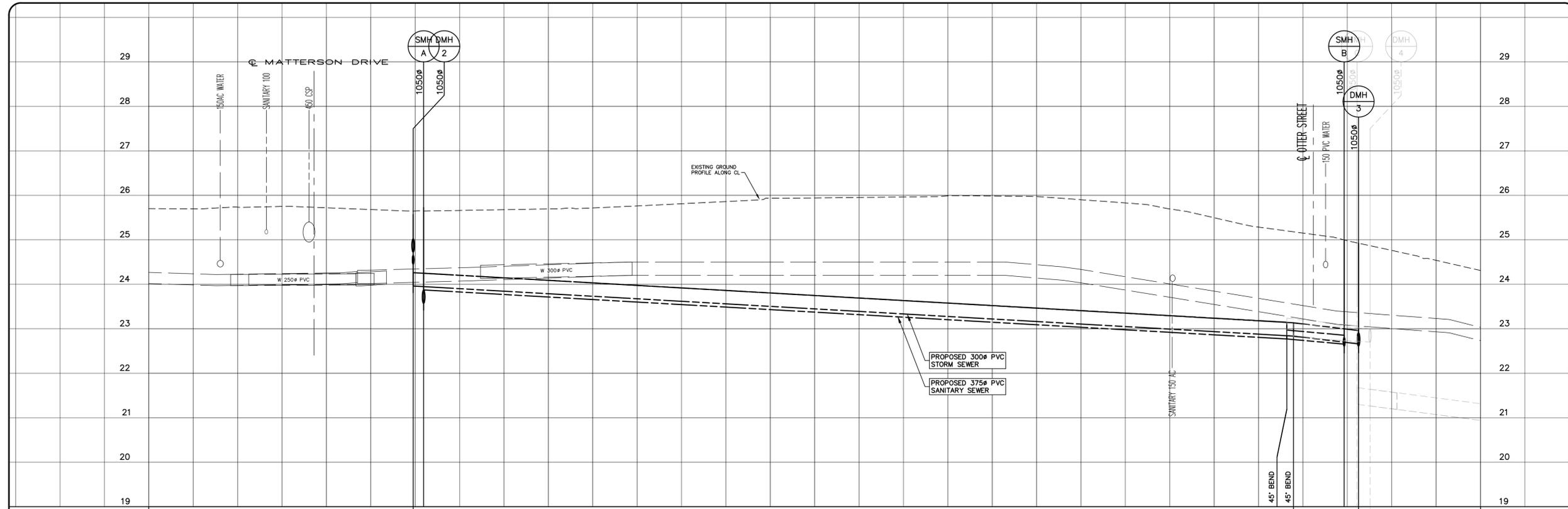
PROJECT

**PENINSULA ROAD
 STORM AND SANITARY
 SEWER UPGRADES**

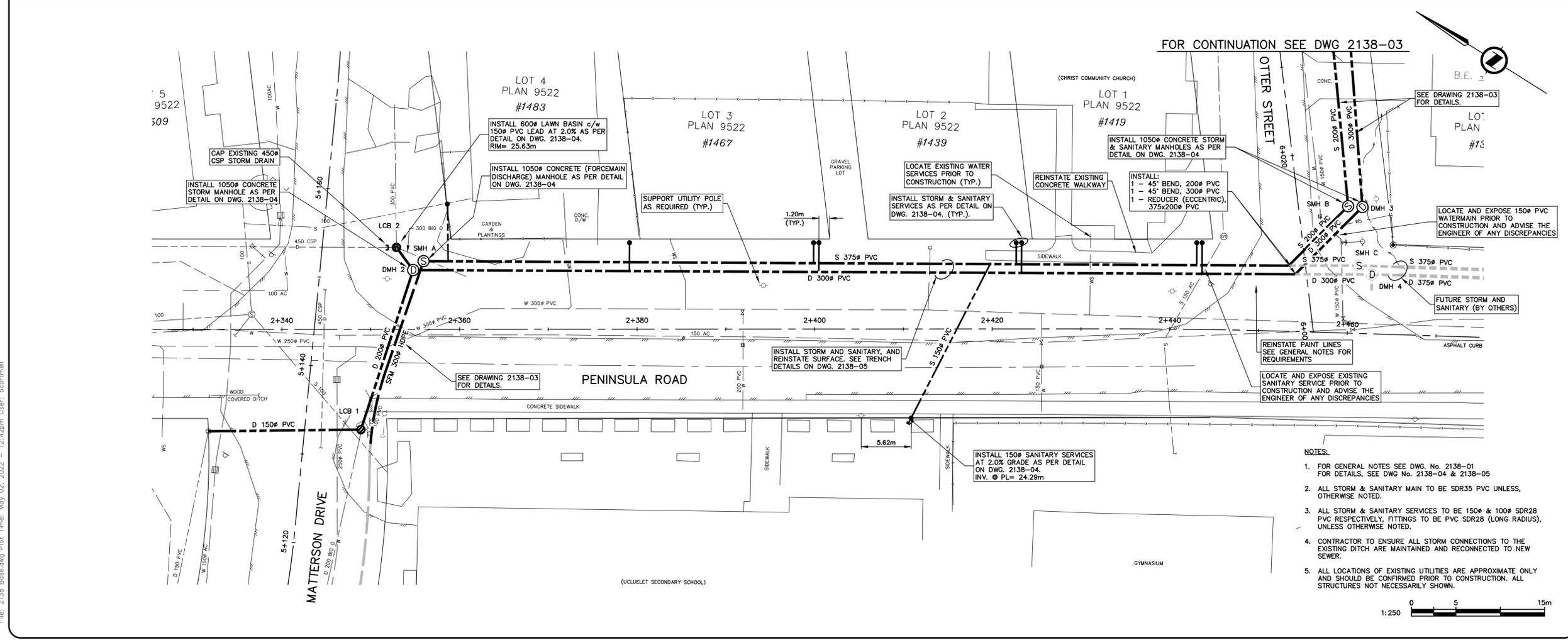
TITLE
**PENINSULA ROAD
 STORM & SANITARY SEWER
 PLAN & PROFILE**

STA. 2+325 to 2+475

DRAWING No. **2138-02** REV. SHEET 2/5



STORM ELEVATIONS	SANITARY ELEVATIONS	ROAD CHAINAGE
24.45 W 24.72 N 23.96 SE	23.57 W 23.87 SE	2+325
99.35m - 300# DR35 PVC STORM SEWER @ 1.14%		2+330
97.44m - 375# DR35 PVC SANITARY SEWER @ 1.13%		2+340
22.81		2+350
22.77		2+360
22.66 W 22.67 N 22.61 SE		2+370
10.70m - 300# DR35 PVC STORM SEWER @ 1.59%		2+380
9.46m - 200# DR35 PVC SANITARY SEWER @ 1.23%		2+390
22.61 W 22.61 N 21.27 SE		2+400
22.61 W 22.61 N 21.27 SE		2+410
22.61 W 22.61 N 21.27 SE		2+420
22.61 W 22.61 N 21.27 SE		2+430
22.61 W 22.61 N 21.27 SE		2+440
22.61 W 22.61 N 21.27 SE		2+450
22.61 W 22.61 N 21.27 SE		2+460
22.61 W 22.61 N 21.27 SE		2+470
22.61 W 22.61 N 21.27 SE		2+475



- NOTES:
- FOR GENERAL NOTES SEE DWG. No. 2138-01 FOR DETAILS, SEE DWG No. 2138-04 & 2138-05
 - ALL STORM & SANITARY MAIN TO BE SDR35 PVC UNLESS OTHERWISE NOTED.
 - ALL STORM & SANITARY SERVICES TO BE 150# & 100# SDR28 PVC RESPECTIVELY. FITTINGS TO BE PVC SDR28 (LONG RADIUS), UNLESS OTHERWISE NOTED.
 - CONTRACTOR TO ENSURE ALL STORM CONNECTIONS TO THE EXISTING DITCH ARE MAINTAINED AND RECONNECTED TO NEW SEWER.
 - ALL LOCATIONS OF EXISTING UTILITIES ARE APPROXIMATE ONLY AND SHOULD BE CONFIRMED PRIOR TO CONSTRUCTION. ALL STRUCTURES NOT NECESSARILY SHOWN.

Contract Authorization for Storm Drain and Sanitary Sewer Upgrades James...

File: 2138_Base.dwg Plot Time: May 02, 2022 - 12:42pm User: bcartmell

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RECORD OF REVISIONS

REV	DATE	BY	ENG	DESCRIPTION
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B	03FEB22	DK/BRC	CD	95% REVIEW
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ISS	DATE	BY	ENG	DESCRIPTION
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RECORD OF ISSUE

SEAL
PRELIMINARY
 May 02, 2022

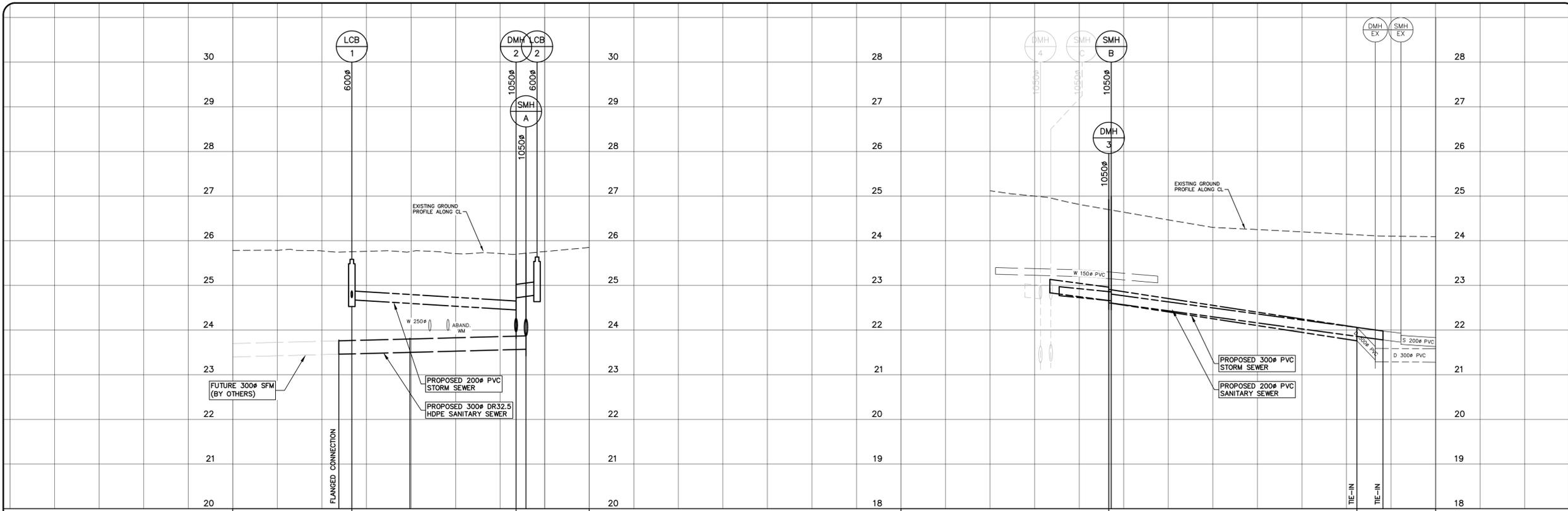
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DESIGNED	BRC
CHECKED	
APPROVED	
DATE	JUNE 2021
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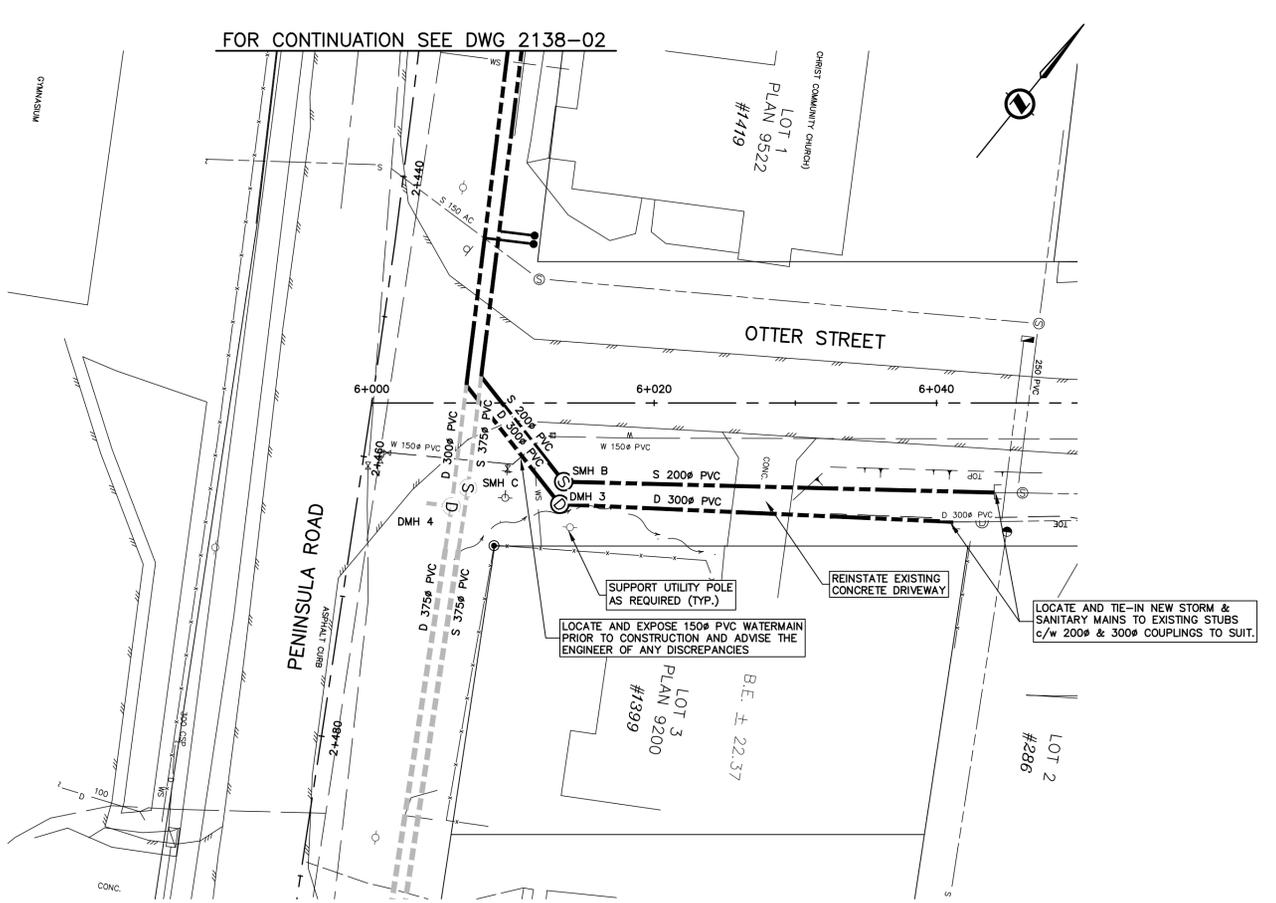
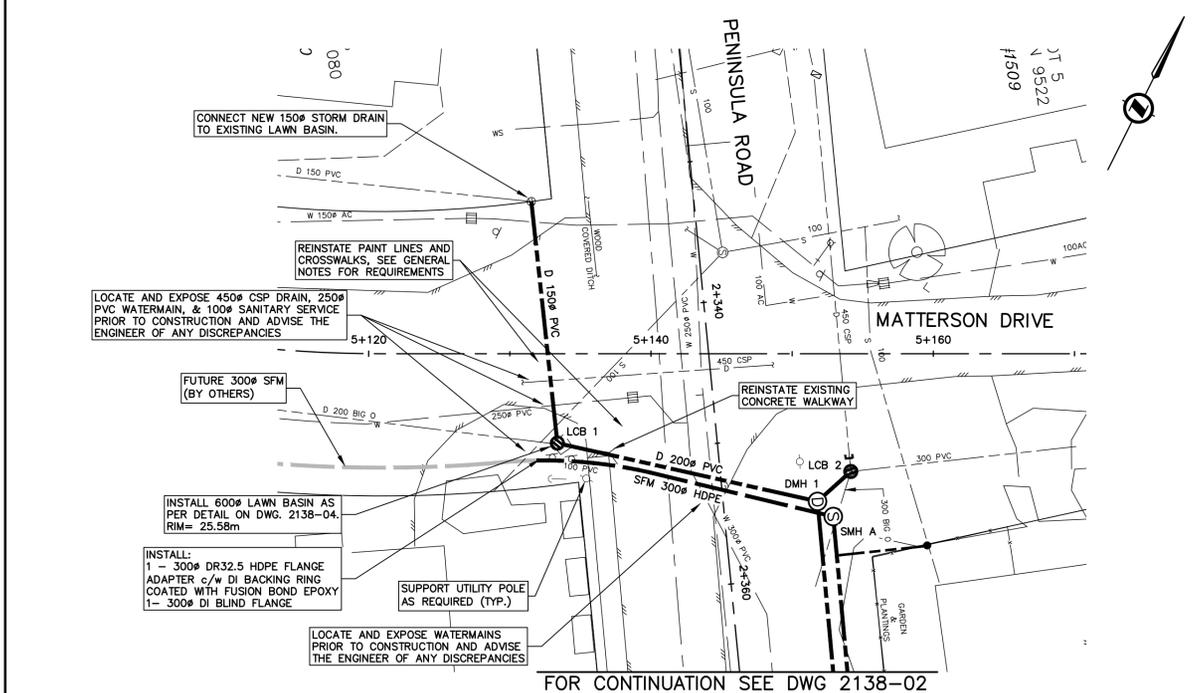
PROJECT
PENINSULA ROAD
STORM AND SANITARY SEWER UPGRADES

TITLE
OTTER ST. & MATTERSON DR.
STORM & SANITARY SEWER
PLAN & PROFILE
 STA. 5+120 to 5+160
 STA. 5+990 to 6+050

DRAWING No.	2138-03	REV.		SHEET	3/5
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STATION	STORM ELEVATIONS	SANITARY ELEVATIONS	ROAD CHAINAGE
5+120	24.73 W, 24.88 E	23.46 NE, 23.50 W	5+120
5+130			5+130
5+131.91			5+131.91
5+133.37			5+133.37
5+139.89			5+139.89
5+150			5+150
2+354.78			2+354.78
2+355.96			2+355.96
5+160			5+160
5+990			5+990
6+000			6+000
6+010			6+010
6+013.31			6+013.31
6+013.59			6+013.59
6+020			6+020
6+030			6+030
6+040			6+040
6+041.17			6+041.17
6+044.09			6+044.09
6+050			6+050



- NOTES:**
- FOR GENERAL NOTES SEE DWG. No. 2138-01 FOR DETAILS, SEE DWG No. 2138-04 & 2138-05
 - ALL STORM & SANITARY MAIN TO BE SDR35 PVC UNLESS OTHERWISE NOTED.
 - ALL STORM & SANITARY SERVICES TO BE 150# & 100# SDR28 PVC RESPECTIVELY, FITTINGS TO BE PVC SDR28 (LONG RADIUS), UNLESS OTHERWISE NOTED.
 - CONTRACTOR TO ENSURE ALL STORM CONNECTIONS TO THE EXISTING DITCH ARE MAINTAINED AND RECONNECTED TO NEW SEWER.
 - ALL LOCATIONS OF EXISTING UTILITIES ARE APPROXIMATE ONLY AND SHOULD BE CONFIRMED PRIOR TO CONSTRUCTION. ALL STRUCTURES NOT NECESSARILY SHOWN.



Contract Authorization for Storm Drain and Sanitary Sewer Upgrades James...

File: 2138_Base.dwg Plot Time: May 02, 2022 - 12:42pm User: bcartmell

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RECORD OF REVISIONS

REV	DATE	BY	ENG	DESCRIPTION
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B	03FEB22	DK/BRC	CD	95% REVIEW
A	29JUN21	BRC	CD	CLIENT REVIEW
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RECORD OF ISSUE

SEAL
PRELIMINARY
 May 02, 2022

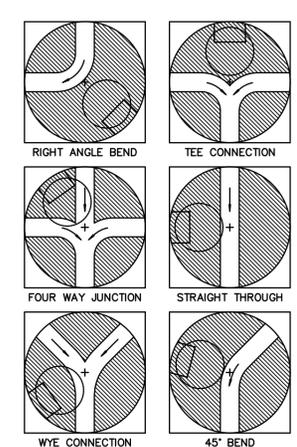
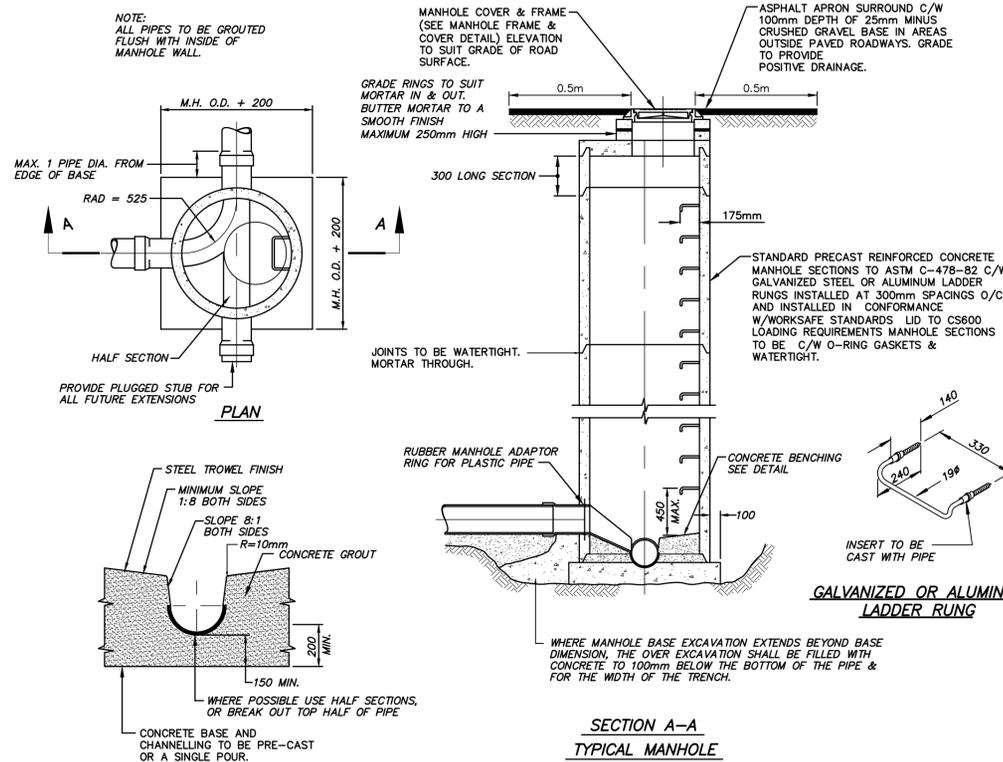
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DRAWN	DK/BRC
DESIGNED	BRC
CHECKED	
APPROVED	
DATE	JUNE 2021
SCALE	SHOWN



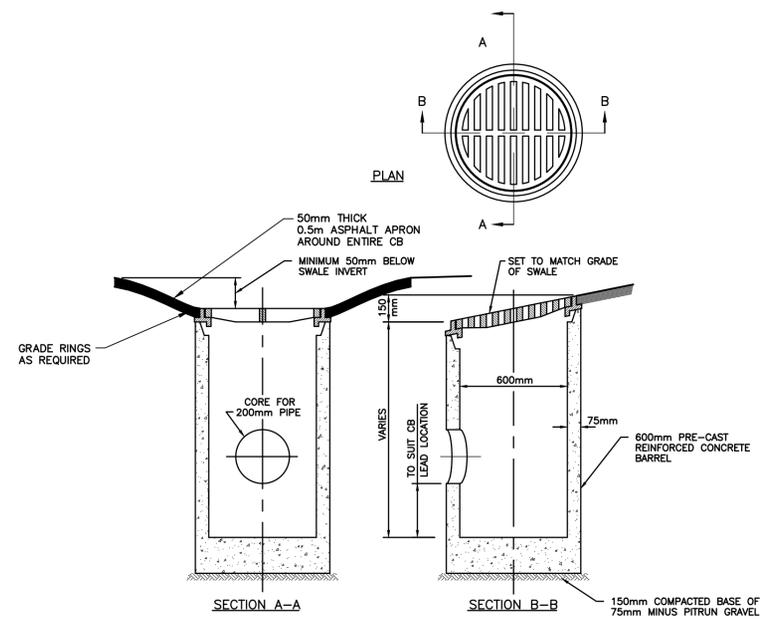
PROJECT
PENINSULA ROAD
STORM AND SANITARY SEWER UPGRADES

TITLE
DETAILS SHEET 01

DRAWING No.	REV.	SHEET
2138-04		4/5



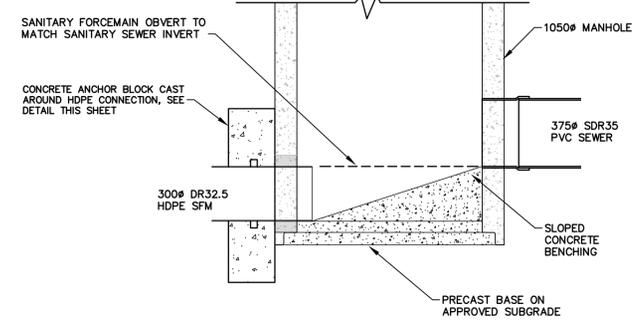
NOTES
 1. ALL CHANNELS SHALL BE FINISHED WITH A STEEL TROWEL. BENCHING (SHADED AREAS) SHALL BE BROOM FINISHED.
 2. MANHOLE RING LOCATIONS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED ON THE CONSTRUCTION DRAWINGS.



600Ø CONCRETE BARREL

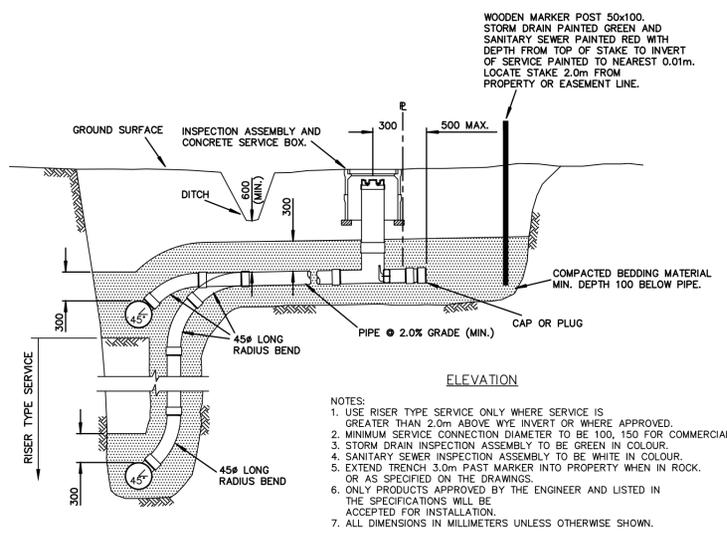
NOTES:
 1. DITCH INLET TYPE TO BE USED FOR CONNECTION TO STORM SEWERS.
 2. INLET FRAME & GRATE TO BE DOBNEY FOUNDRY No. B-26 B OR EQUIVALENT.
 3. FOR SWALES WITH GRADES LESS THAN 5%, GRATE TO BE SET 50mm BELOW SWALE INVERT. FOR SWALES WITH GRADES OVER 5%, GRATE TO BE SET RAISED ON DOWNSTREAM SIDE AS SHOWN.
 4. ALL JOINTS TO BE PRE-WETTED BEFORE MORTAR IS PLACED.
 5. BASE OF GRANULAR MATERIAL, COMPACTED TO 95% MODIFIED PROCTOR.
 6. MORTAR SHALL COMPLY TO A.S.T.M. C-270-68 OR LATEST REVISION.

LAWN BASIN



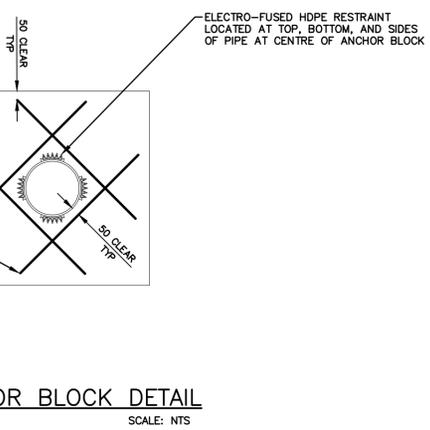
FORCEMAIN DISCHARGE MANHOLE

NOTE:
 TO BE INSTALLED IN CONJUNCTION WITH THE "CONCRETE MANHOLE" DETAIL ON THIS SHEET



SANITARY AND STORM SEWER SERVICE CONNECTION

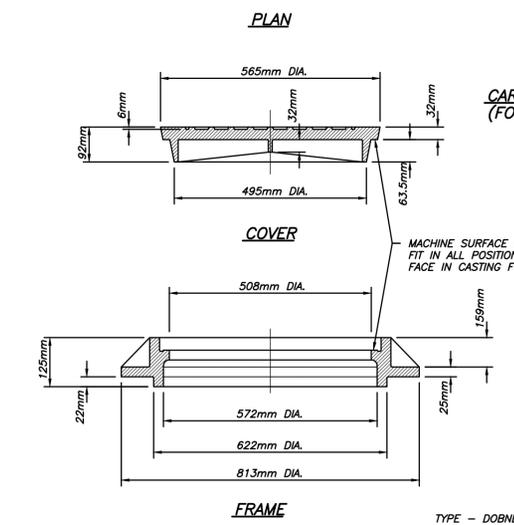
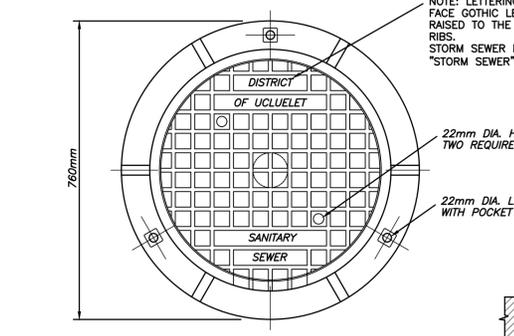
NOTES:
 1. USE RISER TYPE SERVICE ONLY WHERE SERVICE IS GREATER THAN 2.0m ABOVE WYE INVERT OR WHERE APPROVED.
 2. MINIMUM SERVICE CONNECTION DIAMETER TO BE 100, 150 FOR COMMERCIAL AREAS.
 3. STORM DRAIN INSPECTION ASSEMBLY TO BE GREEN IN COLOUR.
 4. SANITARY SEWER INSPECTION ASSEMBLY TO BE WHITE IN COLOUR.
 5. EXTEND TRENCH 3.0m PAST MARKER INTO PROPERTY WHEN IN ROCK, OR AS SPECIFIED ON THE DRAWINGS.
 6. ONLY PRODUCTS APPROVED BY THE ENGINEER AND LISTED IN THE SPECIFICATIONS WILL BE ACCEPTED FOR INSTALLATION.
 7. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE SHOWN.



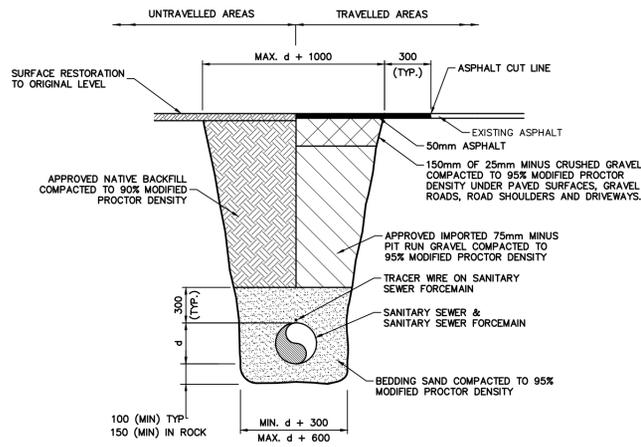
ANCHOR BLOCK DETAIL

SCALE: NTS

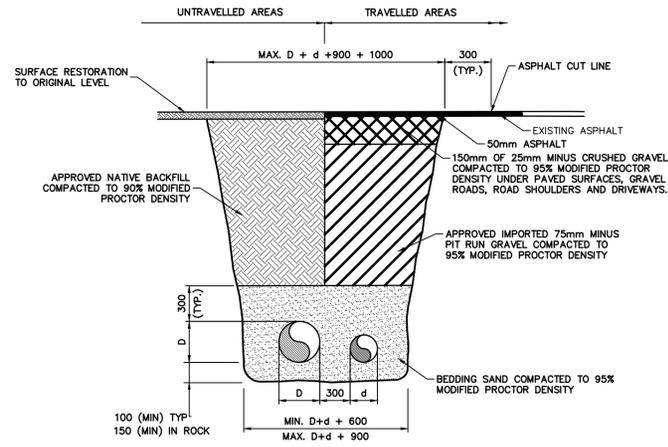
MANHOLE



MANHOLE FRAME AND COVER



TRENCH SECTION
NTS



COMMON TRENCH SECTION
NTS

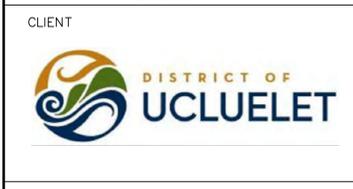
RECORD OF REVISIONS

REV	DATE	BY	ENG	DESCRIPTION
C	02MAY22	BRC	CD	100% DESIGN
B	03FEB22	DK/BRC	CD	95% REVIEW
A	29JUN21	BRC	CD	CLIENT REVIEW

RECORD OF ISSUE

SEAL
PRELIMINARY
 May 02, 2022

PROJECT NO.	2138
DRAWN	DK/BRC
DESIGNED	BRC
CHECKED	
APPROVED	
DATE	JUNE 2021
SCALE	SHOWN



PROJECT
PENINSULA ROAD
STORM AND SANITARY SEWER UPGRADES

TITLE
DETAILS SHEET 02

DRAWING No.	REV.	SHEET
2138-05		5/5

NOT FOR CONSTRUCTION

Contract Authorization for Storm Drain and Sanitary Sewer Upgrades James...



REPORT TO COUNCIL

Council Meeting: July 19, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DONNA MONTEITH, CHIEF FINANCIAL OFFICER **FILE NO:** 1880-20

SUBJECT: RESERVES AND SURPLUS POLICY NO. 5-1860-1 **REPORT NO:** 22- 104

ATTACHMENT(S): APPENDIX A - RESERVES AND SURPLUS POLICY NO. 5-1860-1
APPENDIX B - RESERVES AND SURPLUS POLICY APPENDIX A

RECOMMENDATION(S):

THAT Council approve Option A, to adopt District of Ucluelet Reserves and Surplus Policy No. 5-1860-1 as presented.

BACKGROUND:

The primary objective of the Reserves and Surplus Policy is to ensure the financial sustainability of the District. Financial sustainability is the municipality's ability to manage its finances so it can meet its spending commitments, both now and in the future, while ensuring that the cost burden is spread equitably amongst all generations. Reserve funds are important long-term financial planning tools for municipalities and are used to set aside funds for a future purpose. [Community Charter, section 188](#) allows for the establishment of such reserves.

The Reserves and Surplus Policy 5-1860-1 will provide a formal framework and guidelines to support and add structure to the District's financial planning activities. In addition, the Policy will help direct the allocation of any surplus funds into various reserves based on prioritization within the pool of reserves. The framework is focused on providing:

- Long-term Financial Stability
- Predictable Tax Levies
- Contingencies for Operating Emergencies
- Safeguarding and Maintaining Existing Assets
- Funding New Capital Assets

Staff reviewed policies of several other local governments prior to recommending reserve funds most common with other municipalities, as well as ensuring the District has reserve funds for assets unique to our community. Currently, the District has a selection of older reserves where the purpose and funding sources are not well defined. There are opportunities to combine similar reserves together and close others which may no longer be required. This is also an opportunity

to create official reserves for those which are commonly referred to as working reserves. Defining the different reserve funds under this policy is an important step towards measuring progress and meeting the objective of achieving greater fiscal stability. The policy stipulates that the contributions to the reserve funds will be approved as part of the annual financial planning process. Recommendations will be made during the next budget process on how to gradually build up the reserve funds to their minimum levels. This could include alternative revenue sources, increasing tax requisitions, or other user fees.

Overall, the Reserves and Surplus Policy 5-1860-1 will guide the District to ensure:

- Appropriate funds are set aside to provide for grant opportunities and respond to emergencies
- District assets are maintained and replaced, and
- Funding is available to direct towards Council's strategic objectives.

ANALYSIS OF OPTIONS

A	Adopt District of Ucluelet Reserves and Surplus Policy 5-1860-1	<u>Pros</u>	<ul style="list-style-type: none"> • Guides long term financial planning and stability • Allows for contingencies for emergencies • More predictable tax levies • Policy will form an integral part of the annual financial planning process • Provides for a mechanism to safeguard and maintain assets • Reduces future reliance on borrowing to complete projects • Increases the municipalities' ability to access grant opportunities
		<u>Cons</u>	<ul style="list-style-type: none"> • none
		<u>Implications</u>	<ul style="list-style-type: none"> • Increases financial stability of the municipality • Staff time to develop reserve bylaws
B	Amend District of Ucluelet Reserves and Surplus Policy 5-1860-1	<u>Pros</u>	<ul style="list-style-type: none"> • Amending the policy will ensure Council's objectives are reflected in the reserves policy • Benefits as outlined in option A continue to be realized
		<u>Cons</u>	<ul style="list-style-type: none"> • unknown at this time
		<u>Implications</u>	<ul style="list-style-type: none"> • Staff time will be required to amend the policy and bring the policy back to council for consideration. • Staff time to develop reserve bylaws
		<u>Suggested Motion</u>	THAT Council direct staff to amend District of Ucluelet Reserves and Surplus Policy No. 5-1860-1 by adding/removing _____, and to bring the amended District of Ucluelet Reserves and Surplus Policy No. 5-1860-1 back to council for consideration at a future meeting of Council.
C	Do not adopt the Reserves and Surplus	<u>Pros</u>	<ul style="list-style-type: none"> • Existing reserve funds will be maintained • There are no advantages in not having a reserves and surplus policy
		<u>Cons</u>	<ul style="list-style-type: none"> • Does not follow best practices for long term sustainability • Existing reserves do not reflect the current needs of the municipality

Policy No 5-1860-1	<u>Implications</u>	<ul style="list-style-type: none"> • Could lead to underfunding of District infrastructure and further reliance on borrowing
	<u>Suggested Motion</u>	No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

Establishment of reserve funds are within [Community Charter, section 188](#)

NEXT STEPS

- Establish/consolidate/repeal/update reserve fund bylaws where needed
- Bring to Council for approval
- Recommend initial contributions to reserves from Unappropriated Surpluses
- Incorporate reserve contribution recommendations into the next budget cycle

Respectfully submitted: Donna Monteith, Chief Financial Officer
Duane Lawrence, CAO



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL**POLICY NUMBER:** 5-1860-1**REFERENCE:**

Reserves and Surplus Policy

ADOPTED BY:

Council

AMENDED DATE:

N/A

SUPERSEDES:

New

DEPARTMENT:

Finance

EFFECTIVE DATE:**POLICY STATEMENT**

This Reserve and Surplus Policy has been developed to provide a guideline and direction for the establishment and maintenance of Reserves, Unappropriated Surplus and Appropriations of Surplus, and the use of Reserves and Appropriations of Surplus in meeting the short-term and long-term financial goals of the District. Its aim is to maintain a level of financial resources sufficient to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures.

SECTION 1 - OBJECTIVES AND GUIDING PRINCIPLES**Objectives**

The District's objectives in terms of its various reserves and surpluses are set out in this Reserve and Surplus Policy (Policy). By reaching a clear understanding of its reserve and surplus objectives, and by continually measuring progress towards achieving those objectives, the District can attain greater fiscal stability and prosperity.

Guiding Principles

The following principles form the basis for this Policy:

- Healthy reserve/surplus levels are important in achieving community goals including financial health and stability;
- The District will be proactive in terms of financial health and stability;
- Reserve/surplus goals need to be consistent with and supportive of realistic longer-term financial plans;



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL

- Reserve/surplus goals need to be in alignment with the long term capital asset plan;
- To ensure the municipality has the ability to leverage funding against grant opportunities to meet the capital and operation goals of the municipality;
- To limit borrowing for infrastructure replacement;
- Actual reserve/surplus balances can be benchmarked with other jurisdictions and with pre-determined targets on an ongoing basis to gauge whether financial health is being achieved;
- Reserve/surplus appropriations need to conform to the statutory/legal requirements of the *Local Government Act* and the *Community Charter*, generally accepted accounting principles (GAAP) and public sector accounting board (PSAB) recommendations.

SECTION 2 - STATUTORY RESERVE FUNDS

Pursuant to subsection 188 (2) of the *Community Charter*, Council must establish certain Reserve Funds, if funds are received from specific sources. These Reserve Funds are termed by the District to be Statutory Reserve Funds and are as indicated below.

Development Cost Charge (DCC) Reserve Funds

Per subsection 188 (2) (a) of the *Community Charter*, separate Reserves need to be established for DCC collections and use, under section 566 of the *Local Government Act*. The following DCC Reserves have been established for the purpose so identified in the associated DCC bylaws and are as follows:

- Roads DCC Reserve
- Storm Water DCC Reserve
- Parks DCC Reserve
- Water DCC Reserve
- Sewer DCC Reserve

Parkland Acquisition Reserve Fund

Per subsection 188 (2) (b) of the *Community Charter*, funds received from the sale or disposal of parkland as well as funds received pursuant to section 510 (14) of the *Local Government Act* (parkland funds received upon subdivision) must be set aside in a Reserve and be used exclusively to purchase parkland. The Parkland Acquisition Reserve has been established for accumulating and expending monies as per this requirement.

Parking Spaces and Alternative Transportation Infrastructure Reserve Fund

Per subsection 188 (2) (d) of the *Community Charter*, money received under section 525 (2) [parking space requirements] of the *Local Government Act*, must be placed to the credit of a reserve fund for the purpose of providing off-street parking spaces, or transportation



infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

Land Sale Reserve Fund

Per subsection 188 (2) (e) of the *Community Charter*, except for tax sale proceeds, funds received from the sale of land and improvements must be set aside for paying any debt remaining in relation to the property and for acquiring land, improvements and other assets of a capital nature. The Land Sale Reserve has been established for accumulating and expending monies as per this requirement.

SECTION 3 - NON-STATUTORY RESERVE FUNDS

Pursuant to subsection 188 (1) of the *Community Charter*, Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund. The following reserve funds will be established under this legislation for the purpose(s) indicated:

Affordable Housing Reserve Fund

The Affordable Housing Reserve has been established to accumulate funds for capacity building, land acquisition, construction, renovation, and operational expenses required for the provision of affordable housing.

Barkley Community Forest Reserve Fund

The Barkley Community Forest Reserve has been established for the purpose of funding projects or initiatives Council has determined would provide the most benefit to the community.

Barkley Community Forest Legacy Reserve Fund

The Barkley Community Forest Legacy Reserve has been established to fund community grant in aid initiatives in accordance with the District of Ucluelet Grants in Aid policy. Expenditures shall be limited to the total annual interest received resulting from the investment of the Barkley Community Forest Funds. Any interest not expended through grants in aid shall be reinvested within the fund.

Recreation Infrastructure and Facilities Reserve Fund

The Recreation Infrastructure and Facilities Reserve Fund has been established and shall only be used for expenditures for, or in respect of, the building and furnishing recreation infrastructure, facilities and amenities.

Equipment Reserve Fund

The Equipment Reserve Fund has been established for, or in respect of, capital projects and land machinery, or equipment necessary including the extension or renewal of existing capital works. Further allowable purchases include the purchase of machinery and equipment for the maintenance of municipal property and for the protection of persons and property.



Fire Facilities, Vehicle and Equipment Reserve Fund

The Fire Facilities, Vehicle and Equipment Reserve Fund has been established for the provision of fire vehicles, equipment, facilities.

SECTION 4 - OPERATING AND CAPITAL RESERVE ACCOUNTS

The following reserve accounts will be established for the purpose(s) indicated below by resolution or bylaw, as applicable:

Financial Stabilization Reserve Account

The Financial Stabilization Reserve has been established for the following purposes:

For Major Emergent Operating Issues - the District is exposed to major non- reoccurring costs related to various emergency events or situations, e.g. severe weather, environmental hazards, etc. These emergent situations cannot be anticipated and budgeted for and it is not feasible to absorb the cost of such events in other budget areas in any given year.

For One-Time and Intermittent Projects - the District undertakes certain one- time and/or intermittent projects that are larger in terms of costs. If these projects were funded from property taxation, annual spikes and subsequent declines in taxation would result; therefore, it is not prudent to fund these projects from on- going property taxation revenue.

To Offset Unrealized Revenues - some of the District's revenue sources, e.g. development fees, building permits, and subdivision inspection fees, are cyclical in nature and thus are subject to downturns in the economy. The District tries to anticipate economic downturns by budgeting for a base dollar amount of these revenues in its general operations. Despite its best efforts, the District is exposed to the possibility of unrealized revenues and/or declines in base revenues from year to year. One cannot always count on budgetary savings or other revenues to always offset these shortfalls.

Canada Community-Building Works Gas Tax Reserve Account

The Canada Community-Building Fund Reserve has been established to account for funds received and used pursuant to the Community Works Fund Program. Funds in this reserve will be used for expenditures allowed for under the Community Works Fund Program guide.

Legal and Insurance Reserve Account

The Legal and Insurance Reserve Fund has been established to provide a source of funds for liability claims not covered under our insurance policies and to offset the cost of major legal expenses or claims, of which the magnitude and timing is often indeterminable.

**Information Systems Reserve Account**

The Information Systems Reserve has been established for information system and technology projects including communications systems, which are capital in nature. Technology can change rapidly within the information systems area and often comes at a large cost. This reserve is needed to keep pace with technology and to take advantage of technological improvement/efficiency opportunities.

Small Craft Harbour Reserve Account

The Small Craft Harbour Reserve has been established to fund special and capital projects specifically related to District owned or operated harbour infrastructure and appurtenances.

General Capital Reserve Account

The General Capital Reserve has been established to fund general capital projects that are not specifically funded from other established Reserves. Capital projects that will be funded from this reserve are budgeted within the District's long-term capital plan. This reserve may be used for early retirement of general debt, as funds permit.

Sewer Capital Reserve Account

The Sewer Capital Reserve has been established for sewer utility capital projects including any capital equipment/systems required for sewer operations. This reserve may be used for early retirement of sewer debt, as funds permit.

Water Capital Reserve Account

The Water Capital Reserve Fund has been established for water utility capital projects including any capital equipment/systems required for water operations. This reserve may be used for early retirement of water debt, as funds permit.

SECTION 5 - UNAPPROPRIATED SURPLUSES

The District needs to maintain Unappropriated Surplus balances in its three operating funds (the General Operating Fund, the Sewer Operating Fund, and the Water Operating Fund), for working capital purposes, i.e. to provide for operating expenditures before property taxes and/or user fees are collected. Maintaining minimum working capital levels eliminates or reduces the need to borrow externally and/or internally for operations.

The District may also require emergency funds from time to time, from any one of its Unappropriated Surplus balances, for unforeseen costs. When this occurs the District needs to rely upon sufficient balances being available in the applicable Unappropriated Surplus area (general operating, water or sewer).



SECTION 6 - ADMINISTRATION

Reserve Contributions

Annual and/or periodic contributions to Reserve Funds shall be specific to each Reserve, as approved by Council through the District's annual financial planning/budgeting process.

Minimum Reserve Balances

Minimum fund balance guidelines have been set for some of the District's Operating and Capital Reserves Funds, Unappropriated Surpluses and Statutory Reserve Funds as shown in attached Appendix "A". The source(s) of funding applicable to each Fund are also shown in this Appendix. The minimum balances ensure that the respective balances are not depleted to the degree that those balances are no longer able to serve their intended purpose(s). A review of actual, minimum fund balances shall be undertaken annually within the financial plan process, thus allowing the District to work within the guiding principles of this policy.

Internal Borrowing

Internal borrowing from specific Reserve Funds, Unappropriated Surplus and Statutory Reserve Fund balances shall be permissible as allowed for by legislation, if a clearly defined and attainable payback plan, including payment of foregone interest, is in place, as internal borrowing allows for more flexibility in terms of payback amounts and loan duration than that of external borrowing. Paybacks shall be executed according to plan.

Responsibilities

The District's Financial Officer shall be responsible for:

- Recommending the necessary contributions and transfers so that the District's Operating/Capital Reserve Funds, Unappropriated Surpluses and Statutory Reserve Funds are maintained in accordance with this Policy;
- Conducting an annual review of all Operating/Capital Reserve Funds, Unappropriated Surplus and Statutory Reserve Fund balances and reporting the results of such a review to Council;
- Recommending changes to the minimum balance guidelines shown in this Policy; and,
- Recommending any revisions or amendments to this Policy, as may be required from time to time, as a result of changes in applicable statutes, accounting standards, economic conditions, etc.

Interest

Reserves Funds, Accounts and Statutory Reserve Funds shall be paid and allocated interest based on average annual balances and the District's average rate of return on investments.

Departmental Surpluses



The District will not generally set aside specific departmental surpluses achieved in a particular year by a department for the use of the department that generated the surplus, as the District operates as an overall corporate body whereby the overall operating surplus is allocated on the basis of the greatest need(s) within the organization. Departmental surpluses in any year may also be needed to offset other departmental deficits, so that the overall organization remains in a surplus position. However, funds may be set aside as Restricted Surplus to complete certain priority departmental projects in the following year (see Section 5 above). Exceptions to departmental surpluses are water, sewer, small craft harbour, and the Alberni-Clayoquot Regional District's portion of the fire department contribution.

Guide and Transition

The minimum fund balance guidelines shown in this Policy serve as a guide in moving the District towards the goals or targets it wishes to attain, in terms of individual fund balances. It is recognized that most of the District's fund balances are not at the minimum levels at the time of enacting this Policy, however, the District is transitioning towards its targets.

DEFINITIONS:

The following terms used in this Policy and are defined as follows:

- (1) **"Accumulated Surplus"** means the accumulated excess of revenues over expenditures from prior years which has not been set aside for specific purposes.
- (2) **"Annual Surplus"** means the accumulated excess of revenues over expenditures for the current year.
- (3) **"Reserve Funds"** means funds that are set aside for a specified purpose by Council pursuant to subsection 188 (1) of the *Community Charter*. These reserves are established via District bylaws and are discretionary on the part of Council.
- (4) **"Reserves"** means all the District's Reserve Funds and Statutory Reserve Funds.
- (5) **"Statutory Reserve Funds"** means funds set aside for specified purposes as required by and pursuant to specific legislation. These Reserves are established via District bylaws and are non-discretionary on the part of Council.
- (6) **"Unappropriated Surplus"** means the accumulated surplus built up in the District's various operating funds that has not been designated for specific uses.

Mayor Noël
District of Ucluelet

**District of Ucluelet – Reserve and Surplus Policy
Appendix “A” – Reserve/Surplus Summary**

Fund(s)	Funding Source(s)	Minimum \$ Level
STATUTORY RESERVE FUNDS		
Development Cost Charge (DCC) Reserves	<ul style="list-style-type: none"> ▪ DCC collections and credits. ▪ Interest earned on existing funds 	N/A
Parkland Acquisition Reserve	<ul style="list-style-type: none"> ▪ Funds received from the sale of park lands ▪ Developer cash contributions ▪ Interest earned on existing funds 	N/A
Parking Spaces and Alternative Transportation Infrastructure Reserve	<ul style="list-style-type: none"> ▪ As an alternative to complying with a requirement to provide off street parking, an owner/occupier may make payment to the Municipality. LGA section 525 (1) (d) ▪ Interest earned on existing funds 	N/A
Land Sale Reserve	<ul style="list-style-type: none"> ▪ Funds received from the sale of land and improvements. ▪ Interest earned on existing funds 	N/A

**District of Ucluelet – Reserve and Surplus Policy
Appendix “A” – Reserve/Surplus Summary (cont’d)**

Fund(s)	Funding Source(s)	Minimum \$ Level
NON-STATUTORY RESERVE FUNDS		
Affordable Housing Reserve	<ul style="list-style-type: none"> ▪ Online Accommodation Platform (OAP) funds received through the Municipal and Regional District Tax program ▪ Annual budgeted allocations from general operating fund (property taxation) ▪ Interest earned on existing funds 	\$50,000
Barkley Community Forest Reserve	<ul style="list-style-type: none"> ▪ Dividends received from the Barkley Community Forest Corporation ▪ Interest earned on existing funds 	N/A
Barkley Community Forest Legacy Reserve	<ul style="list-style-type: none"> ▪ Interest earned on Barkley Community Forest Legacy investment 	<i>Minimum principal amount required in order to earn enough interest to coincide with the Grant in Aid annual budget</i>
Recreation and Community Facilities Reserve	<ul style="list-style-type: none"> ▪ Annual budgeted allocations from general operating fund (property taxation) ▪ Interest earned on existing funds 	<p><i>(To be determined during Long Term Financial Planning & Capital Planning process)</i></p> <p><i>Fully funded capital infrastructure program, based on projected replacement costs for all recreation assets</i></p>

Title: Reserves and Surplus

Fund(s)	Funding Source(s)	Minimum \$ Level
NON-STATUTORY RESERVE FUNDS (cont)		
Equipment Reserve	<ul style="list-style-type: none"> ▪ Annual budgeted allocations from general operating fund (property taxation) ▪ Interest earned on existing funds 	<p><i>(To be determined during Long Term Financial Planning & Capital Planning process)</i></p> <p><i>Fully funded capital infrastructure program, based on projected replacement costs for all fleet, machinery, and equipment assets</i></p>
Fire Facilities, Vehicle, and Equipment Reserve	<ul style="list-style-type: none"> ▪ Annual budgeted allocations from general operating fund (property taxation) ▪ Interest earned on existing funds 	<p><i>(To be determined during Long Term Financial Planning & Capital Planning process)</i></p> <p><i>Fully funded capital infrastructure program, based on projected replacement costs for fire related facilities, vehicles, and equipment assets</i></p>

District of Ucluelet - Reserve and Surplus Policy Appendix "A" – Reserve/Surplus Summary (cont'd)

Account(s)	Funding Source(s)	Minimum \$ Level
OPERATING AND CAPITAL RESERVE ACCOUNTS		
Financial Stabilization Reserve	<ul style="list-style-type: none"> ▪ Annual allocation from general operating budget as provided for in financial plan 	1%-2.5% of General Operating Fund revenues
Canada Community-Building Reserve Account	<ul style="list-style-type: none"> ▪ Canada Community-Building Fund distributed by the Union of BC Municipalities (UBCM) 	N/A
General Litigation Reserve	<ul style="list-style-type: none"> ▪ All claim settlements received by the District ▪ Additional budgeted allocations from general operating fund (property taxation), sewer operating fund, water operating fund, if required 	\$50,000-\$200,000
Information Systems Reserve	<ul style="list-style-type: none"> ▪ Annual budgeted allocations from general operating fund (property taxation. 	\$50,000- \$100,000

District of Ucluelet - Reserve and Surplus Policy Appendix "A" – Reserve/Surplus Summary (cont'd)

Account(s)	Funding Source(s)	Minimum \$ Level
OPERATING AND CAPITAL RESERVE ACCOUNTS (cont'd)		
Small Craft Harbour Reserve	<ul style="list-style-type: none"> ▪ Excess Small Craft Harbour revenues over expenditures and transfers at the end of each fiscal year. ▪ Interest earned on existing funds 	\$50,000-\$100,000
General Capital Reserve	<ul style="list-style-type: none"> ▪ Annual budgeted allocation from General Operating Fund (property taxation). ▪ Interest earned on existing funds 	<p style="text-align: center;"><i>(To be determined during Long Term Financial Planning & Capital Planning process)</i></p> <p>Fully funded capital infrastructure replacement program, based on projected costs for all assets.</p>
Sewer Capital Reserve	<ul style="list-style-type: none"> ▪ Net revenue/expense transfer available from sewer operations less any budgeted amounts transferred to sewer operating surplus and/or other reserves. ▪ Interest earned on existing funds 	<p style="text-align: center;"><i>(To be determined during Long Term Financial Planning & Capital Planning process)</i></p> <p>Fully funded sewer capital program, based on capital plan.</p>
Water Capital Reserve	<ul style="list-style-type: none"> ▪ Net revenue/expense transfer available from water operations less any budgeted amounts transferred to water operating surplus and/or other reserves. ▪ Interest earned on existing funds 	<p style="text-align: center;"><i>(To be determined during Long Term Financial Planning & Capital Planning process)</i></p> <p>Fully funded water capital program, based on existing capital plan.</p>

**District of Ucluelet - Reserve and Surplus Policy
Appendix "A" – Reserve/Surplus Summary (cont'd)**

UNAPPROPRIATED SURPLUSES		
Fund(s)	Funding Source(s)	Minimum \$Level
General Operating	<ul style="list-style-type: none"> ▪ Any excess general operating fund revenues over expenditures and transfers at the end of each fiscal year. 	Minimum: two to four months of general fund operating expenditures.
Sewer Operating	<ul style="list-style-type: none"> ▪ Any excess sewer operating fund over expenditures and transfers at the end of each fiscal year. 	Minimum: two to four months of sewer fund operating expenditures.
Water Operating	<ul style="list-style-type: none"> ▪ Any excess water operating fund revenues over expenditures and transfers at the end of each fiscal year. 	Minimum: two to four months of water fund operating expenditures.

From: [Samantha Hackett - Long Beach Lodge Resort](#)
To: [Mayco Noël](#); [Duane Lawrence](#)
Cc: [REDACTED]
Subject: West Coast Multiplex MOU
Date: June 16, 2022 11:16:58 PM
Attachments: [image010.jpg](#)
[MOU Ownership Partnering Planning Constructing and Operating the WCM.pdf](#)
[West Coast Multiplex Owner Partner Operator Model.pdf](#)
[West Coast Multiplex Master Agreement Table of Contents.pdf](#)

[External]

Hi Mayco & Duane

Thank you all for meeting with me back in February, for your initial input, and continued support. Over the last few months we have been working on the attached documents as the next step of the shovel ready Multiplex project. The first is an MOU as the last signed MOU was in 2012 and we wanted to take this opportunity to outline in more detail how the facility would be owned and managed going forward. We are sending this as an official request of endorsement to all 8 communities' elected officials. The second outlines the model in a visual format. The last is the table of contents in draft form for what will be a master agreement document, we will populate and compile the agreement as decisions are collectively made. The Master Agreement will serve as a legacy document and compendium of all major funding decisions (commitments) and mode of operating for the WCM. While providing the framework for decision making now, we are not supposing or pre-imposing on the decision making process.

Please let me know how you would like to proceed, I am happy to present at a council meeting maybe your July 19, 2022 meeting?

Samantha Hackett

Chair

West Coast Multiplex Society

<http://westcoastmultiplex.org>

[Subscribe to our enews](#)

wcm-new-logo.jpg





MEMORANDUM OF UNDERSTANDING

RE: OWNERSHIP, PARTNERING, PLANNING, CONSTRUCTING AND OPERATING THE WEST COAST MULTIPLEX

First Nations, Municipal, and community leaders of the West Coast region have come together to facilitate the creation of a new community recreation and wellness facility, the West Coast Multiplex (WCM).

The Tla-o-qui-aht First Nation is acknowledged as the owner of the WCM, given its proposed future location of the WCM on its traditional and ancestral lands, adjacent to the Tofino-Long Beach Airport.

In turn the Tla-o-qui-aht First Nation is committed to partnering with other area First Nations, Municipal and Regional governments, and other community agencies to plan, construct and operate the WCM.

Together, the Tla-o-qui-aht First Nation with the partners identified below will establish a joint committee with a mandate to oversee the planning, construction, and operations of the WCM.

The Partners are comprised of the: Tla-o-qi-aht First Nation, Ahousaht First Nation, Toquaht Nation, Yuułu?ił?ath Government, Hesquiaht First Nation, Alberni-Clayoquot Regional District, Electoral Area C, District of Ucluelet, and District of Tofino). Additional partners may be added to this collective where it is determined that there is a common interest to support the development of the WCM.

The Partners will be represented by the West Coast Multiplex Society. The Partners may also determine an alternative structure to represent its collective interests at some point in the future.

The mandate of the Partners, through the West Coast Multiplex Society is to:

- bring their respective communities together in support of the project;
- encourage and support private sector fundraising activities for the project;
- commit capital and operational funds toward the project;
- determine the appropriate governance and operating model for the new facility and enter into the necessary and appropriate partnership agreements; and
- champion applications for government grants to build the WCM

West Coast Multiplex Society, PO Box 304, Tofino, BC, V0R 2Z0

This statement may be executed by fax or by email and in counterparts, and such counterparts, when executed and delivered, will constitute an original and all such counterparts together will constitute the same document.



The Partners agree that the WCM is the priority recreation project for the West Coast, and as such it will give priority to funding requests (grant, philanthropic or otherwise) being made by the signatories individually and/or collectively for the WCM.

The Partners hereby fully endorses and supports the planning, construction, and operations of the WCM, including all funding requests to public or private sources on behalf of the West Coast Multiplex project.

Tla-o-qui-aht First Nation

Thomas Guyle

Chief

Ahousaht First Nation

Chief

Toquaht Nation

Anna Macle

Chief

Yuułuʔiłʔatḥ Government

Charles M...

President

Hesquiaht First Nation

Chief

Alberni-Clayoquot Regional District

Chair

Electoral Area C

Chair

District of Ucluelet

Mayor

District of Tofino

Mayor

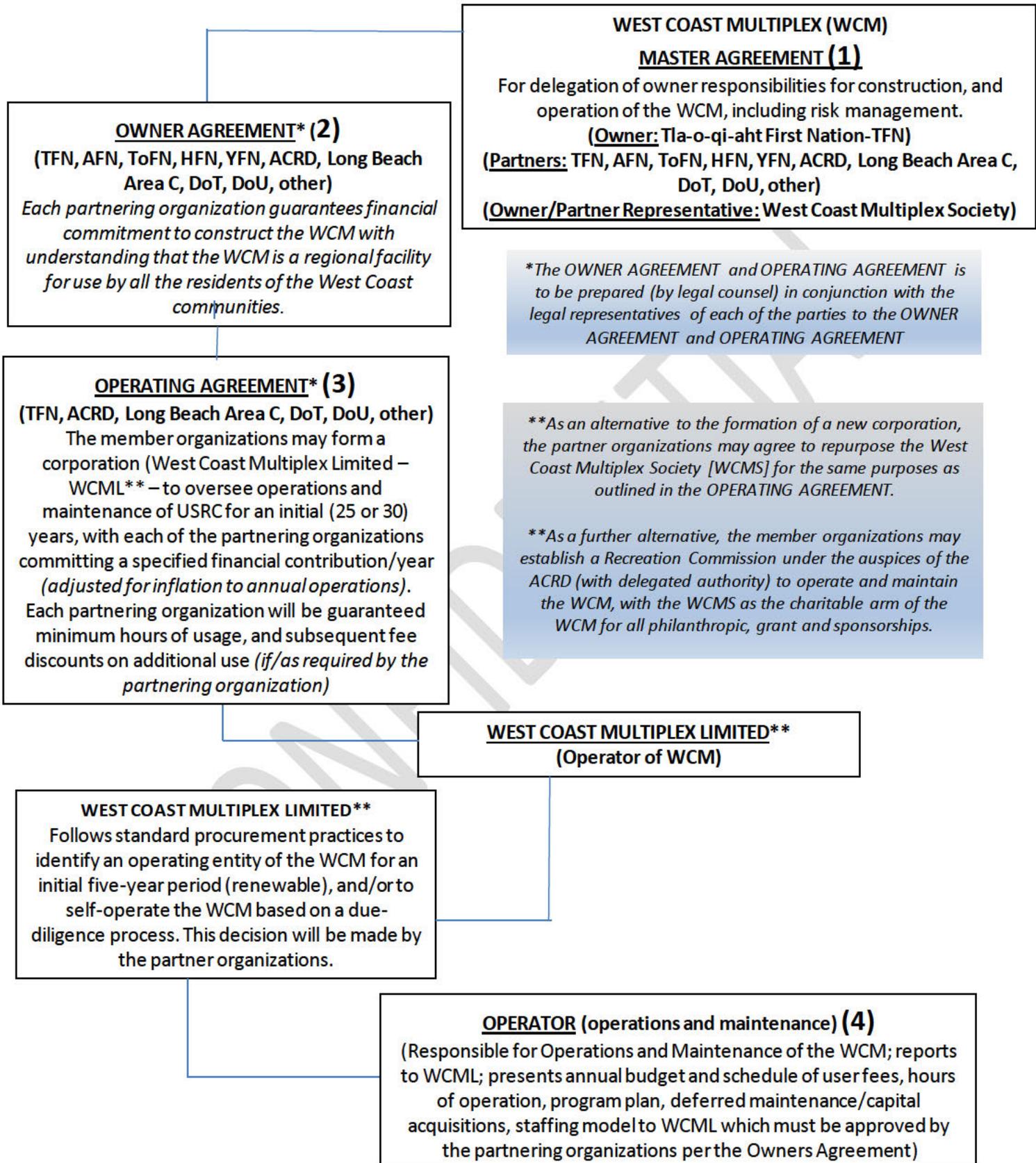
Date:

Month, Day, Year

West Coast Multiplex Society, PO Box 304, Tofino, BC, V0R 2Z0

This statement may be executed by fax or by email and in counterparts, and such counterparts, when executed and delivered, will constitute an original and all such counterparts together will constitute the same document.

– Diagram of owner, partner and operator model, plus associated agreements (1, 2, 3, 4)



Owner/Partner Legend: TFN = Tla-o-qi-aht First Nation, AFN = Ahousaht First Nation, ToFN= Toquaht First Nation, YFN = Yuuulilath First Nation, HFN= Hesquiaht First Nation, ACRD = Alberni-Clayoquot Regional District, Long Beach Area C = Electoral Area C, DoT = District of Tofino, DoU = District of Ucluelet)

DRAFT 1 - Prepared by tpb strategic counsel ltd. for discussion purposes only – February 19, 2022



MASTER AGREEMENT

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CONFIDENTIAL DRAFT 1

Prepared by tpb strategic counsel – CONFIDENTIAL DRAFT 1

West Coast Multiplex Society, PO Box 304, Tofino, BC, V0R 2Z0



13. ACCESS TO THE WEST COAST MULTIPLEX.....
 - PARTNER ENTITLEMENTS
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EXHIBIT C.....

CONFIDENTIAL DRAFT 1

Prepared by tpb strategic counsel – CONFIDENTIAL DRAFT 1

West Coast Multiplex Society, PO Box 304, Tofino, BC, V0R 2Z0



Exhibits may include:

- Location site plan
- Draft use schedule
- Service provider facilities
- USRC plans and specifications
- Repair and maintenance standards
- Performance standards
- Marketing and promotional standards
- Official spokesperson(s)
- Parking
- Philanthropic and sponsorship values of facilities, rooms, spaces, etc.
- Other

CONFIDENTIAL DRAFT 1

Prepared by tpb strategic counsel – CONFIDENTIAL DRAFT 1

West Coast Multiplex Society, PO Box 304, Tofino, BC, V0R 2Z0

From: [Ukeedave Smith](#)
To: [Info Ucluelet](#); [Rachelle Cole](#); [Mayco Noel](#)
Subject: General goals and productivity regarding town planning
Date: June 29, 2022 1:57:13 PM

[External]

Dear Mayor and Council,

Thank you for taking the time to listen to the comments and concerns of local residents in last night's special council meeting. I think that is good to talk about these issues that affect us all. I would also like to expand on a question that Matt Harbridge (sp?) posed while giving his perspective on the proposed B&B bylaw change. He asked "who asked them to do this?" in reference to the proposed bylaw change. I too would ask where did this proposal come from? It was pretty obvious what the vast majority of those commenting on the proposition thought about it. How much time, effort and taxpayer dollars went into this proposed bylaw change? Given the resulting turnout and overwhelming public opinion, could not a small poll of local opinion be taken before such a proposal even gets started on?

Efforts could then be directed in a productive direction. Who is guiding the Planning Department? I would think that it should be Mayor and Council to some degree, since they are the ones who will be listening to and voting on any proposed changes. This does not seem to be the case though. I get that planning and making changes in the town can be tricky and that you are never going to get everyone to totally agree on anything, but I find it highly disappointing and wasteful to see such overwhelmingly unpopular proposals being brought before council and the local population. In the future I would suggest that there is some sort of consultation process, at least with Mayor and Council, before these expensive and time-consuming processes move forward. In other words, why make a sh## sandwich when nobody wants to eat it? It's just a waste of bread.

Thank you
David Smith
1390 Helen rd.



INFORMATION REPORT

Council Meeting: July 19, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DONNA MONTEITH, CHIEF FINANCIAL OFFICER

FILE NO: 1880-20

SUBJECT: 2022-2026 FINANCIAL PLAN Q1-2 VARIANCE REPORT

REPORT NO: 22- 102

ATTACHMENT(S): APPENDIX A - 2022-2026 FINANCIAL PLAN Q1-2 VARIANCE REPORT

PURPOSE:

The purpose of this report is to provide Council with year to date revenue and expenditure actuals with variances in relation to the 2022-2026 Five Year Financial Plan for the District of Ucluelet.

BACKGROUND:

This report follows the District's Strategic Plan indicating that regular reports to Council will provide an opportunity for Council and staff to review and communicate progress in achieving Council's goals. The information contains the draft balances for the various revenue and expenditure summary totals for the period ended June 30, 2022, as per the attached Schedule A.

REPORT:

Total Revenues

Taxes have been invoiced in full for the year with minor variances due to the revised assessment roll. This included the 3% property tax increase Council approved to be placed into the Water Capital Reserve fund for future debt servicing of the water system and filtration improvements project.

- 90% of taxes had been received at the time of writing this report
- Interest will be calculated as at July 5, 2022
- Water, Sewer, Recreation, and Development Services sales of services are all at approximately 64-66% of budgeted revenue for 2022
- Business Licence revenue has increased \$3,129 over last year to date.

The majority of grant revenue will be received once major projects begin incurring expenses. As well internal transfers and deferred revenue entries will be posted as the offsetting expenses occur. Generally, revenues are as expected for the first half of the 2022 fiscal year.

Total Expenses

Operational expenses have varied throughout the organization. Parks and garbage services tend to be seasonal with more costs incurred during tourist season. Whereas general government services, protective services, and public works is evenly disbursed year-round. As well there have been delays with back-ordered items and contractor availability.

Capital Projects

Capital projects are moving forward as much as possible. Request for Proposals have been posted for several projects. We expect to update Council on results soon and start awarding contracts for construction.

The District still has challenges due to the Covid-19 pandemic generally pertaining to supply chain, staff levels, and availability of contractors. In the last couple months, we have found these issues are beginning to be resolved globally. Expenses should start to pick up in the next quarter.

OPTIONS REVIEW:

This report is for information purposes only. No motions are required.

RESPECTFULLY SUBMITTED: DONNA MONTEITH, CHIEF FINANCIAL OFFICER
DUANE LAWRENCE, CAO

Appendix A



DISTRICT OF UCLUELET
5-YEAR FINANCIAL PLAN BYLAW NO. 1307
Variance Report - As at June 30, 2022 (unaudited)

	June 30, 2022 Draft Actual	2022 Adopted Budget	Amount Over (Under) Budget	Percent of Budget Used
REVENUE				
Taxes	3,635,439	3,688,711	(53,272)	98.56%
Sale of services	618,777	1,039,063	(420,286)	59.55%
Penalties and Interest earned	5,121	85,300	(80,179)	6.00%
Grants and donations	744,428	5,955,360	(5,210,932)	12.50%
Deferred revenues recognized (DCC, Other)	-	940,056	(940,056)	0.00%
Water sale of services	503,700	772,400	(268,700)	65.21%
Sewer sale of services	383,094	597,000	(213,906)	64.17%
Transfers	-	4,171,502	(4,171,502)	0.00%
Total Revenue	5,890,559	17,249,392	(11,358,833)	34.15%
EXPENSE				
Interest payments	28,766	45,130	(16,364)	63.74%
Amortization expenses	-	1,168,995	(1,168,995)	0.00%
General Government	798,303	1,893,523	(1,095,220)	42.16%
Protective services	193,957	403,648	(209,691)	48.05%
Planning & Development	293,719	754,902	(461,183)	38.91%
Transportation services	504,622	1,113,551	(608,929)	45.32%
Environmental health (Garbage/recycling)	6,645	42,390	(35,745)	15.68%
Cemetery	9,905	20,081	(10,176)	49.32%
Recreation	479,496	1,115,426	(635,930)	42.99%
Parks	259,126	732,210	(473,084)	35.39%
Water operations	374,366	950,583	(576,217)	39.38%
Sewer operations	157,335	633,462	(476,127)	24.84%
Total Expense	3,106,241	8,873,901	(5,767,660)	35.00%
ADD				
Amortization	-	1,168,995	(1,168,995)	0%
Total Additions	-	1,168,995	(1,168,995)	0%
DEDUCT				
Principal payments debt	45,319	140,564	(95,245)	32.24%
Transfers to Reserves	137,007	1,122,406	(985,399)	12.21%
Acquisitions of tangible capital assets	294,475	8,281,516	(7,987,041)	3.56%
Total Deductions	476,801	9,544,486	(9,067,685)	
Financial Plan Balance: Surplus (Deficit)	\$2,307,517	\$0		



INFORMATION REPORT

Council Meeting: July 19, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM:	JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES	FILE NO: 0550-20
SUBJECT:	RESOLUTION TRACKING – JULY 2022	REPORT NO: 22-103
ATTACHMENT(S):	APPENDIX A - RESOLUTION TRACKER – JULY 2022	

PURPOSE

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

BACKGROUND

The resolution tracking report, attached, provides Council with an overview of actions resulting from resolutions of Council. Trackers are assigned to staff with the following progress designations:

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

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

Respectfully submitted: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

Date	Meeting Item Description	Resolution	Action	Department Responsible	Follow-Up Status
September 25, 2018	Lease with Ucluelet & Area Historical Society	THAT Council approve recommendation 1 of report item, "Lease with Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares	Meet with UAHS looking at options. UAHS to get back to Ms. Fortune to confirm the direction they would like to proceed	Parks & Recreation	In Progress: Letter is being sent to the historical society with a deadline attached
May 14, 2019	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road)	THAT Council, with regard to the proposal to renovate the building on Lot 17, District Lot 281, Clayoquot District, Plan VIP76147 (354 Forbes Road) and request for zoning amendments to permit commercial tourist accommodation on the property: give third reading to the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1248, 2019"; give third reading to the "Ucluelet Housing Agreement Bylaw No. 1249, 2019"; and issue Development Variance Permit DVP19-03	Bring Bylaw No. 1248 & No. 1249 for adoption, once all conditions are met	Planning	Council confirmed conditions of approval at Mar15 regular meeting.
December 10, 2019		THAT Staff provide Council with options for rejuvenating the Frank Jones Memorial site.	Staff to provide Council with options for rejuvenating the Frank Jones Memorial site	Parks & Recreation	In Progress - This will be part of overall master plan for Tugwell Field Area - Planning 2022
January 14, 2020		THAT Staff work with Black Rock Oceanfront Resort & Spa to identify unique solutions for navigation to the resort	A.) Staff to incorporate options for directional landmarks in designs for Peninsula Road B.) Staff to follow up with Black Rock to discuss options for appropriate directional signs	Planning	In Progress - pending design phase of Peninsula Road project.
May 23, 2020	District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services	THAT Council earmark the results of the flood mapping project for upcoming discussions in the Strategic Planning update and subsequent Budget preparations, for next steps to: update Emergency Preparedness plans; consider resiliency in long-term Asset Management planning; consider changes to development regulations, including a process for public consultation, as they relate to existing properties; and, consider new policy on future developments to avoid areas of flood risk.	Use report findings to update strategic planning, emergency preparedness plans, asset management planning, development regulations, policies related to development and subsequent budget preparation.	Administration	Assigned: this will be brought back during strategic and budget planning.
April 14, 2020	Audio Visual Upgrades for the Main Hall	THAT Council approve using up to \$60,000 RMI funds for Audio Visual (AV) upgrades to the Main Hall at the Ucluelet Community Centre.	Implement AV upgrades.	Parks & Recreation	In Progress - Final installation underway
October 13, 2020	Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council indicate that the offer to provide funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households would remain valid until September 1, 2025, and would be payable upon the owner obtaining a final occupancy permit for the last of the 33 houses to be built on the proposed lots.	Pay funds to the developer if and when occupancy permits are issued.	Finance	Assigned: Long Term Project Subject to Developer performance.
September 15, 2020	Development of "The Cabins" Properties in the Reef Point Area John Towgood, Planner 1	THAT Council authorize the following: a. discharge of Statutory Right-of-Way EL10355 from the Cabins Property, as defined in this report, at the time the subdivision is registered to redefine the parcel boundaries for the subject properties; and, b. removal of section 3.a from Statutory Right-of-Way EL10354 from the Lodge and the Staff Housing Property, as defined in this report, at the time the subdivision is registered to redefine the parcel boundaries for the subject properties; and,	Refer Discharge and Amendment of SRWs to the subdivision process once application is received.	Planning	Survey underway. Pending receipt of subdivision application.
June 15, 2021	Resolution Tracking - May 2021 Paula Mason, Administration Clerk	THAT staff provide a report to Council with options for the investment of Barkley Community Forest Funds at an upcoming Council Meeting.	Staff to develop a legacy reserve fund as part of the statutory reserve policy	Finance	Bylaw and policy under development as directed from CoW.
September 21, 2021	Dr. Carrie Marshall and Faye Missar, Coastal Family Resource Coalition Re: Harm Reduction	THAT Council direct Staff to bring back the alcohol harm reduction information to at a future meeting for Council discussion.	Draft report and bring back alcohol related information for Council discussion.	Recreation	In progress COW Report for fall
October 12, 2021	Every Child Matters Crosswalk Courtney Johnson	THAT Council Consider implementing an Every Child Matters crosswalk during the 2022 Budget process.	Added to 2022 budget. Workplan in progress.	Public Works	Determining suitable locations for consideration.

October 26, 2021	Review of Bylaw 967, 2004 Rick Geddes, Fire Chief, Ucluelet Fire Rescue	THAT Council directs staff to update Bylaw No. 967, 2004 in the form of a new bylaw to regulate the sale, use, and possession of fireworks within the municipality by: a. prohibiting the sale, use, or possession of Consumer fireworks; and, b. permitting the use of Display Fireworks and Special Effect Pyrotechnics through a permitting process.	Staff reviewing existing bylaws and developing updated fireworks bylaw for consideration.	Fire & Emergency Services	In progress
October 26, 2021	Correspondence Regarding Bay Street Speed Controls and Crosswalk	THAT Council direct Staff to present a report regarding speed controls for consideration at a future meeting of Council.	Added to 2022 budget. Workplan in progress.	Public Works	Presentation coming up in JULY with guideline/policy suggestions
December 14, 2021	Parking Concerns 1624 Bay Street James MacIntosh, Director, Engineering Services	THAT Council direct staff to relocate the pedestrian pathway and cross walk currently located on the west side of Bay Street to the east side of Bay Street.	Develop new routing plan; convey plan to affected residents and implement project.	Public Works	Re-alignment will occur with next paving project.
January 11, 2022	Cedar Hub Washroom Contract Authorization James MacIntosh, Director of Engineering Services	It was moved and seconded THAT Council approve Option A, to authorize a \$124,431.52 plus GST contract between the District of Ucluelet and Muchalat Projects Ltd. to build, deliver and install the Cedar Hub washroom facility; and further, THAT Council direct Staff to reallocate \$24,431.52 from Resort Municipality Initiative funds towards the completion of the Cedar Hub washroom facility.	Finalize contract, sign & file; proceed with award of contract and oversee project.	Public Works	Contract signed and issued. Delivery and install to be completed by June 2022.; Udated delivery date of August 2022.
January 11, 2022	Union of BC Municipalities 2022 Joint EOC Grant Application Rick Geddes, Fire Chief	It was moved and seconded THAT Council approve Option A, that the District of Ucluelet agrees to partner with the Alberni-Clayoquot Regional District on the Union of BC Municipalities 2022 Community Emergency Preparedness Fund's Emergency Operations Centres and Training grant and therefore, authorizes the ACRD to apply for, receive and manage grant funding on behalf of the District of Ucluelet.	Follow up with ACRD on the grant application and training.	Fire & Emergency Services	Complete
February 22, 2022	Water Treatment System Upgrades James MacIntosh, Director of Engineering Services	It was moved and seconded THAT Council approve option A: to authorize Staff to complete the Alternative Approval Process for a \$13 million loan as part of the water treatment system project; and, THAT Council authorize Staff to issue a Request for Proposal in 2022 for the Design-Bid-Build of the water treatment system project upon a successful Alternative Approval Process; and, THAT Council authorize Staff to complete pre-project work for the water treatment system project in an amount not to exceed \$300,000 funded through water reserves and the Investing in Canada Infrastructure Shared Cost Agreement.	1. Bring Loan Auth Bylaw for first, second & third readings - March 15, 2022 2. Send Bylaw to Inspector for approval 3. After approval, bring RTC asking for AAP to be approved, approving electoral response forms, electoral response deadline and establish number of electors. 4. If AAP is successful, adopt Bylaw. 5. Issue a Request for Proposal in 2022 for the Design-Bid-Build of the water treatment system project upon a successful Alternative Approval Process; and, 6. Complete pre-project work for the water treatment system project in an amount not to exceed \$300,000 funded through water reserves and the Investing in Canada Infrastructure Shared Cost Agreement.	Finance Administration Public Works	Complete Complete Assigned
February 22, 2022	Development Permit 1536 Peninsula Road John Towgood, Municipal Planner	THAT Council approve issuance of Development Permit DP21-06 for a two-motel unit addition to the Francis Boutique Inn, located at 1536 Peninsula Road (Lot B, VIP59620, District Lot 282, Section 21, Clayoquot Land District).	Issue Development Permit DP21-06	Planning	In Progress
March 15, 2022	2022-2027 MFA Equipment Financing Loan Authorization Donna Monteith, Chief Financial Officer	THAT the Council of the District of Ucluelet authorize up to \$350,000 be borrowed, under section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing fleet vehicles and equipment; and THAT the loan be repaid within 5 years, with no rights to renew.	Provide a copy of the Council resolution and loan documents to MFA. Proceed with equipment and vehicle purchases within Council's Procurement and disposal policy #3-1200-5.	Finance	Assigned - In Progress

March 29, 2022	Firehall Feasibility Study Rick Geddes, Fire Chief (PowerPoint presentation by Todd & Scott Zukiwsky)	It was moved and seconded THAT Council go into a Committee of the Whole at 5:24pm to discuss Item 9.1 on the agenda.	Proceed with the investigation into the next steps for the replacement of the firehall. Council indicated their desire for Staff to include an option for the BC Ambulance service to be housed within a new firehall. Council indicated their support for an Emergency Services Facility Steering Committee to work with the Staff on the facility development. Council indicated their support to invest in repairs and maintenance of the firehall until such time as a replacement hall has been built.	Fire & Emergency Services	Assigned - Firehall grant applied for June 30/22. RG and DM.
March 29, 2022	2023 Larch Road Multi-Use Path Project - Grant Applications John Towgood, Municipal Planner	It was moved and seconded THAT Council, with regard to the 2023 Larch Road Multi-Use Path project, direct Staff to: Ap ply for both the Active Transportation Fund (Federal) and the BC Active Transportation (Provincial) grants. Prepare a letter of endorsement from the District of Ucluelet to the two granting agencies to highlight the following points: That creating a safe and welcoming environment for people on foot and on bicycles in Ucluelet's commercial core is of high importance to the community and its livability. That making this core area of Ucluelet's public realm more accessible is important to achieve the community's goal to be more inclusive and equitable. That the proposed works are critical to safely integrate the expected increase in cycling traffic from the new Pacific Rim National Park Reserve's ʔapsčiiik łašii multi-use pathway and the Peninsula Road Safety and Beautification project. That the improvements in the project area's pedestrian and cycling movement and the beautification of the project area would enhance the visitor and resident experience and support Ucluelet businesses.	Prepare letter of endorsement and apply for Active Transportation Fund & BC Active Transportation grants	Planning	ATF grant (federal) application complete. BC ATF grant not yet open.
March 29, 2022	Harbour Authority Request for Letter to address creosote pilings replacement Abby Fortune, Director of Parks & Recreation	It was moved and seconded THAT Council approve Option A, to write a letter to the Department of Fisheries (DFO), Small Craft Harbours, asking that they consider using materials other than creosote, when replacing pilings in the harbour.	Write & Forward letter to DFO	Administration	In Progress - The Harbour Manager is working with DFO to determine environmentally friendly options. An update will be presented for the Harbour Authority to consider.
March 29, 2022	Road Closure Request for the Porsche Club Show & Shine event Abby Fortune, Director of Parks & Recreation	It was moved and seconded THAT Council approve option A, to authorize the closure of a short section of Main Street (in front of Whiskey Landing) and Cedar Road (in front of the Village Green), and the Main Street Dock (Whiskey Dock) from 9:00 a.m. to 4:00 p.m. on Saturday, May 14th, 2022 for the Porsche Club 'Show and Shine' event.	Add road closure to Work Order system?	Recreation	Complete
March 29, 2022	Notice of Property Disposition Abby Fortune, Director of Parks & Recreation	It was moved and seconded THAT Council authorize staff to issue a public Notice of Proposed Property Disposition, in accordance with section 94 of the Community Charter, for a portion of Lot A, Plan VIP569363, District Lot 281, Land District 09 Except Plan VIP75072 and more commonly referred to as 500 Matterson Drive to the Ucluelet and Area Childcare Society, by way of lease for a term of five years from April 1, 2022, to March 31, 2027, in the amounts of \$23,653.83 in 2022 (pro-rated), \$32,169.21 in 2023, \$32,812.59 in 2024, \$33,468.84 in 2025, \$34,138.22 in 2026, and \$8,705.25 in 2027 (pro-rated) exclusive of tax and utilities; and further THAT Council direct staff to execute the lease agreement accordingly.	Publish Public Notice Execute Lease Agreement	Recreation	Notice completed Lease agreement to be executed
April 19, 2022	Update on Village Green: Main & Cedar Intersection Bruce Grieg, Director of Community Planning	It was moved and seconded THAT Council direct staff to explore costs for adding parking stalls within the current extents of the Cedar Road Parking Hub, for consideration in the 2023 budget.	Explore costs for exploring the addition of parking stalls within the Cedar Hub Parking Hub, for consideration in the 2023 budget.	Public Works	Under investigation as of May 24
April 19, 2022	Notes from meeting of Ucluelet Concerned citizens - March 21, 2022 Patricia Sieber, Ucluelet Concerned Citizens group	No motion made - direction given from Council during Correspondence Items section	Add more Notice Boards in town (Community Centre / Municipal Building / Post Office). Inquire as to the use of the digital sign outside the high school.	Administration	Assigned
April 19, 2022	Notes from meeting of Ucluelet Concerned citizens - March 21, 2022 Patricia Sieber, Ucluelet Concerned Citizens group	No motion made - direction given from Council during Correspondence Items section	Mount more informational boards in the area of the Village Green project.	Administration	Assigned

April 19, 2022	Amphitrite Point Park Project Funding Abby Fortune, Director of Parks & Recreation	It was moved and seconded THAT Council direct staff to remove the landscaping component from the Amphitrite Point Park Project. It was moved and seconded THAT Council direct staff to amend the 2022-2026 capital budget to include an additional allocation of \$331,230 from the Resort Municipality Initiative funds for total project cost of \$1,692,000 for the Amphitrite Point Park Project. It was moved and seconded THAT Council direct staff to proceed with the issuance of a request for proposal for the completion of the Amphitrite House project.	Remove the landscaping component and proceed with the issuance of a request for proposal for the completion of the Amphitrite House project.	Recreation	Complete
April 19, 2022	Traffic Calming Next Steps James MacIntosh, Director of Engineering	It was moved and seconded THAT the Committee of the Whole portion of the meeting be adjourned at 5:24 pm, to return to the Regular Meeting.	Prepare a draft traffic calming policy	Public Works	Draft Policy completed and coming to Council in July
April 19, 2022	Randy Oliwa, Pacific Rim Home Development Cooperative (PRHDC) Re: Non-Market Housing Project	It was moved and seconded THAT Council direct staff to prepare a report regarding the Pacific Rim Home Development Cooperative's initiative to a future meeting of Council for their review.	Prepare a report regarding the Pacific Rim Home Development Cooperative's initiative	Planning	Assigned
April 26, 2022	Temporary Use Permit 221 Minato Road John Towgood, Municipal Planner	It was moved and seconded THAT Council, subject to public comment and notwithstanding restrictive covenant CB8532151, authorize the issuance of Temporary Use Permit 22-01 to allow the storage of boats, recreational vehicles, trailers, and other mobile items in a 1.5 acre area of 221 Minato Road for a period of 1 year, and to include one security camera on site.	Issue Temporary Use Permit 22-01.	Planning	In Progress
April 26, 2022	Temporary Use Permit 2066 Peninsula Road John Towgood, Municipal Planner	It was moved and seconded THAT Council, subject to public comment, authorize the issuance of Temporary Use Permit 21-19 for a period of 3 years, to allow one seasonal RV camping space for local workers to the rear of the Far West building located at 2066 Peninsula Road.	Issue Temporary Use Permit 21-19.	Planning	In Progress
April 26, 2022	DVP & DP 1666 Peninsula Road – Peninsula Road Motel John Towgood, Municipal Planner	It was moved and seconded THAT Council, with regard to the proposed redevelopment and expansion at 1666 Peninsula Road (Lot 5 & 6, Plan VIP3486, District Lot 282, Clayoquot Land District): 1. Subject to public comment, approve the issuance of Development Variance Permit 22-01 for a minimum front yard setback of 11'-11" from the lot line abutting Peninsula Road, whereas section CS-2.6.2 of the Ucluelet Zoning Bylaw No. 1160, 2013 requires 15ft; and, 2. Approve the issuance of Development Permit 22-01 for the following: a. removal of an existing commercial building (the Sake Sushi building). b. renovation of an existing motel building. c. addition of a 3-storey motel building (off Larch Road), a 2-storey motel building (mid property), and a 2-storey mixed Commercial / Resort Condo building (fronting Peninsula Road). d. associated landscape and hardscape works. e. removal of invasive species during land remediation.	Issue of Development Variance Permit 22-01. Issue Development Permit 22-01.	Planning	In Progress
April 26, 2022	Jeff Anderson, Rotary Club of Ucluelet Re: Frisbee Golf Course Development	It was moved and carried THAT Council direct staff to prepare a report on the development of a Frisbee Golf Course in Ucluelet, specifically using the land behind the water tower for the course, for council's consideration.	Prepare a report on the development of a Frisbee Golf Course in Ucluelet, specifically using the land behind the water tower for the course, for council's consideration.	Parks & Recreation	In progress fall
April 26, 2022	Superintendent of Schools and Chief Executive Officer for School District 70 Pacific Rim Pam Craig, Board Chair, School District 70 Pacific Rim		Invite Mr. Davies to attend a Council meeting in September to provide an opportunity to meet Council and speak to his upcoming plans for the School District.	Administration	Complete
10 May 2022	April 19, 2022 Special Minutes	It was moved and seconded THAT Council approve the April 19, 2022 Special Minutes.	Print, Mayor to sign, website & file.	Administration	Complete
10 May 2022	April 26, 2022 Regular Minutes	It was moved and seconded THAT Council approve the April 26, 2022 Regular Minutes as amended.	Amend spelling, Mayor to sign, website & file.	Administration	Complete
10 May 2022	Contract Approval for Harbour Master Contract	It was moved and seconded THAT Council approve Option A, to authorize the Mayor and Corporate Officer to execute a five-year contract between Kasslyn Contracting and the District of Ucluelet for Harbour Master services in the amount of 42% of gross revenues collected under the District of Ucluelet Harbour Regulation Amendment Bylaw 1296, 2021 plus GST as recommended by the Harbour Authority.	Execute contract.	Administration	Complete

Appendix A

Resolution Tracking - July 2022 Joseph R. Stenberg, Manager of Corporate S...

14 May 2022	Strategic Priorities Fund Capital Infrastructure Grant Application	<p>It was moved and seconded THAT Council approves Option A, to approve a grant application for the development of a replacement regional fire hall through the 2022 Strategic Priorities Fund Capital Investment Grant program to a maximum of \$7.5M; and THAT Council provides overall grant management; and</p> <p>THAT Council provides up to \$1.5M towards the Firehall Project.</p> <p>It was also moved and seconded THAT Council direct staff to include funding to undertake a fire services review for consideration within the 2023 budget.</p>	<p>Submit grant application.</p> <p>include funding to undertake a fire services review for consideration within the 2023 budget.</p>	<p>Protective Services</p> <p>Finance</p>	Assigned - Firehall grant applied for June 30/22. RG and DM.
17 May 2022	Information Item Request for Council Meeting Agenda - Climate Leaders Institute 2022	It was moved and seconded that Councillor Cole will attend the Climate Leaders Institute being held on June 8-10, 2022 in Vancouver BC.	Register Councillor Cole for confer	Administration	Complete
17 May 2022	Dispersed/Unauthorized Camping in the Kennedy L	It was moved and seconded THAT Council direct staff to forward the May 3, 2022 correspondence from Tla-o-qui-aht First Nation to Tourism Ucluelet.	Forward letter to TU.	Administration	Complete
17 May 2022	Dispersed/Unauthorized Camping in the Kennedy L	It was moved and seconded THAT Council direct staff to invite someone from the Tla-o-qui-aht First Nation to appear as a delegation to discuss their proposed budget for the Backcountry Roads Guardian Program.	Invite Tribal Guardian program to a	Administration	Complete
17 May 2022	District of Tofino CAO Announcement	It was moved and seconded THAT Council direct staff to issue a letter of Ms. Nyla Attiana congratulating her on her new role as the Chief Administrative Officer for the District of Tofino.	Letter of congratulations to Nyla At	Administration	Complete
17 May 2022	Designated Recipient status transfer to Tourism Ucl	THAT Council direct staff to provide a report for Council's consideration on Tourism Ucluelet's request for designated recipient status.	Council approved change of design	Administration	Complete
31 May 2022	May 10, 2022 Regular Minutes	It was moved and seconded THAT Council approve the May 10, 2022 Regular Minutes.	Print, Mayor to sign, website & file.	Administration	Complete
31 May 2022	Tribal Guardian Program - Kennedy Back Road System	It was moved and seconded THAT Council direct staff to reallocate \$20,000 designated for the relocation of the Tourism Ucluelet office to the District of Ucluelet Grants in Aid program; and It was moved and seconded THAT Council authorize a \$20,000 Grant in Aid to the Tla-o-qui-aht First Nations Tribal Park Guardian program for the oversight of dispersed camping.	Reallocate \$20,000 designated for the relocation of the Tourism Ucluelet office to the District of Ucluelet Grants in Aid program. Authorize a \$20,000 Grant in Aid to the Tla-o-qui-aht First Nations Tribal Park Guardian program.	Finance	Assigned
31 May 2022	Pacific Rim Fishing Charters and Guest Lodge	It was moved and seconded THAT Council direct staff to bring March 15, 2022 Staff Report No. 22-29 back to Council for their reconsideration at the June 14, 2022 Council meeting.	Bring March 15, 2022 Staff Report No. 22-29 back to Council for reconsideration at the June 14, 2022 Council meeting.	Planning	Complete
31 May 2022	Affordable Housing RFP	<p>It was moved and seconded THAT the Committee of the Whole recommend that Council direct staff to issue a request for proposal to engage a housing authority.</p> <p>It was moved and seconded THAT the Committee of the Whole direct staff to continue to investigate:</p> <ul style="list-style-type: none"> the purchase of land to be dedicated to affordable housing projects; and the use of affordable housing partnership development agreements; and reducing development cost charges for affordable housing developments. <p>It was moved and seconded THAT the Committee of the Whole recommend Council authorize the Mayor to execute a Memorandum of Understanding in support of the development of a regional governance framework for coordinating and sharing resources to address affordable housing on the West Coast peninsula as presented in the May 31, 2022 Affordable Housing report.</p> <p>It was moved and seconded THAT the Committee of the Whole rise and report to Council at 5:51pm.</p> <p>It was moved and seconded THAT Council direct staff to issue a request for proposal to engage a housing authority.</p> <p>It was moved and seconded THAT Council direct staff to continue to investigate:</p> <ul style="list-style-type: none"> the purchase of land to be dedicated to affordable housing projects; and the use of affordable housing partnership development agreements; and reducing development cost charges for affordable housing developments. <p>It was moved and seconded THAT Council authorize the Mayor to execute a Memorandum of Understanding in support of the development of a regional governance framework for coordinating and sharing resources to address affordable housing on the West Coast peninsula as presented in the May 31, 2022 Affordable Housing report</p>	<p>Issue a request for proposal to engage a housing authority. Continue to investigate the purchase of land to be dedicated to affordable housing projects; and the use of affordable housing partnership development agreements; and reducing development cost charges for affordable housing developments. Execute a Memorandum of Understanding</p>	Administration	Assigned

Appendix A

		as presented in the May 31, 2022 Affordable Housing Report.			
		It was moved and seconded THAT Council take a brief recess at 5:56pm, returning to session at 6:08pm.			
3 May 2022	Zoning Amendment and Development Permit for 604	<p>It was moved and seconded THAT Council, with regard to the proposed development at 604 Rainforest Drive:</p> <ol style="list-style-type: none"> 1. Give first reading to District of Ucluelet Zoning Amendment Bylaw No. 1309, 2022; 2. Give second reading to District of Ucluelet Zoning Amendment Bylaw No. 1309, 2022; 3. Direct staff to give notice for a public hearing to be held on District of Ucluelet Zoning Amendment Bylaw No. 1309, 2022; 4. Indicate to the applicant and the public that adoption of District of Ucluelet Zoning Amendment Bylaw No. 1309, 2022, would be subject to registration of a Section 219 restrictive covenant on the title of 604 Rainforest Drive to ensure, as a matter of public interest, that the use, building, site works, and landscaping be developed as proposed in Staff Report No. 22-67. 	Make Arrangements for public hearing and give notice to public. Indicate to the applicant and the public that adoption of District of Ucluelet Zoning Amendment Bylaw No. 1309, 2022, would be subject to registration of a Section 219 restrictive covenant on the title of 604 Rainforest Drive.	Corporate Services / Planning	Assigned
23 May 2022	Update / Replacement of Official Community Plan	<p>It was moved and seconded THAT Council has considered the consultation requirements under Section 475 of the Local Government Act in relation to District of Ucluelet Official Community Plan Bylaw No. 1306, 2022;</p> <p>It was moved and seconded THAT Council is satisfied that given the extensive consultation with owners of land affected by the District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, during the 5 years of preparation of the draft Official Community Plan that was adopted by District of Ucluelet Official Community Plan Bylaw No. 1236, 2020, earlier this year, is sufficient for the purpose of consultation under Section 475 of the Local Government Act;</p> <p>It was moved and seconded THAT Council is satisfied that consultation under Section 475 of the Local Government Act in relation to District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, does not need to be early and ongoing;</p> <p>It was moved and seconded THAT Council is satisfied that, given that the narrow focus of changes incorporated into District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, are specific to Francis Island and minor clarifications, consultation on District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, with the persons, organizations, and authorities identified in section 475(2)(b) of the Local Government Act, including the Yuulu?i?ath Government, Alberni-Clayoquot Regional District, District of Tofino, School District 70 Board of Education or provincial agencies, is not required;</p> <p>It was moved and seconded THAT Council has consulted with the boards of education of those school districts whose area includes the area covered by District of Ucluelet Official Community Plan Bylaw No.1306, 2022;</p> <p>It was moved and seconded THAT Council give first reading to District of Ucluelet Official Community Plan Bylaw No. 1306, 2022;</p> <p>It was moved and seconded THAT Council give second reading to District of Ucluelet Official Community Plan Bylaw No.1306, 2022;</p> <p>It was moved and seconded THAT Council consider District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, in conjunction with the District of Ucluelet Financial Plan;</p> <p>It was moved and seconded THAT Council consider District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, in conjunction with the Waste Management Plan;</p> <p>It was moved and seconded THAT Council refer District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, to a public hearing; and,</p> <p>It was moved and seconded THAT Council direct staff to refer the staff report and bylaw to the Yuulu?i?ath Government for their information.</p>	Make Arrangements for public hearing and give notice to public. Forward staff reports and bylaw to Yuulu?i?ath Government for their information.	Corporate Services / Planning	Complete

<p>3 May 2022</p>	<p>Zoning Amendments: Housing vs. Short Term Rental</p>	<p>It was moved and seconded THAT Council give first reading to Ucluelet Zoning Amendment Bylaw No. 1310, 2022, that would remove Bed and Breakfast and add a detached Accessory Residential Dwelling Unit as a permitted accessory use in most single-family residential zones in the community;</p> <p>It was moved and seconded THAT Council give second reading to Ucluelet Zoning Amendment Bylaw No. 1310, 2022;</p> <p>It was moved and seconded THAT Council refer Ucluelet Zoning Amendment Bylaw No. 1310, 2022, to a public hearing;</p> <p>It was moved and seconded THAT Council give first reading to Ucluelet Zoning Amendment Bylaw No. 1311, 2022, to create a new Schedule "D" B&B Overlay specific to those properties with established, licensed Bed and Breakfast operations as of June 1, 2022;</p> <p>It was moved and seconded THAT Council direct staff to update the draft table and map amendments designating the properties in the new R-1B zone to include, in addition to those B&B operations already holding a valid business licence, properties that can provide the following as of June 10, 2022:</p> <ul style="list-style-type: none"> a. proof of owner occupancy of the property as their principal residence prior to June 1, 2022, and a complete business licence application, demonstrating compliance with all municipal bylaws, for a new Bed and Breakfast operation; b. proof of ownership of the property prior to June 1, 2022, and a complete building permit application for construction of a new house or renovation of an existing house to contain new Bed and Breakfast rooms; or, c. proof of ownership of the property prior to June 1, 2022, and proof of building plans underway for a new house containing Bed and Breakfast rooms (including site plan, floor plans, contract and/or correspondence with house designer showing design to include Bed and Breakfast uses); <p>It was moved and seconded THAT Council direct staff to bring Ucluelet Zoning Amendment Bylaw No. 1311, 2022, back for consideration of second reading after any amendments to the table and map of subject properties in the draft Schedule "D" has been updated following June 10, 2022;</p> <p>It was moved and seconded THAT Council advise potential applicants that after June 10, 2022, it will consider - under section 463 of the Local Government Act - directing staff to withhold building permits for any renovation, new construction or change of use for new Bed and Breakfast rooms or suites while Ucluelet Zoning Amendment Bylaw No. 1310, 2022, is under preparation;</p> <p>It was moved and seconded THAT Council direct staff to use all District communication platforms to advise community members and property owners of the proposed zoning changes and process to consider Bylaw Nos. 1310 and 1311;</p> <p>It was moved and seconded THAT Council direct staff to create a page on the District website containing links to all past staff reports and research into short term vacation rental (STR) uses and their impacts on housing supply, property values and community;</p> <p>It was moved and seconded THAT Council direct staff to prepare an Official Community Plan bylaw amendment to create a new "Intensive Residential Development" designation and guidelines for a new Development Permit Area applying to the construction of new detached Accessory Residential Dwelling Units, for consideration at a future Committee-of-the-Whole meeting; and,</p> <p>It was moved and seconded THAT Council direct staff to include a report to the Committee-of-the-Whole discussing options for creating permit-ready plans and/or a program to streamline construction of new detached Accessory Residential Dwelling Units on residential properties.</p>	<p>Make arrangements and give notice of public hearing. See all other tasks as listed in resolution.</p>	<p>Corporate Services / Planning</p>	<p>Make arrangements and give notice of public hearing. See all other tasks as listed in resolution.</p>
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3 May 2022	Contractor's Temporary Land Use	It was moved and seconded THAT Council approve Option A, to authorize the use of District-owned land to temporarily house contractors while working on District capital projects; and It was moved and seconded THAT Council direct Staff to return to Council with the details and planning necessary to administer temporary contractor housing.	Return to Council with the details and planning necessary to administer temporary contractor housing.	Public Works	In progress. August update
31 May 2022	Recreational Vehicle Parking Pilot	It was moved and seconded THAT Council approve Option A, authorize Staff to undertake a Recreational Vehicle Parking Pilot Project for 2022.	Undertake a Recreational Vehicle Parking Pilot Project for 2022.	Public Works	Waiting for signs. July
9 Jun-22	Minato Bay Housing Development - 221 Minato Road	It was moved and seconded THAT Council, with regard to the proposed housing development at 221 Minato Road: Give first reading to District of Ucluelet Zoning Amendment Bylaw No. 1312, 2022; Give second reading to District of Ucluelet Zoning Amendment Bylaw No. 1312, 2022; Direct staff to give notice for a public hearing to be held on District of Ucluelet Zoning Amendment Bylaw No. 1312, 2022; Indicate to the applicant and the public that adoption of District of Ucluelet Zoning Amendment Bylaw No. 1312, 2022, would be subject to registration of a Section 219 restrictive covenant on the title of the property at 221 Minato Road as outlined in Staff Report No. 22-74 to ensure, as a matter of public interest, that the land uses, infrastructure, park dedication, trail construction, housing affordability and tenancies, buildings, site works, and landscaping be developed as proposed to the community.	Make arrangements for a public hearing and provide notice of. Indicate to the applicant and the public that adoption of District of Ucluelet Zoning Amendment Bylaw No. 1312, 2022, would be subject to registration of a Section 219 restrictive covenant.	Corporate Services / Planning	Assigned
17 Jun 2022	May 31, 2022 Regular Minutes	It was moved and seconded THAT Council approve the May 31, 2022 Regular Minutes as presented.	Print, mayor to sign, website & file.	Administration	Complete
1 Jun 2022	Zoning Amendment Application - Pacific Rim Charters & Guest Lodge (354 Forbes Road)	It was moved and seconded THAT Council give first and second readings to Ucluelet Zoning Amendment Bylaw No. 1303, 2022; THAT Council refer Ucluelet Zoning Amendment Bylaw No. 1303, 2022, to a public hearing; THAT Council rescind third reading of Ucluelet Housing Agreement Bylaw No. 1249, 2019; THAT Council amend Ucluelet Housing Agreement Bylaw No. 1249, 2019, to include the new section 3 in Schedule A and to replace Schedule B as shown in Appendix B to the staff report dated March 15, 2022; THAT Council give Ucluelet Housing Agreement Bylaw No. 1249, 2019, third reading as amended; and, THAT Council direct that any business license issued for Commercial Tourist Accommodation use on the property at 354 Forbes Road contain the condition that the business license would not be renewed unless an appropriate fire access easement is first registered on the title of the neighbouring vacant lot.	Make arrangements for a public hearing and provide notice of, for Ucluelet Zoning Amendment Bylaw No. 1303, 2022. Direct that any business license issued for Commercial Tourist Accommodation use on the property at 354 Forbes Road contain the condition that the business license would not be renewed unless an appropriate fire access easement is first registered on the title of the neighbouring vacant lot.	Corporate Services / Planning	Assigned
1 Jun 2022	Trail Right of Way over 348 Pass of Melfort	It was moved and seconded THAT Council, for the purposes of creating a public pathway over 348 Pass of Melfort, Strata Lot 10, Plan VIS5896, Section 1, Barclay Land District: 1. Direct District of Ucluelet staff to execute and register the S.218 Statutory Right of Way attached as Appendix A of staff report 22-78. 2. Direct District of Ucluelet staff to coordinate the environmental and estimating work required so that a public pathway over 348 Pass of Melfort and relocated elements of the Wild Pacific Trail can be considered and prioritized in future budgeting process. It was moved and seconded THAT a letter of appreciation be forwarded to the property owners and some form of tribute to them be included in the trail construction.	Execute and register the S.218 Statutory Right of Way attached as Appendix A of staff report 22-78. Coordinate the environmental and estimating work required so that a public pathway over 348 Pass of Melfort and relocated elements of the Wild Pacific Trail can be considered and prioritized in future budgeting process. Forward a letter of appreciation to the property owners and include some form of tribute to them in the trail construction.	Planning	Assigned

1 Jun 2022	Approval to proceed to an Alternative Approval Process	It was moved and seconded WHEREAS the District of Ucluelet has given three readings to Loan Authorization Bylaw No. 1304, 2022 which proposes that authorization be given to borrow upon the credit of the municipality a sum not exceeding thirteen million dollars (\$13,000,000) to finance the costs of the development of a water treatment system for the District's well fields, surface water supply and increasing of the District's water storage capacity, which will be repaid over a period not to exceed thirty (30) years; AND WHEREAS the District of Ucluelet cannot adopt Bylaw No. 1304, 2022 until the approval of the electors has been obtained; THEREFORE BE IT RESOLVED THAT Council direct the Corporate Officer to undertake an Alternative Approval Process to determine the opinion of the electors with regard to the matter; and THAT Council establish a period of 30 days, from July 7, 2022 to August 8, 2022, for the submitting and receiving of Elector Response Forms; and THAT Council approve the Elector Response Form, attached to Staff Report number 22-75 for conducting the Alternative Approval Process for Loan Authorization Bylaw No. 1304, 2022; and THAT Council establish 2060 electors as the number of electors for the District of Ucluelet.	Launch AAP page on website, make Elector Response Forms available to the public, send notices to newspaper.	Administration	Complete
2 Jun 2022	MRDT - Designated Recipient	It was moved and seconded THAT Council approve option A, to designate Tourism Ucluelet as the Designated Recipient of the Municipal Resort Development Tax. It was moved and seconded THAT Council take a brief recess at 5:27pm, returning at 5:36pm.	Advise TU of Council's decision (certified resolution).	Administration	Complete
1 Jun 2022	Canada Day Road Closure	It was moved and seconded THAT Council approve Option A, to authorize the closure of Fraser Lane from 8:00 a.m. to 4:00 p.m. in front of the Village Green on Friday, July 1, 2022.	Place work order in CityWide to close road.	Recreation	Complete
1 Jun 2022	Temporary Use Permit 1632 Bay Street	It was moved and seconded THAT Council, subject to public comment and provided that the applicant reorient the trailer to be perpendicular to the residence, authorize the issuance of Temporary Use Permit 22-02 to allow one seasonal RV camping space for local workers in the front yard of 1632 Bay Street for a period of 6 months.	Once the trailer has been moved to be perpendicular to the residence, issue Temporary Use Permit 22-02	Planning	Assigned
1 Jun 2022	Temporary Use Permit 1992 Peninsula Road	It was moved and seconded That Council, subject to public comment authorize; 1. Amend Temporary Use Permit 19-04 by adding two new seasonal RV camping spaces for local workers to the rear of the Howlers Restaurant to the existing permit allowance of one space; and 2. Renew Temporary Use Permit 19-04, as amended, for a total of three seasonal RV camping spaces for local workers to the rear of the Howlers Restaurant for a period of 3 Years.	Amend and reissue Temporary Use Permit 19-04	Planning	Assigned
1 Jun-22	2022 UBCM Community Excellence Awards	It was moved and seconded THAT Council authorize staff to submit a joint application in collaboration with the District of Tofino, for consideration for UBCM's 2022 Community Excellence Awards - Excellence in Sustainability category, for the bylaw amendments banning Single-Use Plastic Utensils in both municipalities, as recently adopted in the Spring of 2022.	Submit certified resolution to UBCM.	Administration	Complete
9 Jun-22	May 24, 2022 Committee of the Whole Minutes	It was moved and seconded THAT Council adopt the May 24, 2022 Committee of the Whole Minutes as presented.	Print, sign and post minutes	Administration	Assigned
23 Jun-22	June 7, 2022 Special Minutes	It was moved and seconded THAT Council adopt the June 7, 2022 Special Minutes as presented.	Print, sign and post minutes	Administration	Assigned
23 Jun-22	June 14, 2022 Regular Minutes	It was moved and seconded THAT Council adopt the June 14, 2022 Regular Minutes as presented.	Print, sign and post minutes	Administration	Assigned
29 Jun-22	Official Community Plan Bylaw No. 1306, 2022	It was moved and seconded: THAT Council give third reading to District of Ucluelet Official Community Plan Bylaw No. 1306, 2022; and, THAT Council adopt District of Ucluelet Official Community Plan Bylaw No. 1306, 2022.	Print, sign and file the OCP. Upload to Ucluelet.ca	Administration	Assigned
29-Jun-22	Zoning Amendment Bylaw No. 1309 – 604 Rainforest	It was moved and seconded THAT Council give third reading to District of Ucluelet Zoning Amendment Bylaw No. 1309, 2022, to facilitate the proposed mixed-use development on the property at 604 Rainforest Drive including health care office and resort condominiums.	Bring back Bylaw 1309 for Council to consider adoption.	Planning	Assigned
29-Jun-22	Zoning Amendment Bylaw No. 1312, 2022 – 221 Minato	It was moved and seconded THAT Council give third reading to District of Ucluelet Zoning Amendment Bylaw No. 1312, 2022 to facilitate the proposed housing development on the property at 221 Minato Road.	Bring back Bylaw 1312 for Council to consider adoption.	Planning	Assigned
29-Jun-22	Zoning Amendment Bylaw No. 1310, 2022 – B&B's	It was moved and seconded THAT Council, with regard to Zoning Amendment Bylaw 1310, 2022, direct staff to amend the bylaw and refer the bylaw to a Committee of the Whole meeting.	Bring back Bylaw 1310 for consideration at a Committee of the Whole.	Planning	Assigned
29-Jun-22	2021 Statement of Financial Information Report	It was moved and seconded THAT Council approve the District of Ucluelet 2021 Statement of Financial Information as attached to the June 29, 2022 Staff Report Number 22-95.	Submit SOFI to the Province of BC.	Finance	Assigned

Appendix A

28 Jun-22	Upcoming 2022 Conference Registration	It was moved and seconded THAT Council approve Councillor Cole, Council McEwen, Mayor Noël, Councillor Kemps, and Councillor Hoar, to attend the 2022 Union of British Columbia Municipalities conference in Whistler BC, from September 12-16, 2022.	Register all Council Members to attend UBCM.	Administration	Assigned
28 Jun-22	Upcoming 2022 Conference Registration	It was moved and seconded THAT Council approve two Council members to attend the 2022 Vancouver Island "State of the Island" Economic Summit in Nanaimo BC, from October 26-27, 2022.	Reserve two spaces and accommodations for two Council members to attend VIEA.	Administration	Complete
28 Jun-22	Upcoming 2022 Conference Registration	It was moved and seconded THAT Council reallocate \$5,000 in funding towards the State of the Island Summit in Nanaimo on October 26 and 27, for two Council Members.	Reallocate \$5,000 to the Council Travel and Convention budget for two members to attend VIEA.	Finance	Assigned
28 Jun-22	Request for Letter of Support - Shoreline Cleanup	It was moved and seconded THAT Staff prepare a letter of support for Coastal Restoration Society's shoreline clean-up project for the Broken Island Group.	Draft letter of support for the Shoreline Cleanup project.	Administration	Assigned



FOR IMMEDIATE RELEASE

July 11, 2022

Regional benefits from provincial emergency funding

PORT ALBERNI – The Alberni-Clayoquot Regional District (ACRD), the District of Ucluelet, and the District of Tofino will be even more prepared for an emergency after receiving a \$65,115 grant from the Province of BC to bolster its regional readiness.

The grant is part of \$3.2 million in Community Emergency Preparedness funding announced last week. The funding is designed to help communities build or upgrade Emergency Operation Centres (EOCs), purchase equipment, and enhance capacity through volunteer recruitment, retention, and training. The Community Emergency Preparedness Fund is administered through the Union of BC Municipalities (UBCM) and supports programs that strengthen the resilience of First Nations communities, local governments, and residents.

The grant is a partnership between the three organizations and will strengthen capacity in all partnering jurisdictions and benefit residents in these regions.

“We recognize that united we are stronger, better prepared, and more resilient,” says Heather Zenner, protective services manager for the ACRD. “As a region we must work together to improve our depth of resources and increase our response capacity.”

The ACRD is a collection of remote and isolated communities that rely on each other’s support, assistance, and resources. The Districts of Tofino and Ucluelet face the same challenges as well as living with limited access routes. Since these Districts and the ACRD are adjacent to each other, it is essential that a regional approach is practiced when it comes to potential emergencies.

"Our top priority is keeping our community safe before, during, and after an emergency," said Brent Baker, fire chief and manager of protective services at the District of Tofino. "Working as a region is essential in ensuring emergency operations centres across our communities can respond effectively."

It will build capacity through training opportunities and tabletop exercise and purchasing supplies and equipment will help build resources and improve functionality. Some of the supplies that will be included are pagers, hand-held radios, a digital flip chart, a laptop, webcam, and speakers, a printer, headsets, a projector, and auxiliary power banks.

“This grant will further strengthen the emergency response capacity of the ACRD and west coast communities by providing valuable joint training and upgrades to our Emergency Operations Centre equipment,” explains Ucluelet Fire Chief Rick Geddes.



In addition to this official partnership, this project will offer collaboration through training opportunities with area First Nations, Pacific Rim National Park, the fire departments in Bamfield, Cherry Creek, Port Alberni, Beaver Creek, and Sproat Lake, Emergency Support Services, and the City of Port Alberni.

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For more information, please contact:

Heather Thomson, ACRD Communications Coordinator

250-206-5162

hthomson@acrd.bc.ca

BCFC AGM June 30, 2022

Welcome to the 5th Annual General Meeting of the Barkley Community Forest Corporation.

Thank you to the District of Ucluelet for hosting the meeting.

Our General Manager had been having health problems at the time of our last AGM and resigned a short time after. We were fortunate that Erik Holbek accepted the job as our new General Manager and it has been a busy time for both Erik and the Board to get up to speed and move forward.

We put 20,000 m³ in Draw Lake up for tender and Probyn were the successful bidders.

Mosaic is logging areas in Salmon Beach and Ozzard and this could likely extend into August. Weather and staffing continue to be a problem for contractors again this year.

We have a Salvage Contract with North Shore that could add hundreds of thousands to our bank account and present a tidier looking Community Forest.

We estimate that we could be within 10,000 cubic metres of our total allowable cut for this period and may be looking at 5,000 this volume to be offered to local interests at fair market value.

We have done well but the future is uncertain with changing policies and probable stumpage rate increases for Community Forests. However, as per Policy #12 – Payment of Dividends to Partners, we are able to provide a dividend of \$367,000 to each Partner this year. This will bring the total Barkley Community Forest Corporation Dividend payouts to \$8,550,000 since 2018.

Our next cut period begins in 2025 and we are required to accrue funds to get us into the next cut period.

Local area contractors received over \$3.5 million in gross revenue (Ucluelet and Port Alberni) in the past year. There were roughly 25 full time equivalent jobs created as a result of the logging of our timber in the last year.

All post-harvest reforestation obligations have been met and we planted over 23,000 trees in the past year. Our total number of trees planted since we began is 273,000.

There will be a program to burn piles this fall and a program to plant trees on the logged areas in the spring of 2023.

We have not met with the Partners nor held an Open House recently, but this will happen and will be more meaningful when we have completed our Old Growth and Riparian Management Policy and have new Forest Stewardship and Management Plans.

Lance Blackwell completed a video of the BCFC and it is on our website (barkleyforest.ca).

We have spent a lot of time getting a Map and Fact brochure and, while we had hoped to have one to show you today, we are very close.

We did look at the possibility of selecting a site to grow Christmas trees (either at Tofino Airport or an area in the Community Forest or to mix them in when we plant seedlings but, after much consideration, decided that it was not economically viable to do this and that it was in our best interest to not get involved.

We continue to work on the firewood supply issue and are making progress. Firewood is being piled at roadside where possible and the roads left accessible by truck.

The website will be updated with maps, instructions, and a link to the MoF's self-serve permits as soon as operations are complete in these blocks.

Theft from the settings remains a problem and, while the Ministry of Forests is concerned, they do not have the resources to pursue it.

We continue to be involved with the Ucluelet Mountain Bike Association and have entered into an MOU to work on the planning and development of new trails in the community forest.

We have been working with the Toquaht Nation and Redd Fish Restoration Society to assist in identifying priority restoration projects in the Maggie Watershed. We have provided maps and data including an updated inventory of the historic and current road network that we were able to derive from our LIDAR data.

Draw Creek 3 remains a study area and signage will be put up to identify this.

We have submitted and expect imminent approval of a new Forest Stewardship Plan for the community forest. This new plan includes a commitment to maintain sufficient suitable habitat for the survival of Marbled Murrelet as part of the Federal recovery strategy for this species.

The BCCFA AGM is scheduled to happen this Fall in Nakusp and we hope to be able to send representatives to this event.

The Board has worked well together over the past year, and I am grateful that we have these dedicated people who make the CF run smoothly. We are also very fortunate to have both Erik Holbek as our General Manager and Michael Williams as our Accountant and I thank them for their commitment and hard work.

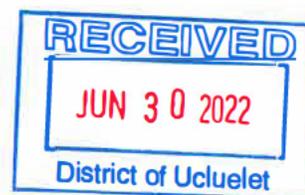
I would like to give a special recognition to a director whose knowledge, background, experience and commitment have stood out and I'm sure you all know that this is Ken Matthews.

I don't know if there are any Community Forests who are as fortunate as the Barkley Community Forest to have a director of this caliber. Ken has always gone above and beyond what would normally be asked of a director and we are indebted to him.

Thank you to everyone involved with the Community Forest for helping to make this another successful year and a special thank you to the Partners for giving us the freedom to make some serious changes as we try to provide the right future for the Community Forest.

I welcome any questions which you may have.

Chair and School Board Trustees
 School District 70
 Pacific Rim, Port Alberni



June 28, 2022

Dear Trustees,

As you are aware the recent construction efforts to bring a new high school to Ucluelet have been met with both relief and excitement by the residents of both Tofino and Ucluelet. However, for those in the community that have relied on the access to the only fenced asphalt tennis court it was shocking to discover the dismantling and repurposing of the playing surface during high school construction. There was no community consultation with residents and to suddenly have the tennis courts alienated by construction activities seemed heavy handed and short sighted. To be blunt, we want our tennis courts back.

A recent petition of a small sample of racquet sport enthusiasts in Ucluelet has yielded at least 20 plus signatories respectfully requesting a reinstatement of the playing surface upon construction completion. Please see attached. The fenced playing surface was utilized by tennis players, ball hockey enthusiasts, young families teaching their children to bicycle in a safe off road area and pickle ball enthusiasts.

As a young family who cherish their community and the limited recreational amenities it offers I believed it was imperative to galvanize and demonstrate the community support for the continued access to tennis courts at the high school. Please consider this request and inform us in writing when you believe the courts will once again become playable.

On behalf of the petitioners,

Tessa Donald

Tessa Donald
 [REDACTED]
 Ucluelet, BC
 V0R3A0

CC: Superintendent of Schools SD 70
 Westerly News Paper Ucluelet
 Ucluelet Mayor and Council



July 5, 2022

Re: Clayoquot Biosphere Trust Annual Report

Dear Mayor and Council,

The Clayoquot Biosphere Trust (CBT) staff and board are excited to share our [2021 Annual Report](#), highlighting our recent grants, programs, and learnings as an organization committed to equity and reconciliation. We would like to express our gratitude for all communities, grantees, and donors with whom we collaborate; as a UNESCO Biosphere and Community Foundation, none of what we do would be possible without your continued support. We also extend thanks to our volunteers as they continued to contribute to the CBT through the pandemic.

This region is part of a World Network of 738 UNESCO Biospheres: special places that have all made the same commitment to sustainable community development guided by global plans that coordinate local action. As a UNESCO Biosphere, we step back and reflect on our effort to achieve our mandate every 10-years in a formal process called the “periodic review.” The Periodic Review is how we demonstrate the region's contributions to these global plans and maintain our status as a UNESCO Biosphere Region. It is also an opportunity to renew engagement through dialogue, reflection and letters of support. Last year our team worked hard to complete the periodic review and we are grateful for the feedback provided by our partners. We are committed to taking these words to heart as we move forward. The review is currently being considered by the Biosphere Program at UNESCO and we await news of our continued designation later this year.

All communities in the region, from hišk^{wii}ʔatḥ in the north, to tuk^{waa}ʔatḥ in the south, participate on the [CBT Board of Directors](#). We want to lift up Toni Buston (director) and Rachele Cole (alternate director), District of Ucluelet’s representatives on the CBT board, for their contributions.

Thank you for your continued commitment to and participation in the CBT.

Sincerely,

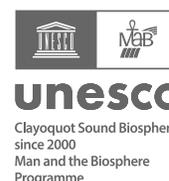
Rebecca Hurwitz
Executive Director

PO Box 67, 316 Main Street, Tofino BC Canada V0R 2Z0

T 250.725.2219 F 250.725.2384

clayoquotbiosphere.org

Clayoquot Biosphere Trust 2021 Annual Report Rebecca Hurwitz, Executive ...





clayoquot

BIOSPHERE TRUST



2021 Annual Report

Globally-minded • Ecosystem-oriented • Community-driven

From the Co-chairs

For the Clayoquot Biosphere Trust (CBT), 2021 was a year of adaptation, learning, and change. We continued navigating waves of COVID-19 and its impacts on local communities. We explored how the pandemic is changing the work we do and the way we do it. Sustained public health challenges highlighted social injustice globally and right here at home, showing us how critically we need to build more equitable communities as a post-pandemic world emerges.

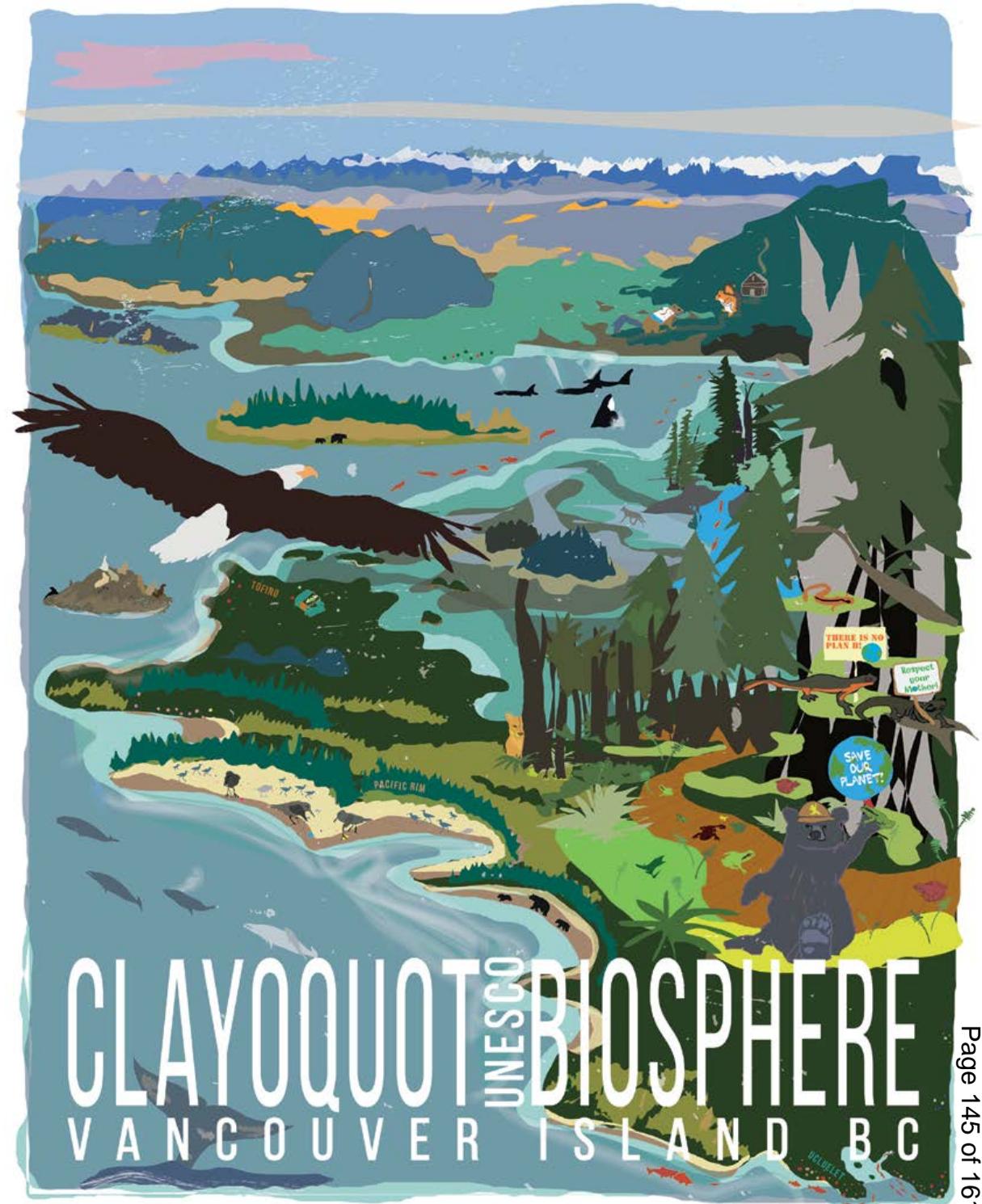
At the CBT, we knew it was time to embark on a journey of organizational change to make sure we serve the region in the most equitable way. Through our “equity pathway” (see page 5), we began exploring how our policies, granting programs, and organizational culture can change in the spirit of being a truly equity-driven organization.

As a community foundation, several new funds were established including the Warrior Program Fund, the Nuu-Chah-Nulth Language Fund, and the Debbie Mundy Memorial Scholarship Fund. Community funds are a great example of how the CBT serves as an administrative bridge between local initiatives and donors who care.

We completed two significant research projects this year, the 2021 Living Wage Calculation and a Vital Snapshot on Tourism, which examine the rising cost of living and the holistic impacts of tourism in the Clayoquot Sound Biosphere Region. We also made significant progress towards building a regional Biosphere Centre, a community hub where innovative programs provide opportunities to learn, connect, and share ideas, and where, ultimately, we craft solutions that benefit all people in our region.

Looking ahead, we’re feeling hopeful and energized to continue serving the region. This annual report is a chance to celebrate our community impact, while expressing gratitude to the partners, donors, and community members who help us achieve the positive outcomes we strive for.

Ruth Charelson and Nicky Ling
Co-chairs, Board of Directors, Clayoquot Biosphere Trust



Vision

The community of the Clayoquot Sound UNESCO Biosphere Region (CSBR) will live sustainably in a healthy ecosystem, with a diversified economy, and strong, vibrant, and united cultures, while embracing the Nuu-chah-nulth First Nations living philosophies of *iisaak* (living respectfully), *qwa' aak'qin tiic miš* (life in the balance), and *hišukniš cawaak* (everything is one and interconnected).



Champions,
change-makers,
builders, stewards.
Researchers, helpers,
advocates, allies. We are
a catalyst for positive change
and a sustainable future.

Our Team

Board of Directors

- Ariane Batic – At-large – Director
- Elyse Goatcher-Bergmann – At-large – Director
- Mike Davis – District of Tofino – Treasurer
- Moses Martin – Tla-o-qui-aht First Nations – Interim Director
- Naomi Mack – Toquaht Nation – Secretary
- Nicky Ling – Alberni-Clayoquot Regional District – Co-chair

- Ruth Charleson – Hesquiaht First Nation – Co-chair
- Tom Campbell – Ahousaht – Director
- Toni Buston – District of Ucluelet – Director
- Zoltan Schafer – Yuułuṭit̓ath̓ Government – Co-chair

Board Advisors

- Kendall Woo – Environment and Climate Change Canada
- Linda Higgins & Denise Koshowski – Fisheries and Oceans Canada
- Jazz Amyot & Dave Tovell – Parks Canada
- Rhonda Morris & Jennifer Sibbald – Province of British Columbia

Staff

- Brooke Wood – Manager of Community Initiatives
- Colin Robinson – Operations and Communications Coordinator
- Erika Goldt – Eat West Coast Lead
- Faye Missar – Director of Community Health
- Haley Stevenson – Communications Coordinator, West Coast NEST
- Nicole Gerbrandt – Director of Education, West Coast NEST

- Laura Loucks – Director of Research
- Rebecca Hurwitz – Executive Director
- Tsimka Martin – Literacy Coordinator
- Verena Merkel – Finance Coordinator

© Sander Jain

Equity Pathway

The CBT is working together with volunteers, First Nations, communities, and other partners toward becoming a more equity-driven organization. This shift is happening at all scales, in the recognition of injustice and violence towards Indigenous people, and the broader social movement towards greater diversity, equity, and inclusion. It also aligns with our research as both the Vital Signs program and the Living Wage calculation have highlighted inequities within the region.

Looking back:

2017

Signed the Canadian philanthropic community's Declaration of Action, committing to learning and remembering, understanding, and acknowledging the truth about residential schools, and participating and acting in an atmosphere of understanding, dignity, and respect towards the shared goal of reconciliation.



2020

Co-hosted the *Hišinqʷit* Regional Gathering to join in a spirit of truth and healing.

Hosted cultural workshops and training.



Identified and discussed unconscious biases within the CBT.

Learned about the land visions of the First Nations in whose territories the CBT operates.

Learned from crisis response and isolation during the pandemic.

2021

Invited community leadership to provide feedback and support via the UNESCO Periodic Review process, and committed to ongoing relationship building and engagement.

Adapted our grant program to reduce barriers and began using an equity lens in the grant review process.

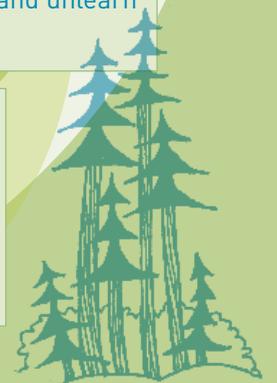
Participated in Decolonize First, a collective learning experience about the impacts of colonization in our lives, work, and community.

Looking ahead:

The CBT granting program is evolving to:

- identify and change granting practices that are barriers to potential applicants,
- meet the needs of community project leaders in ways that work for them, and
- test and formalize new approaches as we learn and unlearn together.

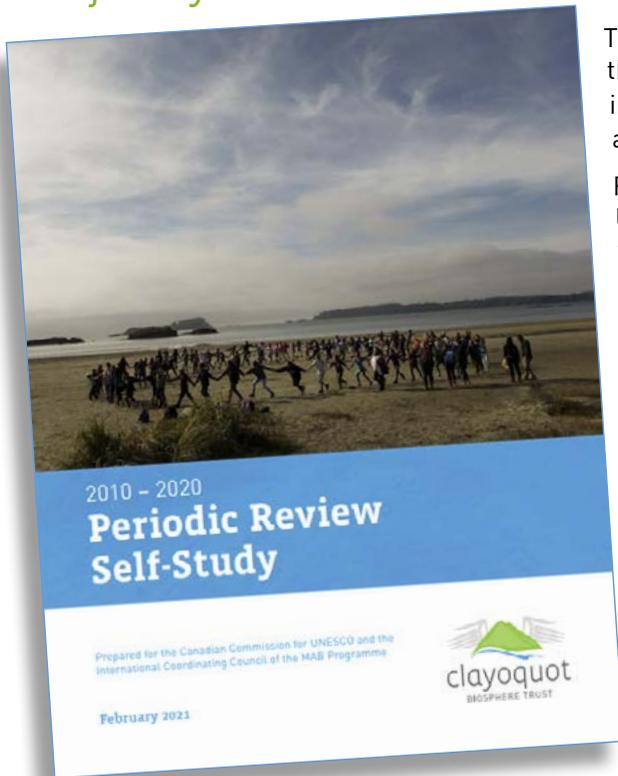
The CBT is supporting further learning about equity and the impacts of colonization for our staff, volunteers, and grantees. Being in this process of learning and unlearning together will help to build a common collaborative language and community of practice in the region.



UNESCO Periodic Review

When Clayoquot Sound became a UNESCO Biosphere Region in 2000, local communities committed to finding a sustainable balance between conserving cultural diversity, natural ecosystems, and biodiversity, and fostering sound economic development. Every ten years, we step back and reflect on our shared effort to achieve this balance as our communities and ecosystems change.

Self-Study 2010-2020



The periodic review self-study is the result of a decade of continued interaction and learning with residents and communities.

Following the format prescribed by UNESCO, the report brings together volunteer and staff input, researcher survey results, and case studies. The self-study also includes a detailed review of the Clayoquot Sound Biosphere (CSB) zonation, and subsequent revisions to the zonation maps to show how the CSB continues to meet the criteria of Article 4 of the Statutory Framework of the World Network of Biosphere Reserves.



Support for the UNESCO Biosphere designation

As part of the 10-year periodic review, we reached out for support of the continued UNESCO designation from our partners. The CBT received 83 letters of support from governments, organizations, researchers, and champions near and far, and have showcased them in a [StoryMap](#).

We are grateful for the feedback provided by our partners and are committed to taking their words to heart.

Virtual Visit of UNESCO Reviewers

In May, the CBT hosted Maureen Reed and Sarah Gamble virtually for a review of the organization after it completed its self-study. In addition to attending board meetings and our AGM, the independent reviewers engaged with more than 30 CBT partners in a series of roundtable meetings focused on:

- CBT governance,
- conservation and relationships with the land,
- tourism, and
- food security.

Learn more in the [Report of External Reviewers](#) that summarizes our highlights and achievements over the past 10 years, as well as the opportunities and recommendations for the next 10 years.



Co-leading Sustainability Research, Education, and Training

2021 Living Wage

Every two years, the CBT collects data to determine the cost of living in the Clayoquot Sound UNESCO Biosphere Region.

The 2021 Living Wage is \$21.15/hour

The living wage is the hourly pay that each parent must earn to cover the basic expenses of an average family of four. It considers the local costs for housing, food, transportation, childcare, healthcare, and recreation, and is the “bare bones” a family needs for an adequate quality of life.

Toki Doki food truck, owned and operated by Tofino residents Madi Greyson and Kei Lowes, became the first Living Wage certified restaurant in the region.



[Read the full Living Wage report.](#)



Vital Snapshot on Tourism

Research plays a vital role in the CBT’s advocacy for community and ecosystem health. In 2021, we built on our Vital Signs research program by examining the holistic impacts of tourism in the Clayoquot Sound Biosphere Region. Tourism can be a driver for healthy community development but only when local communities and all rightsholders and stakeholders are involved in its design. We hope this report will influence positive changes in the tourism sector through advocacy and policy change.

[Read the Vital Snapshot on Tourism.](#)

Westcoast Indigenous-led Stewardship Corridor

The quest for an Indigenous-led Westcoast Stewardship Corridor began in 2020 when members from several First Nations and their partners gathered in Hitacu. There was consensus that we are out of balance, and that the land relationships between people and four-legged beings—and the environment that sustains us all—has changed considerably. These discussions led to the vision of an Indigenous-led stewardship corridor that connects large-scale landscapes along the west coast. This new initiative is led by a steering committee, and coordinated and administered by the Coexisting with Carnivores Alliance and the CBT.

Sydney Inlet Soundscape Monitoring Program

2021 was the final year of data collection in our acoustic ecology research project in a remote corner of Clayoquot Sound. With support from Fisheries and Oceans Canada and permission from Ahousaht, CBT’s research team used underwater microphones to record, analyze, and increase our understanding of natural sounds and human-made noise and their intersection at important feeding habitats for at-risk marine mammals. Through this project, we are continuing to learn about the ecological importance of sound in ecosystems such as Sydney Inlet.

Facilitating & Coordinating Healthy Community and Ecosystem Initiatives



Emergency Food Security Coordination

The CBT's food security initiative, **Eat West Coast**, continued to help local communities and organizations develop effective, community-based responses to food-access challenges, applying learnings from the initial emergency response phase of the pandemic to build long-term solutions.

Significant initiatives in 2021 include:

- co-coordinating the Coastal Agriculture Roundtable,
- a standing committee of the Alberni-Clayoquot Regional District focused on advancing regional food production,
- achieving funding for rural, remote, and Indigenous food security from the BC Ministry of Health, and
- achieving long-term support from the Public Health Agency of Canada for seniors living in rural coastal areas with minimal programming and infrastructure.



Neighbourhood Small Grants

Neighbourhood Small Grants

Throughout the pandemic, many people felt isolated from their family, friends, and communities. In response, our Neighbourhood Small Grants program provided nearly 60 grants of up to \$500 for individual-led projects that fostered community connectivity.

This year, we piloted a new focus on culture with a special emphasis on Nuu-chah-nulth culture. Our goal was to enable cultural practice at a time when the pandemic created barriers to gathering, and when healing and community identity were so needed.

New this year was a collaboration with the Tofino-Ucluelet Culinary Guild, which supplemented food-related projects with groceries.

Thank you to Westcoast Community Resources Society for continuing to partner with the CBT and to all of the funders and project leaders for making 2021 such a successful year for Neighbourhood Small Grants!



Project spotlight: Ahousaht Pride Cupcakes



Students in the Pride Club at Maaqtusiis Secondary School in Ahousaht say, "we are helping to promote inclusion in Ahousaht through the Pride Club, a safe space in which anyone in the school is welcome."

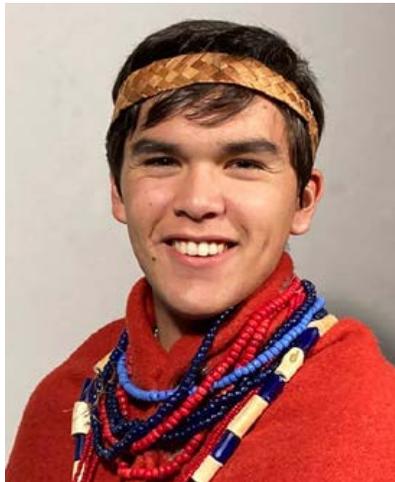
Empowering Youth

Education Awards

In partnership with Genus Capital Management, the CBT grants two \$12,608 education awards annually. The awards are based on community involvement, personal reference letters, a proposed education plan, and academic achievement.

The Central Region Nuu-chah-nulth Education Award is shared between Sereana Kaloucokovale and Tim Masso.

Sereana Kaloucokovale from Ahousaht, is studying at Capilano University with the goal of becoming a psychologist supporting Nuu-chah-nulth youth. At Maaqtusiis Secondary School, she played basketball while maintaining excellent grades and supporting her teammates on and off the court. She also served on student council and was a member of the Pride Club. Sereana says, *“in my own young adult life I have struggled with mental health; I want to be able to be that trusted someone to help people out in such a sensitive time in their lives.”*



Tim Masso from Tla-o-qui-aht First Nation is studying education and language revitalization at the University of Victoria with the goal of eventually teaching Nuu-chah-nulth/Tla-o-qui-aht language in local schools. For over seven years, he has been advocating for Indigenous languages locally, nationally, and internationally. He has organized and contributed to many events focusing on Indigenous language and culture locally and abroad. Tim says, *“I saw a divide between Indigenous and non-Indigenous students at school and realized it was caused by lack of respect and knowledge of Indigenous culture and language. I want to make a positive difference for future students.”*

Maya Hansen from Tofino received the Clayoquot Biosphere Education Award and is studying to be an educational assistant (EA) at Grande Prairie Regional College. She has volunteered in her community for over a decade through her involvement with the Tofino Girl Guides. At Ucluelet Secondary, she served on student council, was in the Queer and Ally Club, combat-ted plastic pollution with Surfrider Club, and played on the soccer team for several years. Maya says, *“I want to help people, especially those like me that have struggled with learning disabilities. With the help of an EA, I learned to love school. My biggest obstacle is now a passion and source of enjoyment and pride.”*

Youth Action Grants

With support from the Districts of Tofino and Ucluelet, the CBT provided five Youth Action Grants (\$300-500) to regional youth leaders aged 10 to 15. The projects varied from a kayaking day exploring Ucluelet harbour and learning about Nuu-chah-nulth history, to a bronze medallion course for local teens, to preparing care packages for local seniors and Elders. All youth project leaders were offered project support by CBT staff. CBT staff and youth leaders met to debrief after the projects wrapped up to maximize youth learning and empowerment.



Youth spotlight: Bronze Medallion course

“The course made me feel a lot more confident both in my ability to aid someone in distress in the water as well as navigating rip currents alone. These are important skills for a young person growing up in the region who spends lots of time in the water surfing as well as teaching others.”

– Riley Gerbrandt, 14,
co-applicant for the
Bronze Medallion course

Achieving the Biosphere Centre

Following the purchase of a property in Tofino in 2019, the CBT has continued momentum towards the establishment of a Biosphere Centre, a community hub where innovative programs provide opportunities to learn, connect, and share ideas, and where, ultimately, we craft solutions that benefit all people in our region. We envision a welcoming space where residents, visitors, and researchers feel equally comfortable, and where scientists and storytellers can share their valuable teachings.



Our zoning bylaw amendment application unanimously passed its second reading by the District of Tofino and proceeded to a public hearing in December. We're thankful to all of the residents, partners, Indigenous leaders, researchers, and the local non-profits and business community who supported our vision.



I am excited about the possibility of a new, permanent CBT building in Tla-o-qui-aht territory and want to share my support for the work they have done to develop the vision and plans in a good way.

- Iris Frank,
Tla-o-qui-aht Education manager

As a person of color who doesn't feel supported by most of the infrastructures in this town, this Centre will help by providing safe space where cultural diversity is welcomed, encouraged and supported.

- Aline Carrier, Uuathluk Fisheries

I have witnessed much bridge-building and network development between communities, thanks to CBT initiation and support. I see so much more connectivity between the different communities now than I ever experienced in the late '70s and '80's when I first moved here.

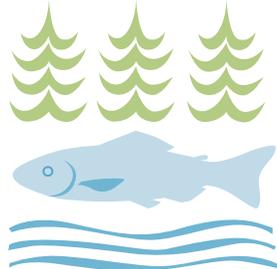
- Janis McDougall, Tofino Resident

[Learn more about the Biosphere Centre](#)



2021 Grants by the numbers

total project funding: **\$268,776**



85
local projects funded

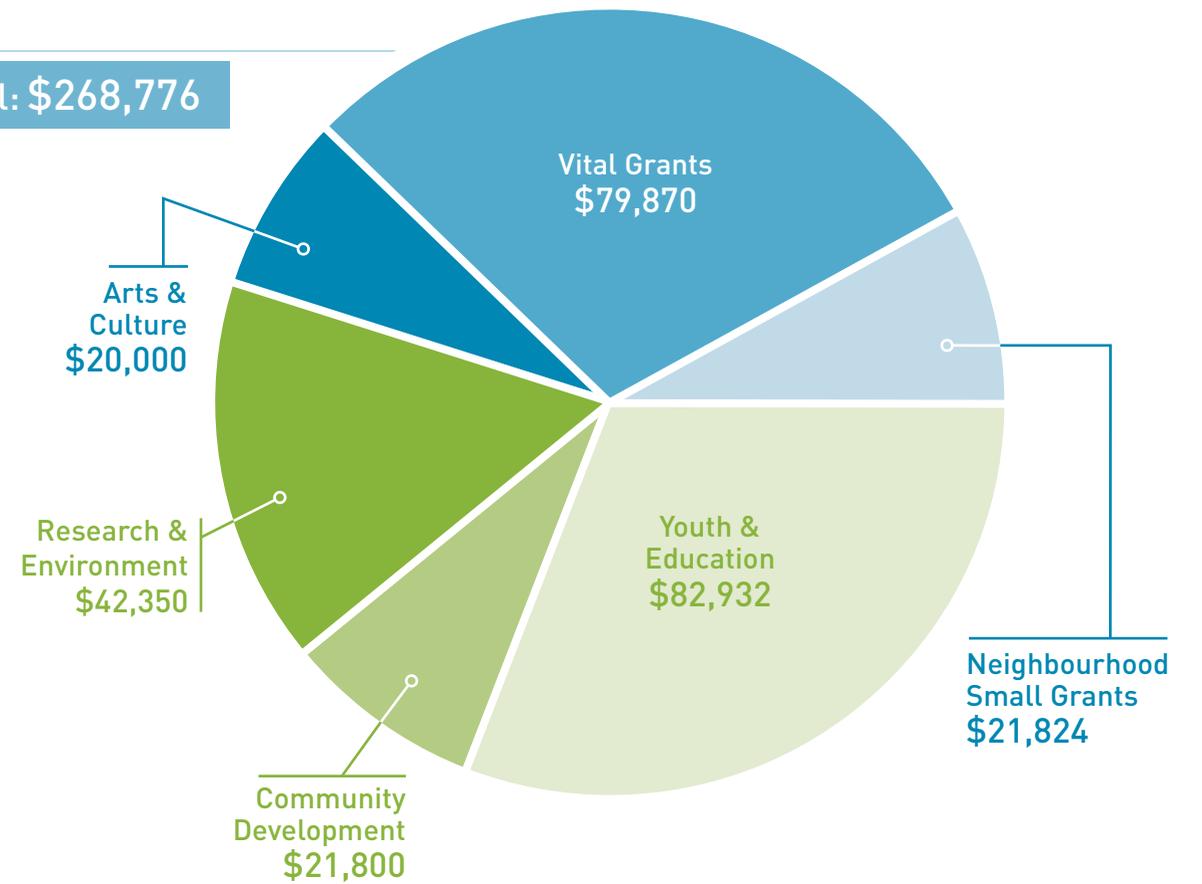
29
local organizations funded



\$414,536
estimated in-kind leveraged



Total: **\$268,776**



\$412,114 estimated partner contributions

2021 Funded Projects

We recognize the contributions that all CBT grant recipients make to the UNESCO Biosphere designation. Supporting projects like these is one way that we can work together to meet our shared mandates.

Arts and Culture

- Carving on the Edge Festival Society – Carving Club
- Coastal Family Resource Coalition – Five Nations Language Stickers
- District of Ucluelet – Common Ground Market
- Westcoast Community Resources Society – Naasuksap Tlimasti?i Tuuccamiah Women’s Circles
- Wickaninnish Community School – After-school Central Dialect Language Program

Research and Environment

- Cedar Coast Field Station – Kelp Monitoring in Clayoquot Sound
- Central Westcoast Forest Society – Barkley Sound Kelp Bed Restoration Feasibility Study
- Strawberry Isle Marine Research Society – Sea Star Stewardship Program
- Wetland Stewards for Clayoquot and Barkley Sounds – Testing mitigation to improve habitat connectivity for amphibians and population monitoring
- BC Conservation Foundation – WildSafeBC Pacific Rim
- Yuuṭuḷiṭṭath Government – WildSafeBC Hitacu-Macoah

Biosphere Research Award

- Strawberry Isle Marine Research Society – Pelagic Marine Species Survey



56 Neighbourhood Small Grants



11 Education Awards



Community Development

- Alberni-Clayoquot Regional District – Growing Resilient Coastal Gardens
- District of Ucluelet – Youth Health & Wellness Initiative
- Westcoast Community Resources Society – West Coast Free Counselling Clinic
- BC Conservation Foundation – Fruit Gleaning Program Pilot

Youth and Education

- Pacific Rim Hospice Society – Youth Peer Education and Support Program
- Surfrider Pacific Rim – Youth Environmental Stewardship Development
- Ucluelet Elementary School – The Salmon Story
- Wickaninnish Community School – Sowing Seeds Across Generations
- Wickaninnish Community School – Tofino Nature Kids After-school Program

Youth-led Action Grants

- Jensen Bay Wildlife Monitoring – Ethan Stere
- Music Video for Seniors – Lothar Myck
- Learning Nuu-chah-nulth History of Ucluelet Harbour by Kayak – Felix Fergusson
- Bronze Star/Medallion Course for Ucluelet Youth – Riley Gerbrandt and Eli Morgan
- Care Packages for Older Adults – Lily Loiselle and Frida Towgood

Vital Grants

- Ahousaht – Bedwell River Habitat Restoration and Enhancement
- Cedar Coast Field Station – Assessing Juvenile Chinook Salmon Survival
- Language Keepers Society – ḷaḷuukʷiṭṭath Family Learning Curriculum Development
- Tla-o-qui-aht First Nations – Tla-o-qui-aht Nation Community Safety Initiative



West Coast NEST

CBT's education tourism initiative, the West Coast NEST, advanced education for sustainable development in exciting new ways that provided revenue and awareness for local organizations and businesses. West Coast NEST continued developing its funding partnerships with Royal Roads University and the Government of Canada's Sustainable Development Goals (SDG) Unit.

2021 highlights include:

- the SDGs, Systems Thinking, and Circular Economy workshop at Ucluelet Secondary School (USS),
- a youth video contest,
- youth-led interviews with regional scientists,
- a west coast knitting and weaving retreat,
- the Science and Conservation in the Clayoquot Biosphere Region [StoryMap Collection](#), and
- a field equipment lending library for outdoor education students at USS.

Tofino high school student Toby Theriault interviews biologist Kayley Hollyer as part of the NEST youth-led interview series.



Coastal Family Resource Coalition (CFRC)

The CFRC is an interdisciplinary network of west coast service providers that develops capacity to address the needs of children, youth, families, and communities, and to improve communications between service providers, agencies, communities, and funders. With the goal to improve the overall health in our communities, the missions of the CBT and the CFRC align—facilitating the sharing of knowledge and experience to achieve social and cultural sustainable development.

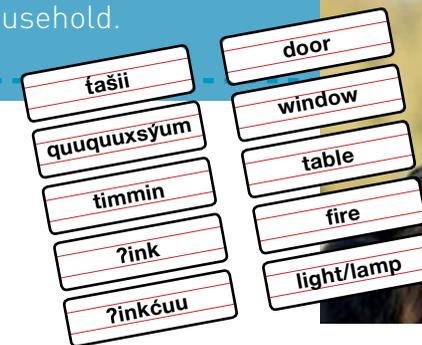
Through 2021, the ongoing COVID-19 pandemic continued to highlight the region's most critical public health needs and resulted in numerous collaborations among west coast service providers including:

- monthly meetings (continued online format with high levels of participation),
- three working groups (Child and Youth, Harm Reduction, Early Years),
- seniors/Elders advocacy and program development, and
- West Coast Children's Resilience Initiative to advance trauma-informed practice in local schools.

Nuu-chah-nulth language stickers

CFRC Literacy Coordinator, Tsimka Martin, organized project to support Nuu-chah-nulth language learners with stickers to label common items and places around the household.

This CFRC is administered by the CBT and guided by the CFRC Executive Committee.



Thank you for Giving

Our 2021 donors join a group of committed funders who invest in our region through their donations, grants to our program, or in-kind contributions. We thank each of our donors for placing your trust in us to steward these funds and maximize their impact.

- | | | |
|--------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------|
| Aaron Lomax | Elizabeth Liu | Nelly Heyduck |
| Adrienne Mason | Genus Capital Management | Pam Frazee |
| Alberni-Clayoquot Regional District | Green Buoy Consulting | Patricia Sieber |
| Alex Kee | Gregor Robertson | Rebecca Hurwitz |
| Anne Martin | Jane McGregor | Remembering Otto & Marie Pick Charitable Foundation |
| Backyard Creative | Jason Li | Rotary Club of Victoria-Harbourside Foundation |
| Barb Gudbranson | Jennifer Yakimishyn | Rowen Monks |
| Barbara Beasley | Joey Halka | Sabrina Donovan |
| Beverly Hopper | John Armstrong | Salesforce |
| Bill & Risa Levine | John Coombs | Sandy Corlazzoli |
| Bob Macdonald | John O'Brien | Sarita Mielke |
| Buchanan Programme & Matthew Wall | John-Paul Harrison | Taylor McCarthy |
| Buchanan Programme & Paul McLoughlin | Joyce & John Frazee Fund, held at the Vancouver Foundation | The Factory Tofino |
| Canada Council for the Arts | Julia Simmerling | The J.W. McConnell Family Foundation |
| Children's Health Foundation of Vancouver Island | Keith Devonshire | Tofino Consumers Co-operative Association |
| Christine Skucas | Kimberly Pearson | Ucluelet Brewing Co |
| Creative Salmon Co. Ltd. | Kristen Collishaw | Ucluelet Co-op |
| Dave Myers | Leah Austin | United Way Central & Northern Vancouver Island |
| Decoda Literacy Solutions Society | Lia Chalifour | Vancouver Island Health Authority |
| Denise Koshowski | Long Beach Lodge Resort | Veronic Clair |
| District of Tofino | Louis Rouleau | Victoria Foundation |
| District of Ucluelet | Marc Aguanno | Wendy Palen |
| Elisabeth Smith | Meredith Sargent | |
| Eliza Erskine | Mitchel Martin Downie | |
| | Naomi Dove | |

New Community Funds

In 2021, three new funds were established by donors and community partners:

Debbie Mundy Memorial Scholarship Fund

Supports a scholarship for an Indigenous student to participate in Leadership Vancouver Island, a community-focused, values-based leadership development program.

Warrior Program Fund

Supports the Nuu-chah-nulth Warrior program to provide resources and training opportunities that support healthy youth development and empowerment and to enable youth to travel for nation-to-nation training opportunities.

Nuu-chah-nulth Language Fund

Supports *nuučaanut* (Nuuchahnulth) language revitalization within the Clayoquot Sound Biosphere Region.



A founding contribution from the Government of Canada has supported the CBT programs and grants since our beginning in 2000. We are grateful for their investment in our region through the gift of the Canada Fund, a \$12-million endowment.

Ways to give

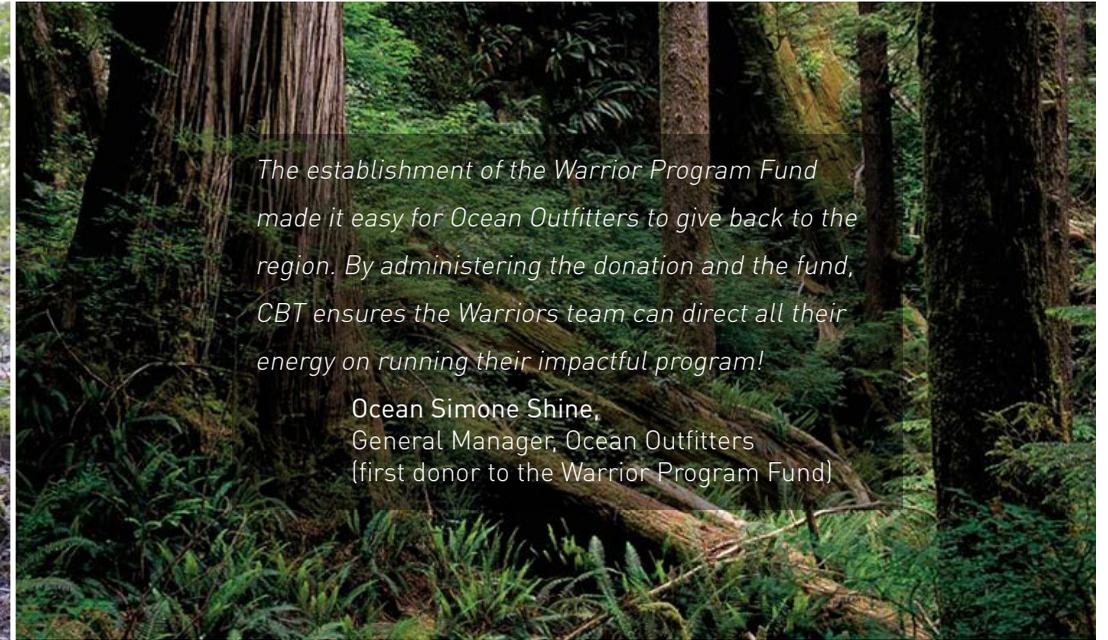
A donation to the CBT makes meaningful and lasting impacts in areas that are important to you. From arts and culture to research, from education to the environment, donors and funders come to us to simplify and enhance their charitable giving in the region.

The CBT's 12 community funds include:

- Biosphere Centre Fund
- Biosphere Research Fund
- CBT Operating Endowment Fund
- Clayoquot Sound Wild Salmon Fund
- Debbie Mundy Memorial Scholarship Fund
- Fish for the Future Fund
- Nuu-chah-nulth Language Fund
- Pacific Rim Foundation Fund
- Tofino Children's Swimming and Water Safety Fund
- Tofino Community Fund
- Warrior Program Fund
- West Coast N.E.S.T. Fund

Today
for tomorrow

CBT's fully audited financial statements are available on our website.
Registered Charity Registration #870641727RR0001.



The establishment of the Warrior Program Fund made it easy for Ocean Outfitters to give back to the region. By administering the donation and the fund, CBT ensures the Warriors team can direct all their energy on running their impactful program!

Ocean Simone Shine,
General Manager, Ocean Outfitters
(first donor to the Warrior Program Fund)



Fossil Fuel Free Investing

The pooled funds of the CBT are invested in partnership with Genus Capital Management, a pioneer in Canada's divest-invest movement. Genus ensures our funds are not invested in the fossil fuel industry or other socially and environmentally harmful industries, aligning our investments with our long-standing commitment to living sustainably. Genus includes an SDG lens in their investment criteria, working to ensure the investments that drive the local impact of our foundation also advance SDGs in the wider world.

If you have questions about leaving a lasting legacy,

whether through contributing to a fund or starting your own, our executive director, Rebecca Hurwitz, would be pleased to meet with you. As a donor, you can work with the CBT to identify your philanthropic goals, matching your interests with community data and needs.

Learn more about giving.



The CBT is the only organization in Canada that is both a community foundation and a UNESCO biosphere.

Both of these networks have embraced the UN Sustainable Development Goals (SDGs) to guide efforts and monitor progress.



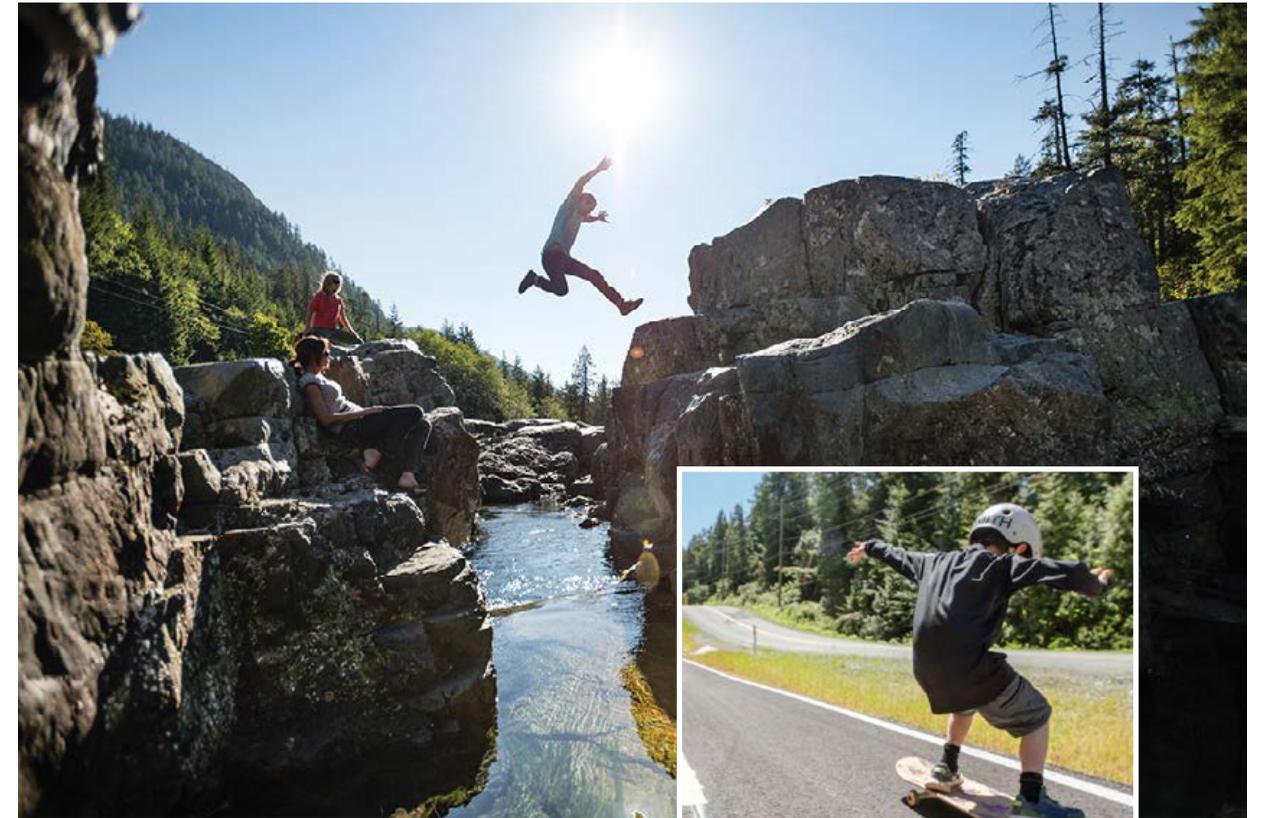
The SDGs provide a useful framework that allow us to draw connections between the health of ecosystems and communities in the CSUBR. At the CBT, we have known since our inception that thriving communities and thriving ecosystems go hand in hand, guided by the Nuu-chah-nulth philosophy of *hišukniš čawaak* (everything is one and interconnected).



The CBT is an active member of the Canadian Biosphere Reserves Association as one of 19 UNESCO biosphere reserves in Canada.



The CBT is one of Canada's 191 community foundations.



Creating a better future through biosphere stewardship, philanthropy, and community building.



316 Main Street | PO Box 67
Tofino, BC V0R 2Z0

-  clayoquotbiosphere
-  @clayoquotbiosphere
-  @claybiotrust

Photo credits:

- Melody Charlie - First Nation photographer
- Sander Jain Photography
- Jacqueline Windh
- Mark McKeough
- Nicole Gerbrandt
- Kait Rogers
- Marlo Firme
- Jill Patterson
- Nora Morrison
- Nelly Heyduck



June 28, 2022

Ref: 269899

Mayors and Regional District Chairs of British Columbia
Attendees of the May 2022 Regional Meetings with Minister Nathan Cullen and Minister Katrine Conroy

Dear Mayors and RD Chairs:

Thank you for taking the time to join Minister Nathan Cullen and Minister Katrine Conroy for the May 2022 regional meetings that provided an update from the BC Wildfire Service.

As a follow-up to the meetings, the BC Wildfire Service is sharing the Power Point Presentation (Presentation) that was shown at the meetings. The Presentation is attached to this email.

BC Wildfire Service information

- [Wildfire Service - Province of British Columbia \(gov.bc.ca\)](https://www.gov.bc.ca/wildfire/)
- [Fire Weather - Province of British Columbia \(gov.bc.ca\)](https://www.gov.bc.ca/fireweather/) (includes the current seasonal outlook)
- Facebook: <https://www.facebook.com/BCForestFireInfo/>
- Twitter: <https://twitter.com/BCGovFireInfo>

Mobile App

The BC Wildfire Service Mobile App has been updated to allow reporting wildfire including uploading photos. Additional enhancements include more accurate and timely push notifications, streamlined real-time information, and video tutorials.

- Apple (IOS): [Download directly from the App Store \(IOS\)](#)
- Android: [Download directly from the Google Play Store](#)

FireSmart BC

Wildfire prevention and preparedness is everyone's responsibility. British Columbians can play a critical role in mitigating wildfire risks by undertaking FireSmart initiatives to help reduce wildfire risks and create more fire-resilient communities. For information about how to FireSmart your home, property, and community, including accessing funding, visit: firesmartbc.ca.

Mayors and Regional District Chairs
Page 2

Emergency preparedness

- [Public emergency preparation and recovery - Province of British Columbia \(gov.bc.ca\)](#)
- [EmergencyInfoBC | Your source for emergency response and recovery information \(gov.bc.ca\)](#)
- [River Forecast Centre - Province of British Columbia \(gov.bc.ca\)](#)

If you did not get a chance to speak during the meetings or if you have any additional questions or comments, please send an email to bcws.correspondence@gov.bc.ca.

Our plan is to take a summer break from these meetings and restart them in November after the 2022 UBCM Convention and Fall 2022 general local elections. Minister's Office staff will be in touch with you about the November date, time, and meeting information.

Minister Cullen is committed to continuing to meet with local elected leaders on a regular basis. **If there are particular topics or themes you would like to have covered in future meetings, please share these via email to MUNI.Minister@gov.bc.ca.**

Thank you again for your participation. Have a safe summer and Minister Cullen and I look forward to connecting with you in person at the 2022 UBCM Convention.

Sincerely,



Tara Faganello
Assistant Deputy Minister

pc: Chief Administrative Officers
Laurey-Anne Roodenburg, President, UBCM
Gary MacIsaac, Executive Director, UBCM
Candace Witkowskyj, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo BC
Ian Meier, Executive Director, BC Wildfire Service



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

AROUND OUR REGION

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - June 2022

JUNE 8 MEETING

SUPPORTING UCLUELET'S FIRE HALL PLANS

The Alberni-Clayoquot Regional District Board of Directors agreed to send a letter of support for the District of Ucluelet's application to the 2022 Strategic Priorities Fund for the Ucluelet Regional Fire Hall Development Project.

MOVING FORWARD WITH LAKESHORE ROAD TRAIL

Alberni Clayoquot Regional District Board of Directors authorized the CAO to award the construction contract of Lakeshore Drive Trail Extension to Denis Francoeur Backhoeing Ltd. at the price of \$114,172.14.

WEST COAST THREE-STREAM SYSTEM COMING IN FALL

The Board of Directors approved proceeding with a Fall 2022 implementation of the West Coast three-stream Sort'nGo collection program and create an alternate tipping location at the West Coast Landfill to collect organics material, as an interim solution due to project construction delays. The Board also approved a service agreement with Tla-o-qui-aht First Nation and Yuułu?ít̓at̓h Government for three-stream curbside collection of waste in the communities of Hitacu, Esowista, and Ty-histanis.

TEMPORARY USE PERMIT GIVEN FOR GRAPPLER ROAD

The Board passed a motion to issue a Temporary Use Permit to the Huu-ay-aht Group of Businesses for 390 Grappler Road. This will allow the property owners to operate temporary staff accommodations within the existing structures located on the subject property. The structures allowed under this permit is limited to the existing 12-bedroom bunkhouse with laundry/washroom building attached to the bunkhouse, and the existing kitchen/common room building. This permit is valid for up to three years, but the ACRD may rescind or terminate the permit if the property changes hands.

UPCOMING MEETINGS

Committee of the Whole Meeting - June 29, 1:30 pm; ACRD Boardroom/Zoom

Special Board of Directors Meeting - July 13, 1:30 pm; ACRD Boardroom/Zoom

Board of Directors Meeting - July 27, 1:30 pm; followed by the Regional Hospital District; ACRD Boardroom/Zoom

Board of Directors Meeting - August 24, 1:30 pm; followed by the Regional Hospital District; ACRD Boardroom/Zoom

Input on upcoming meetings may be emailed to: responses@acrd.bc.ca

JUNE 22 MEETING

JOINING TALKS ON COMMERCIAL FISHING

The Board of Directors accepted an invitation from Central Coast Regional District to participate in the proposed joint meeting at the 2022 UBCM Convention with Minister Osborne, Minister of Land, Water, and Resource Stewardship, to discuss opportunities for communities to work more closely with all parties on planning for the commercial fishing industry into the future.

STATEMENT OF FINANCIAL INFO APPROVED

The Board of Directors approved the Alberni-Clayoquot Regional District 2021 Statement of Financial Information (SOFI) including all the statements and schedules. This can be found on the ACRD website at: [Financial Statements \(acrd.bc.ca\)](https://www.acrd.bc.ca/financial-statements).

BEAVER CREEK & BAMFIELD WATER

The Board of Directors approved increasing the Connection Fee from \$3,800 to \$4,200, effective July 1, 2022 for residents of Beaver Creek. This increase represents a rise in costs of all materials and contractor's rates. The Board also approved an increase in the water rates in Bamfield to to \$60/month, effective July 1, 2022.

FEE CHANGING FOR AIRPORT LEASES

Directors approved updating the Tofino-Ucluelet Airport Fees Bylaw to include Preliminary Lease Application Fees of \$500 and Final Lease Applications Fees of \$1,100 per application.

PARKING AT THE LONG BEACH AIRPORT

The Board authorized the CAO to negotiate and execute a six-month contract with Robbins for Parking Services at the Long Beach Airport. This is expected to generate a net revenue of \$1,048 to \$4,414.

CAO TO NEGOTIATE & EXECUTE CONTRACT

The Board awarded the Hazard and Risk Vulnerability Assessment contract to Callan Ltd. in the amount of \$39,877.25 (excluding GST) on a 10-month term, commencing June 27, 2022.

BOARD OF DIRECTORS

Chair: John Jack
Huu-ay-aht First Nations

Vice-Chair: John McNabb
Electoral Area "E" Beaver Creek

Director Bob Beckett
Electoral Area "A" Bamfield

Director Tanya Shannon
Electoral Area "B" Beaufort

Director Kel Roberts
Electoral Area "C" Long Beach

Director: Penny Cote
Electoral Area "D" Sproat Lake

Director Dianne Bodnar
Electoral Area "F" Cherry Creek

Mayor Sharie Minions
City of Port Alberni

Councillor Ron Corbeil
City of Port Alberni

Councillor Tom Stere
District of Tofino

Councillor Rachelle Cole
District of Ucluelet

Councillor Kirsten Johnsen
Toquaht Nation

Councillor Wilfred Cootes
Uchucklesaht Tribe
Government

Councillor Alan McCarthy
Yuułu?ít̓at̓h Government

For more information, agendas for meetings, and official minutes from the Board of Director meetings, visit the ACRD Website (www.acrd.bc.ca) or contact the General Manager of Administrative Services at 250-720-2706 or e-mail wthomson@acrd.bc.ca.

250-720-2700 www.acrd.bc.ca 3008 Fifth Ave. @ACRDgov



Heather Thomson (She/her) ([Learn why pronouns matter](#))

Communications Coordinator – Alberni-Clayoquot Regional District

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

O 250.720.2700 C 250.206.5162 W acrd.bc.ca

I am honoured to work, live, and play in the traditional territory of the Nuuchah-nulth People.