



**REGULAR MEETING OF COUNCIL
Tuesday, April 11, 2023 @ 4:00 PM
Ucluelet Community Centre
500 Matterson Drive, Ucluelet**

AGENDA

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1. CALL TO ORDER	
1.1 ACKNOWLEDGEMENT OF THE YUULUŦIŦATH Council would like to acknowledge the YuuluŦiŦath, on whose traditional territories the District of Ucluelet operates.	
1.2 NOTICE OF VIDEO RECORDING Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.	
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Deputy Mayor, July 1 - September 30, 2023
- 12.4 Councillor Mark Maftai
Deputy Mayor, October 1 - December 31, 2023
- 12.5 Mayor Marilyn McEwen
13. QUESTION PERIOD
14. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Tuesday, March 28, 2023 at 4:00 PM

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson (via Zoom), Hoar, Kennington, and Maffei
 Staff: Duane Lawrence, Chief Administrative Officer
 Bruce Greig, Director of Community Planning
 Abby Fortune, Director of Parks and Recreation
 Joseph Rotenberg, Manager of Corporate Services
 Samantha McCullough, Manager of Human Resources and
 Communications
 Nicole Morin, Municipal Inspector

Regrets:

1. CALL TO ORDER

The meeting was called to order at 4:03 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

Council acknowledged the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING

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

2. LATE ITEMS

2.1 Food Bank on the Edge Society Delegation - Background Information

2023.2100.REGULAR *It was moved and seconded **THAT** the late item be added to the agenda under the Food Bank on the Edge Society Delegation.*

CARRIED.

2.2 Remove item 7.2. from Agenda.

The Mayor noted that item 7.2. "DVP for Subdivision Servicing - Lot Marine Drive / 449 Matterson Drive" is being removed from the Agenda at the request of the applicant. She further noted that correspondence received related to this matter would be published on the Agenda for the Meeting at which Council considers the Development Variance Permit. Notice will be given of this meeting.

3. APPROVAL OF THE AGENDA

3.1 March 28, 2023, Regular Council Meeting Agenda

2023.2101.REGULAR *It was moved and seconded **THAT** the March 28, 2023, Regular Council Meeting Agenda be approved as amended.*

CARRIED.

4. ADOPTION OF MINUTES

4.1 March 14, 2023, Regular Minutes

2023.2102.REGULAR *It was moved and seconded **THAT** the March 14, 2023, Regular Council Meeting Minutes be adopted as presented.*

CARRIED.

5. PUBLIC INPUT & DELEGATIONS

5.1 Delegations

Sergeant Jones, Ucluelet RCMP Detachment Re: District of Ucluelet Policing Priorities

Sergeant Jones, the new Ucluelet RCMP detachment commander, introduced himself and sought community input on the detachment's crime reduction priorities. Sergeant Jones plans to present regularly to Council.

Council discussed the possibility of receiving quarterly reports.

Cris Martin and Mayco Noël, Food Bank on the Edge Society Re: Replacement Building for the Food Bank on the Edge

Ms. Martin and Mr. Noël provided background on the Society's current facility, and the Society's funding sources, staffing issues, escalating costs, and clientele. They also noted commitments made by the District related to the relocation of the Society's facility.

The Delegate is working to replace their aging facility at the Seaplane Base and build a new facility on District lands on Forbes Road. The Delegate has ordered a new facility which is a manufactured product. The first down payment, funded through a charitable donation, is due at the end of March.

The Delegate sought a decision from Council regarding the location of the new facility on District owned lands. The Delegate also requested \$500,000 in funding from the District for

demolition of their current facility and construction. This amount includes District servicing to the proposed Forbes Road location.

The Delegate noted that Barkely Community Forest Funds could be allocated to this project and they are seeking funding from the ACRD and Yuułu?iŋ?atŋ Governments.

Council noted that the previous District commitment was linked to an application for grant funding by the Delegate which was unsuccessful. Council further noted timing issues with funding the project at this late stage in the budget process.

2023.2103.REGULAR

*It was moved and seconded **THAT** the Food Bank on the Edge Society's request for \$500,000 in funding from the District of Ucluelet for the replacement their building be referred to Staff to prepare a report to be considered by Council at a future meeting.*

CARRIED.

Joanne Sales, Executive Director Broom Busters
Re: Scotch Broom's Harm to the Ecosystem and What We Can Do

Ms. Sales presented on behalf of Broom Busters. Ms. Sales advocated for Council to support a Scotch Broom related resolution submitted by the Town of Qualicum Beach for consideration at the Alliance of Vancouver Island Coastal Communities annual convention. She then outlined the history of Scotch Broom, its environmental impacts, and mitigation strategies. Ms. Sales concluded by outlining how Broom Busters could support District efforts to tackle local Broom problems.

Council noted the importance of preventing the spread of Scotch Broom. Council further noted past efforts by the District and volunteers.

6. UNFINISHED BUSINESS

There was no unfinished business.

7. REPORTS

7.1 Section 57 Notice - 238 Matterson Drive
Nicole Morin, Municipal Inspector

Bruce Greig, Director of Community Planning, presented this report. He outlined the alleged infractions, which include health and safety issues, and the evidence of these infractions. Mr. Greig noted that there is no record of occupancy permits for two suites in the house on subject

property as well as a number of accessory buildings on the site. Do not occupy notices have been posted on the accessory buildings.

Next, Mr. Greig noted the woodstoves in accessory buildings on the property had been removed but additional actions are required to bring the property into compliance. These action include obtaining building and plumbing permits.

Mr. Greig also outlined the function of a Section 57 Notice and noted that the property owner has indicated plans to sell.

The property owner's representative, Mike Giordano, responded to the alleged infractions. He object to the Section 57 Notice being placed on title and confirmed plans to sell.

Mr. Giordano noted that many of the alleged infractions were inherited from the previous owner. He also noted that the only remaining alleged infraction is obtaining a plumbing permit for rubber gasket connected to the subject property's sewer cleanout as the other infractions have been resolved, will be resolved by April 30th, or are not infractions because the building code does not apply.

Mr. Giordano noted that he does have bed and breakfast rooms in the house which were licensed for that purpose by the District. The license was suspended due to non-compliant kitchen appliances.

Council sought clarification from staff regarding the Section 57 Notice from staff and relationship with the prospective sale of this property. Council further sought clarification about the process required to obtain permits to bring the property into compliance. Staff noted that if the Section 57 Notice is authorized, it would be removed from title once building code and bylaw issues are brought into compliance. This will require the inspection and the issuance of permits for unpermitted works.

Mr. Giordano submitted that it is unreasonable to authorize the registration of the Section 57 Notice based on the lack of the referenced plumbing permit. He recommended that the language of the Notice be amended to state "non-compliant Bed and Breakfast" not "unauthorized accommodation".

Council noted that it is a relatively simple process to have the Notice removed after the site is brought into compliance and re-inspected.

Mr. Giordano objected to obtaining the building permit for the plumbing issue as the process takes too long and noted another subdivision application which has been in process for months. He further submitted that he was informed by others that the works were permitted and the works must have been inspected before a business license for the Bed and Breakfast was issued by the District.

Mr. Greig clarified that the following infractions are outstanding:

- plumbing permit to confirm removal of non-compliant plumbing;
- follow-up inspection for what appear to be two secondary suites, which the District does not have record of occupancy permits. This suite will have to be legalized through the permitting process and establishing that the suites meet code.

He also clarified that the District has no record of building permits or occupancy permits being issued for these works. Mr. Greig acknowledged that there are inconsistencies with District records and there was a flood which destroyed some records. He noted that related permits could have been destroyed.

Mr. Giordano requested that the matter be deferred to the next Council meeting and that the language of the notice be amended to indicate non-compliant Bed and Breakfast rather than unauthorized accommodation.

Mr. Greig clarified that Council could instruct Staff to delay registering the notice until a date specified by the Council. He recommended against deferring registration due to the property owner's stated interest in selling.

Mr. Giordano noted that he short-term rented the Bed and Breakfast rooms in the house. Mr. Giordano explained that the bed and breakfast rooms were used from time to time by the B&B caretaker. The caretaker also resided from time to time in the accessory buildings. The property is now vacant.

Council noted that the property has been advertised for sale on Facebook as a "money maker". The ad includes accessory building with woodstoves. Mr. Giordano explained the property is not currently listed.

Council discussed the implication of authorizing the Section 57 Notice and the process of required for it to be removed.

2023.2104.REGULAR *It was moved and seconded **THAT**, pursuant to Section 57 of the Community Charter (Bill 14-2003), Council authorize that a Notice be registered with the Land Title Survey Authority against the land at 238*

Matterson Drive, Ucluelet, BC with a legal description of LOTS 10 & 11, SECTION 21, CLAYOQUOT DISTRICT, PLAN 11923, for failure to comply with Building Bylaw No. 1165, 2014, Zoning Bylaw 1160, 2013, and the British Columbia Building Code, which contraventions relate to the construction or safety of buildings on the property

CARRIED.

7.2 316 Reef Point Road - Statutory Right-of-Way Bruce Greig, Director of Community Planning

Bruce Greig presented this report and explained the implications of the Staff recommendation.

Mr. Greig addressed Council questions related to the timing of issuing occupancy permits, future consolidation of Lot 37 (316 Reef Point Road) with the "Lodge Parcel", a potential conflict between the driveway access to Lot 37 and the future trail location. Council clarified that staff housing would not occur on Lot 37 due to a court decision on a related building scheme.

Staff have not received any development application for Lot 37 and noted that if the Statutory Right-of-Way for the trail was not registered on Lot 37's title, no future development approvals would be considered on the property without resolving the commitment to provide a trail Right-of-Way that is registered in the covenant on Lot 37.

Council discussed the pros and cons of the recommended resolution.

2023.2105.REGULAR *It was moved and seconded **THAT** Council direct staff that, despite the restrictions agreed to by the landowner in covenant CA9319924, occupancy permits may be granted for the new buildings at The Cabins at Terrace Beach ahead of consolidating "the Lodge" property and registration of a statutory right-of-way for the section of proposed public trail crossing Lot 37, located at 316 Reef Point Road.*

CARRIED.

7.3 Lot 13 Request for Funding - Tsunami Risk Mitigation Bruce Greig, Director of Community Planning

Mr. Greig presented this report.

The property owner's representative, Andrew McLane, addressed Council. He provided information about the development delays and noted the impact of the District's Tsunami Risk Tolerance - Interim Policy adopted in March 2022. Mr. McLane provided details about the development's funding model and noted that if Council agrees to the

additional funding request the prospective properties would be discounted at 12% beyond appraised value rather than 10%.

Mr. Greig responded to Council questions related to the development timeline and referenced the District of Ucluelet option to purchase the property effective on September 1, 2023 provided the developer does not reach specified milestones. He also provided information about the relationship between the District's Tsunami Risk Tolerance - Interim Policy and subdivision approval.

Mr. Greig responded to Council questions about the Affordable Home Ownership Program (AHOP) financing, associated second mortgages, and the recovery of District funding if and when the properties are removed from AHOP.

Council discussed the funding request and delays in the development.

2023.2106.REGULAR *It was moved and seconded:*

1. **THAT** Council direct staff to allocate \$330,000 of Affordable Housing Reserve funds in the 2023 Budget and 5-year Financial Plan, to offset tsunami mitigation costs for the 33-unit development at Lot 13 Marine Drive in conjunction with the BC Housing Affordable Home Ownership Program; and,

2. **THAT** Council indicate that the offer to provide funding in the amount of \$330,000 to offset tsunami mitigation costs would remain valid until September 1, 2025, and would be payable to BC Housing upon the owner obtaining a final occupancy permit for the last of the 33 houses to be built on the proposed lots.

CARRIED.

2023.2107.REGULAR *It was moved and seconded THAT the meeting be recessed for five minutes.*

CARRIED.

The meeting recessed at 5:55 PM and returned to session at 6:00 PM.

8. NOTICE OF MOTION

There were no notices of motion.

9. CORRESPONDENCE

9.1 Proposed Emergency Support Services Agreement *Daniel Sailland, ACRD Chief Administrative Officer*

Duane Lawrence, Chief Administrative Officer, provided background on the Alberni Clayoquot Regional District request.

2023.2108.REGULAR *It was moved and seconded **THAT** Council direct staff to work with the Alberni Clayoquot Regional District on a draft agreement for the provision of emergency support services for the Long Beach Electoral Area for Council's consideration at a future meeting of Council.*

CARRIED.

9.2 Barkley Community Forest Corporation Invitation
Chief Anne Mack, tyee ha'wilth, Toquaht Nation

The Mayor, Councillor Anderson and Councillor Kennington will attend this event. Councillor Maftei will determine attendance at a later time.

9.3 604 Rainforest Drive
Ian Cruickshank, Resident

9.4 May -- Lyme Disease Awareness Month in Canada
Ms. Birgit Davis-Todd, Volunteer, BC Lyme Non-Profit Society

2023.2109.REGULAR *It was moved and seconded **THAT** Council direct Staff to light up the District of Ucluelet welcome sign at the Highway 4 and Tofino/Ucluelet Junction on May 3, 2023, with green lights in support of Lyme Disease Awareness and broadcast the Y on social media along with information about Lyme Disease.*

CARRIED.

10. INFORMATION ITEMS

10.1 Clayoquot Biosphere Trust Alternate Director Appointment - Rise and Report

The Mayor reported that Council adopted the following motion at the March 14, 2023, Closed Meeting:

THAT Council appoint Toni Buston, as an Alternate Director on the Clayoquot Biosphere Trust for a four-year term, and rise and report.

11. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

11.1 Councillor Shawn Anderson
Deputy Mayor, April 1 - June 30, 2023

- Councillor Anderson plans to apply to be on the Ucluelet and Area Child Care Society Board of Directors.

11.2 Councillor Jennifer Hoar
Deputy Mayor, January 1 - March 31, 2023

- April 15, 2023 - Council will attend the Association of Vancouver Island and Coastal Community Convention.
- March 25, 2023 - Attended Vancouver Island Regional Library Board Meeting. The Board recently approved the construction of a new library facility in Masset and adopted a strategic plan which incorporates principles of the United Nation Declaration on the Right of Indigenous Peoples.

11.3 Councillor Ian Kennington

Deputy Mayor, July 1 - September 30, 2023

11.4 Councillor Mark Maffei

Deputy Mayor, October 1 - December 31, 2023

- March 22, 2023 - Attended Tofino-Long Beach Annual General Meeting where new Board Directors were elected, initiatives were highlighted, and businesses were honoured.
- 2023 West Coast Ambassador Programming will commence shortly.

11.5 Mayor Marilyn McEwen

The Mayor noted the death of Jennifer Clark who will be missed. The Mayor also noted the birth of Councillor Anderson's son and encouraged residents to:

- join the Ucluelet and Area Child Care Society's Board of Directors; and
- attend the District of Ucluelet High Ground Hike on April 15th. Muster is at the Ucluelet Community Centre at 2:00 PM.

The Mayor attended the March 22, 2023, ACRD Board of Directors Meeting where a new Director was welcomed as a result of a By-Election in Area E (Cherry Creek), and the 2023-2027 Five Year Financial Plan and West Coast Evacuation Route Plan were adopted.

The Mayor also noted that the 35th annual Whale Festival concluded on March 26th.

12. QUESTION PERIOD

12.1 The Clerk read a question submitted by email by Pieter Timmermans to communityinput@ucluelet.ca related to item 7.2 "316 Reef Point Road - Statutory Right-of-Way", and designated public parking and access to Terrace Beach. Bruce Greig, Director of Community Planning, provided information about ongoing construction on the Cabins property and access to Terrace Beach along the newly expanded road right-of-way known as Seabridge

Way. Additional improved public access will be considered as a budget item at a later date.

13. CLOSED SESSION

13.1 Procedural Motion to Move In-Camera

2023.2110.REGULAR *It was moved and seconded THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(e) of the Community Charter:*

- *the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.*

CARRIED.

The meeting was closed to the public at 6:25 PM and returned to open session at 6:57 PM.

14. ADJOURNMENT

The meeting was adjourned at 6:57 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, March 28, 2023 at 4:00 pm in the Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor



REPORT TO COUNCIL

Council Meeting: April 11th, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MONICA WHITNEY-BROWN, PLANNING ASSISTANT **FILE No:** 3360-20 RZ22-08

SUBJECT: REZONING APPLICATION 22-08 ON 2108 PENINSULA ROAD **REPORT No:** 23-50

ATTACHMENT(s): APPENDIX A - APPLICATION
APPENDIX B - UCLUELET ZONING AMENDMENT BYLAW No. 1327, 2023

RECOMMENDATION(S):

1. **THAT** Council give first and second reading to *District of Ucluelet Zoning Amendment Bylaw No. 1327, 2023*.
2. **THAT** Council refer *District of Ucluelet Zoning Amendment Bylaw No. 1327, 2023* to a public hearing.

BACKGROUND:

The applicant first sought a rezoning by submitting an application in June 2022 for the property at 2108 Peninsula Road (PID 025926861, Lot 22, Plan VIP76147, District Lot 284, Clayoquot Land District - the "subject property").



Figure 1– Subject Property

Staff brought an initial information report to Council in December 2022 based on the applicant's desired uses. Council passed a motion directing staff to draft a zoning amendment bylaw to add commercial uses on the subject property but pursue additional tourist accommodation uses through Temporary Use Permit. In follow-up discussions, the applicant has clarified their intention for the property and offered some additional flexibility on uses. Given the changes in this proposal, as well as the robust discussion and questions from Council on this topic in December, staff have deemed it appropriate to return this matter for Council's consideration in its current form.

The property is currently zoned CD-1 (Eco-Industrial Park). The CD zoning was created in the early 2000's and this property formed part of the Forbes Road development by the Mamook Development Corporation. Analysis of older planning documents and records assessed during a building permit review for the property found that the current property designation is Industrial (CD-1.1.3). Single-family dwelling is a primary permitted use in this subzone, as is a variety of higher-intensity industrial uses, including medium industry, service station, auto-repair shop, outdoor display and heavy equipment display.

Zoning approach:

Based on Council input and additional information from the applicant, staff have drafted a bylaw amendment for the subject property which would allow revised uses to meet both the applicant needs and community priorities on this lot.

The proposed rezoning would remove a number of higher impact industrial uses which may not be suitable for this location. The rezoning as proposed would add additional possible long-term residential uses, as well as a unique tourist commercial use, newly defined as a *Tourist Accommodation Suite*. This use is similar to a *Bed and Breakfast* use, permitting only one bedroom with a maximum 2-person occupancy, and restricting cooking facilities. However, a *Tourist Accommodation Suite* does not have the same restrictions on form, and can be accessed through an external door as a separate suite. The use would only be permitted in conjunction with a long-term residential use.

Adoption of this rezoning would result in a site-specific zoning designation on the subject property, tailored to allow mixed-uses appropriate and complementary to the surrounding properties, and which create an effective transition between land-uses to minimize potential for land-use conflict.

The novel zoning mechanism explored in this bylaw amendment proposal would give effect for the first time to Policy 3.131(E) in the *Ucluelet Official Community Plan*, Bylaw No. 1306, 2022, to "amend the zoning bylaw to ensure that the first rental unit on single-family residential lots is for long-term tenancy, with any additional short-term rental uses to depend on the continued existence of the long-term rental".

DISCUSSION:

Distinguishable features of the subject property:

The [previous report](#) on this rezoning proposal outlined the site's physical context in some detail. As mentioned, the property is zoned to allow the same industrial uses as those in the Forbes Road area, which houses much of Ucluelet's industrial uses. However, the subject property has a fish-

bearing stream running through a portion of it. The lot has frontage along Peninsula Road, the main commercial thoroughfare of Ucluelet, and is located right at the entrance to town.

While the subject property backs onto other Eco-Industrial Park properties, the immediate neighbouring properties sharing frontage are zoned CS-2 – Service Commercial to the south, with the subject property sitting as an outlier in terms of zoning and uses (fig.2). These properties permit a variety of tourist commercial uses, including hotel, motel and resort condo, and preliminary development conversations with nearby owners indicate a likely growth in tourist commercial and residential uses along this stretch. The subject property is also adjacent to a large future-development area zoned CD-5 to the North, which contemplates mixed uses including light industrial and residential.

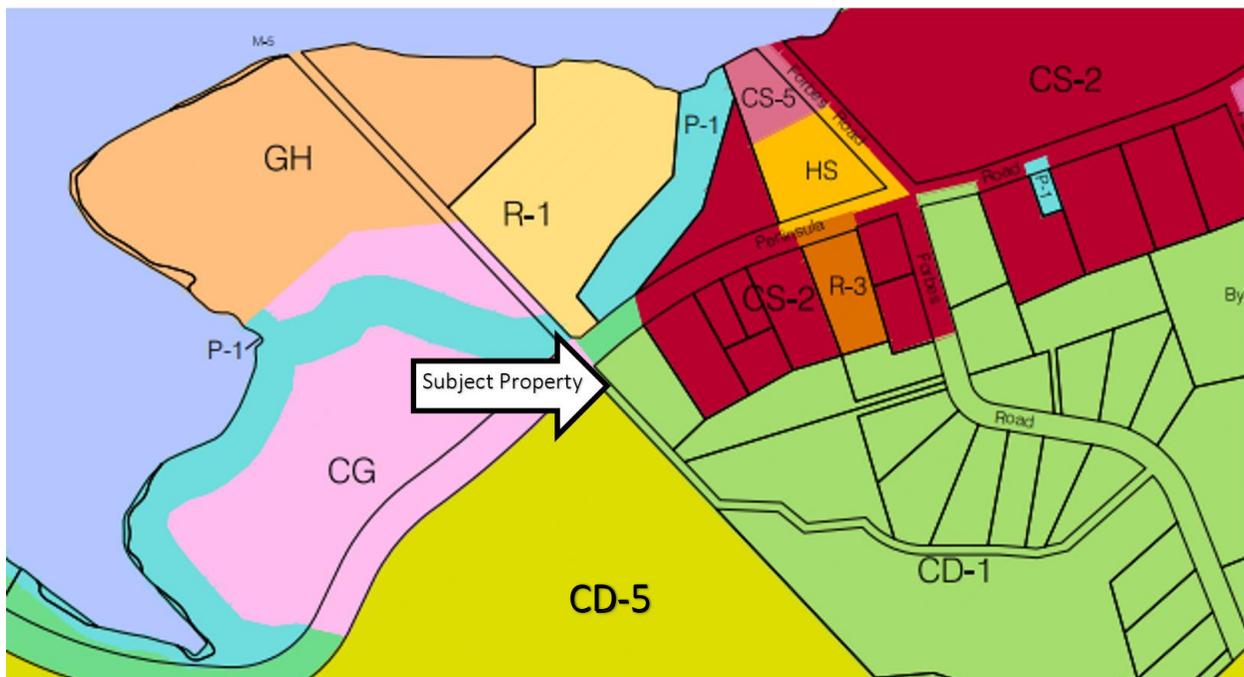


Figure 2- Zoning Map Snippet

Development of the subject property to make use of the currently permitted industrial uses could cause conflict with the neighbouring properties regarding noise, odours, etc. It would be beneficial for the community for the subject property to develop in a way that is complementary to the adjacent uses. The subject property owner is amenable to the removal of most of the industrial uses permitted on the property in favour of more residential-focused uses.

Advantages to this rezoning:

The subject property would be an appropriate location for mixed uses featuring some light industrial or service industrial uses, residential uses, and one tourist commercial unit. With this zoning the subject property could develop as a valuable buffer and transition zone between the neighbouring land uses. The specific characteristics of this property could support a spot zone, a unique set of permitted uses which would not be replicated on other lots. It is unlikely that other CD-1 (Eco-Industrial Park) properties share these unique characteristics.

The proposed rezoning would increase the potential long-term residential uses on the subject property. The applicant currently has a building permit for a single-family dwelling with a long-term suite, which was permitted as an “accessory residential dwelling unit” under the existing zoning. Since issuance of the building permit, the definition of *Accessory Dwelling Unit* has been amended in Zoning Bylaw No. 1160 to mean an accessory building, meaning this use within the SFD is a legal non-conforming use. This rezoning would add *secondary suite* as a permitted use, removing the legal non-compliant status, and additionally permit an *accessory dwelling unit* on the property for long-term residential uses.

The proposed zoning also adds a *tourist accommodation suite* as a permitted use and defines it. This zoning amendment ties the creation of a *tourist accommodation suites* to the establishment and continued occupation of a long-term secondary suite use on the property. The long and short-term accommodation uses are intertwined, with the short-term rental only able to lawfully operate in conjunction with the long-term rental. This guarantees a long-term residential use for the community prior to any tourist commercial use.

In brief, the proposed rezoning would remove the less desirable industrial uses from this site, permit light industrial and artisan uses, and allow up to three different long-term residential uses, as well as one tourist accommodation suite which can only operate when the single-family dwelling and secondary suite both are occupied by long-term residents.

ANALYSIS OF OPTIONS:

A	Give first and second reading of Bylaw No. 1327, 2023 and direct staff to give notice for a public hearing.	<u>Pros</u>	<ul style="list-style-type: none"> • Would allow increased long-term residential uses and improved industrial uses on the subject property. • Supports the creation of long-term rental housing. • Would allow public feedback on the proposed rezoning.
		<u>Cons</u>	<ul style="list-style-type: none"> • Would result in one additional tourist commercial use where none is permitted under the current zoning.
		<u>Implications</u>	<ul style="list-style-type: none"> • Staff time required to arrange public hearing and follow up reports.
B	Amend the draft zoning bylaw prior to 2nd reading by stating which and how elements or features are to be modified.	<u>Pros</u>	<ul style="list-style-type: none"> • Modifying the zoning bylaw could ensure Council’s intent for the bylaw is met (if required).
		<u>Cons</u>	<ul style="list-style-type: none"> • Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none"> • Modifying the zoning bylaw would require additional staff time.
		<u>Suggested Motion</u>	THAT Council direct staff to modify the draft District of Ucluelet Zoning Amendment Bylaw No. 1327, 2023, to (state desired outcome of amendments).
C		<u>Pros</u>	<ul style="list-style-type: none"> • Would maintain the zoning bylaw as written. • Would not add additional tourist commercial uses.

Reject the application.	<u>Cons</u>	<ul style="list-style-type: none"> • Would not increase the long-term residential uses permitted on site. • May result in delay or no development of a long-term rental suite. • Would maintain permitted industrial uses which may cause land-use conflict with neighbouring properties and reduce the visual appeal of Peninsula Road frontage.
	<u>Implications</u>	<ul style="list-style-type: none"> • The rezoning proposed at 2108 Peninsula Road could not proceed as presented.
	<u>Suggested Motion</u>	No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

The application is consistent with the *Official Community Plan* and *Local Government Act*.

NEXT STEPS:

- If Council gives first and second readings to Zoning Amendment Bylaw No. 1327, 2023, staff will undertake the necessary notification for a public hearing to be held on the Bylaw at a date to be determined.

Respectfully submitted: Monica Whitney-Brown, Planning Assistant
 Bruce Greig, Director of Community Planning
 Duane Lawrence, CAO

District of Ucluelet

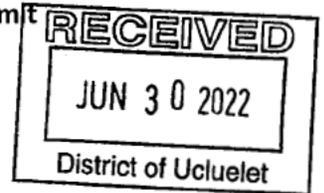
Planning Department
200 Main Street, Ucluelet, BC
V0R 3A0, P.O. Box 999
tel 250-726-4770 fax 250 726 7335

Development Application

Type of Application

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

- Official Community Plan Amendment
- Zoning Bylaw Amendment
- Development Permit (no variances)
- Development Permit (with variances)
- Development Permit Amendment
- Development Variance Permit
- Temporary Use Permit
- Board of Variance
- Strata Conversion
- Subdivision



Description of Property

Civic Address (es): 2108 Peninsula Rd. Ucluelet B.C.
Legal Description: Lot 22 Plan VIP76147 Block _____ Section _____ DL _____

Applicant Information

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

Applicant name: Shane Hilder Company name: _____
Mailing address: 2108 Peninsula Rd Ucluelet B.C. _____ Postal Code: V0R 3A0
Tel: _____ Cell: _____
Email: _____ Fax: _____

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

Applicant Signature: [Signature] Date: June 30, 2022

Registered Owner(s)

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

Registered Owner (s) name: Same As Above
Mailing address: _____ Postal Code: _____
Tel: _____ Cell: _____
Email: _____ Fax: _____

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

Owner Signature: _____ Date: _____

Office Use Only:

Folio No.: <u>181-122</u>	File No.: <u>R722-08</u>	Date: <u>June 30/22</u>	Receipt No.: <u>71414</u>	Fee: <u>\$2200 + 30 = \$2230</u>
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Dear District Staff and Council,

I am composing this letter to confirm my intentions to rezone my property to allow one guest suite as an allowable use. I have lived on the west coast between Tofino and Ucluelet for 12 years and have owned this property since 2014. Ucluelet is home and I intend to stay in the community for many years to come, I am currently building my forever home here. I have spent the better part of 2 years planning for this build and am now a year and a half into construction. I suspect I have another 2 years to completion. The house is a complicated timber frame design, and I am the only builder on site most days. With ever increasing construction costs and interest rates rising, the only way I can feasibly complete the build at this point is by building primarily myself, only subcontracting minimal trades. This is the current reality of being a median income earner and trying to afford to build in these economic times. I have been a salmon troller my whole life on this coast and have continued on with that career path. With ever changing income, fluctuating with the seasons, it's very difficult to plan financially. A guest suite would help substantially in stabilizing and justifying the build process to suit not only my interests, but also those of the community as a whole.

When designing this house I wanted to include a 500 sqft secondary suite in the basement which allows me to house a community member. This would create housing for my family upstairs, and long term stable housing for a community member in the lower basement suite. As someone who has lost stable housing rentals, this is very important to me to create this stable housing. The costs of building this long term rental suite have become substantial since originally budgeting years ago. Building and finishing out the 500sqft rental suite is now an estimated \$130,000. Originally I designed the house to include an additional 500 sqft area in the basement for future use as a workshop or STR. My hope and intentions at this stage is to use this space as a guest suite rental. The goal in this is to create a STR suite which enables me to afford to complete the original LTR and cover my added monthly mortgage expenses, thus I am seeking a re-zoning to allow the long term suite and guest suite. A TUP is an uncomfortable scenario for me, as it doesn't allow for sufficient financial planning for the long term, as my mortgage costs outlast any temporary use permit length. A TUP would help to cover these costs for the next 3-6 years; however knowing that it may not be renewed in the future would not assure me the stability to complete the Long Term Rental as currently planned. As the priority is to create a long term rental primarily, I am proposing that in order for me to be granted a business license for the guest suite, I must have occupancy in the long term suite. This guarantees a long term suite to be completed and added for the community. Without this re-zoning request granted, I likely will be forced to leave both basement suites unfinished, and use the entire basement as my cabinetmaking shop, and my partners jewelry studio. This would save me the huge expense in finishing two suites, and in building a separate shop/studio for these uses in the future. However, it would leave the community without additional housing, which I

truly wish to provide. I strongly feel the use of the STR will allow me to justify the expenditure in finishing both these basement suites and to stabilize the whole process. This proposed layout provides 80% of the house to be long term accommodation for my family (1400 sqft Upstairs), and a secondary suite (500sqft Basement) for a couple in the community, and 20% dedicated to short term use (500sqft Basement). I strongly believe this is the model that Ucluelet should be employing moving forward. Allowing one suite to be used as short term, but the majority dedicated to long term. This provides ample accommodation for community members, while also allowing community members/local home owners to benefit, and sustain themselves, from the influx of tourism we see on the coast. As the cost of construction is skyrocketing, and the prospects of starting a family are becoming more likely, this would be a huge help for my partner and I to afford to build a home, and work to create a community we can all be proud of.

Additional to the benefit of creating a long term housing unit, I wish to maintain the current industrial zoning as I would like to create economic growth within the community beyond tourism. With this proposed application, I would retain the possibility of creating a cabinet making shop to assist in further diversifying the economy of this community. This would be in the form of a small cabinet/furniture making woodshop, and a small jewelry making studio. These would be light duty industrial uses and impact would be very minimal. The property is an acre and is quite unique, both in layout and in location. I don't feel this is a negative precedent to set for the community, as this zoning is unique in its own circumstances, and is not duplicated throughout town. With the large property I am able to separate the house from a small workshop. Sandwiched between industrial/commercial properties I feel there is minimal impact in the proposed scenario on this property beyond what is currently allowed.

I greatly appreciate your consideration in my proposal. I'm aware this is a unique situation but I strongly feel there is ample benefit for the community in this proposal. Please reach out if you have further questions, [REDACTED]
[REDACTED]

Be well, Shane Hilder.

Site Plan of:

Lot 22, District Lot 284

Clayoquot District, Plan VIP76147

Parcel Identifier: 025-926-861

SCALE - 1 : 600



All distances are in metres and decimals thereof

(plot on 8.5" x 11" sheet)

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

EHS1473 - Covenant

EHS1474 - Covenant

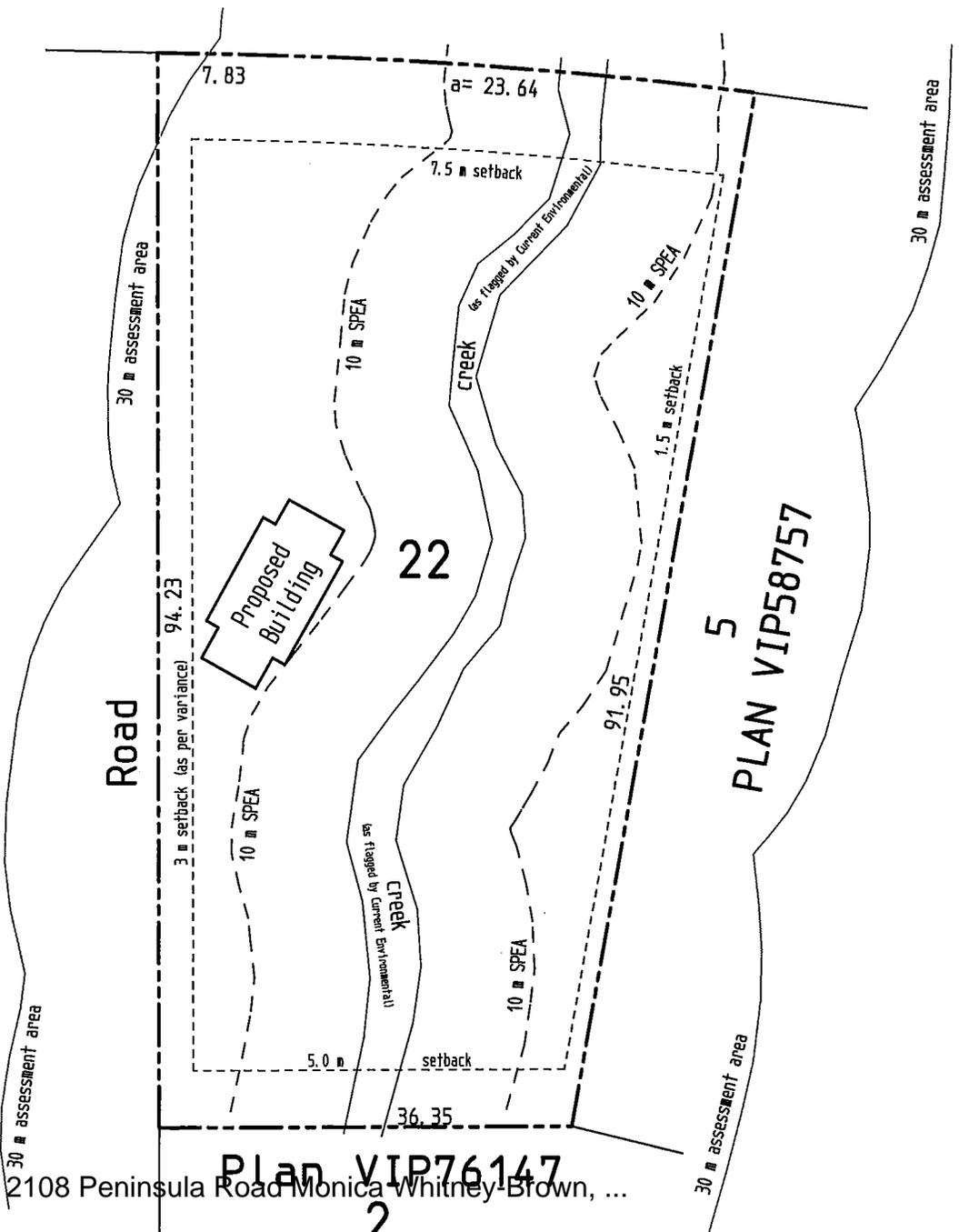
EG25117 - Covenant

EX6444 - Statutory Building Scheme

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

FILE: 116-Peninsula
DWG/DATE: 2020-05-03
AG Surveys
545 - 110 Marine Drive Ucluelet, BC V0R 3A0 phone (250) 266-4536

Peninsula Road



DISTRICT OF UCLUELET**Zoning Amendment Bylaw No. 1327, 2023**

A bylaw to amend the "District of Ucluelet Zoning Bylaw No. 1160, 2013".
(2108 Peninsula Road)

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

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

1. Text Amendment:

The District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended as follows:

- A. By adding within Division 100 - Enactment and Interpretation, Section 103 definitions, such that a new definition is added in alphabetical order reading as follows:

"Tourist Accommodation Suite means the accessory use of a portion of a single family dwelling where a single bedroom is used as a guest room, provided in accordance with Section 409 of this Bylaw;

- B. By adding Section 409 numerically to Division 400 – Supplemental Regulations such that the new section reads as follows:

"409 TOURIST ACCOMMODATION SUITE

409.1 One *tourist accommodation suite* use is permitted within a *single family dwelling* if all the following conditions are satisfied for the establishment and continued use and operation of the *tourist accommodation suite*:

- 1) *Tourist Accommodation Suites* are only permitted:
 - a) In the Zones where *single family dwelling* is listed as a *principal permitted use* and *tourist accommodation suite* is identified as a *secondary permitted use*;
 - b) *accessory* to a permanent *residential* use and must be administered by an occupant of the *single family dwelling* for whom the *single family dwelling* is their *principal residence*;
 - c) occupying a maximum of one *tourist accommodation suite* as long as the *principal dwelling* and a minimum of one (1) *secondary suite* in the *single-family dwelling* are occupied by permanent and present residential uses; and
 - d) within one *single family dwelling* per lot.
- 2) A maximum of one (1) guest room may be used for *the tourist accommodation suite* with a maximum of two (2) guests per room.

- 3) The gross floor area devoted to the *tourist accommodation suite* use must not exceed 20% of the habitable area of the *single family dwelling* in which it is located, or a maximum of 45 m², whichever is less.
- 4) The area designated for *tourist accommodation suite* use (including guest room and any common room provided outside of the *residential* occupant’s personal area) must not contain the following.
 - a) Cooking facilities or appliances, with the exception of a microwave, toaster, kettle and/or coffee maker;
 - b) 220-volt supply which could be used for larger appliances;
 - c) Refrigerators in excess of 5.0 cubic feet capacity
- 5) A valid District of Ucluelet Business License is required in order to register a *tourist accommodation suite*.
- 6) Off-street parking must be provided in accordance with Division 500.

409.2 For greater certainty, notwithstanding other provisions of this Bylaw, *Tourist Accommodation Suites*:

- 1) must not be located in an *accessory residential dwelling unit*, in a *secondary suite* or in the area of a *single family dwelling* which was formerly a *secondary suite*.”

C. By adding a parking requirement category in the chart found in Section 505.1 immediately following “*Guest Cottage*” such that the chart now reads as follows:

“

<i>Tourist Accommodation Suite</i>	1 space per suite
------------------------------------	-------------------

“

D. By designating Lot 22, District Lot 282, Clayoquot Land District, Plan VIP76147 (PID: 025-926-861 at 2108 Peninsula Road), shown shaded on the map attached to this Bylaw as Appendix "A", on the Comprehensive Development (“CD-1 Zone Eco-Industrial Park”) subzone plan as “Industrial Residential – CD-1.1.5”.

E. By adding the following subsection (5) to Section CD-1.1 Permitted Uses that directly follows Subsection CD-1.4 as follows:

“(5) On Lot 22 District Lot 282 Clayoquot Land District Plan VIP76147 (PID: 025926861at 2108 Peninsula Road) the following uses are permitted in the area labeled “Industrial Residential”, but secondary permitted uses are only permitted in conjunction with a principal permitted use.

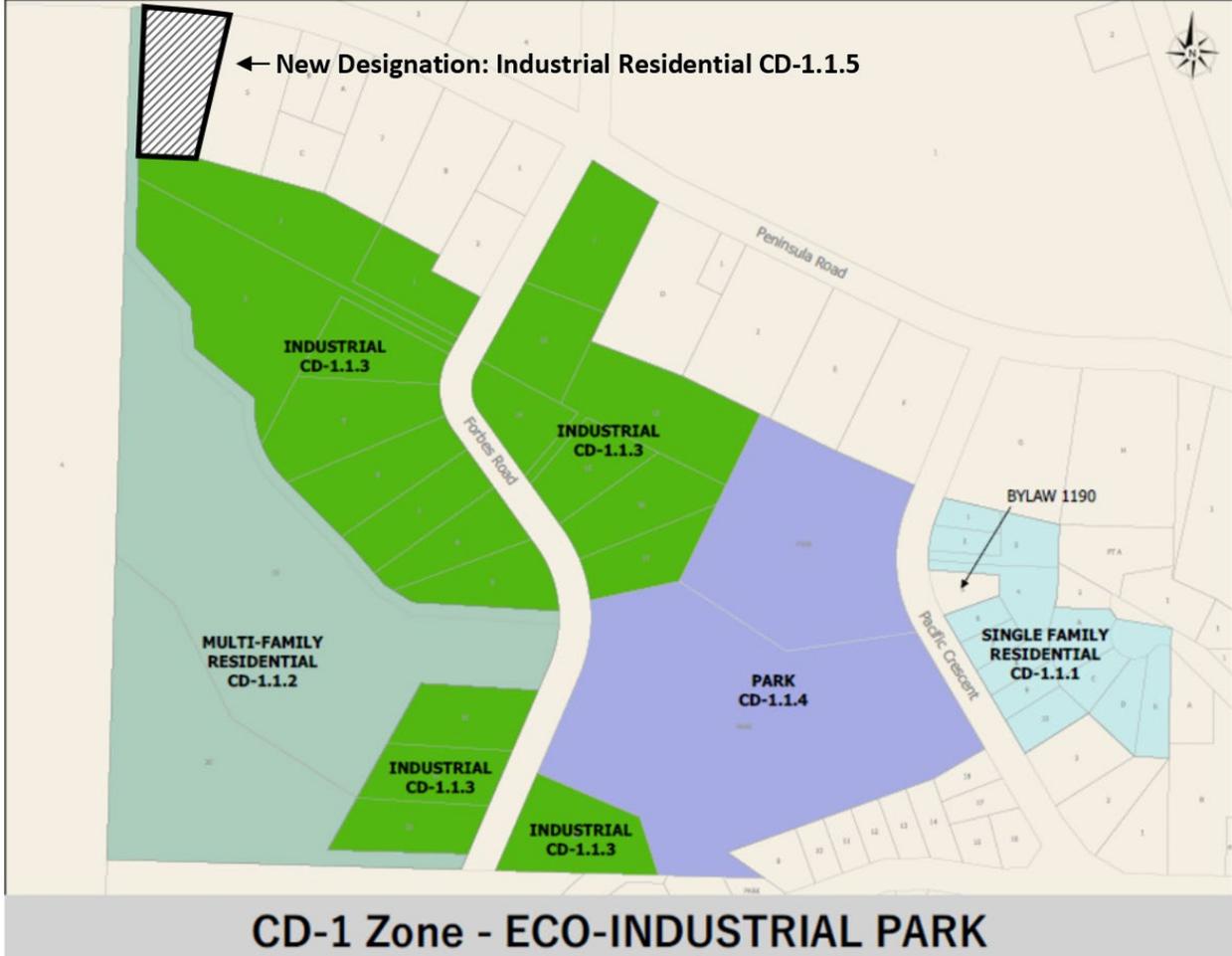
(1) Principal Uses:

- a) *Single Family Dwelling*
- b) *Light Industry*
- c) *Service Industry*

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

Duane Lawrence
Corporate Officer

APPENDIX A





REPORT TO COUNCIL

Council Meeting: April 11, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE NO: 5500

SUBJECT: LOT 16 UTILITIES SERVICING CONTRIBUTION AGREEMENT

REPORT NO: 23- 49

ATTACHMENT(S): APPENDIX A – REPORT No. 21-109

RECOMMENDATION(S):

THAT Council authorize the development and execution of a \$136,000 plus G.S.T. Servicing Contribution Agreement between the District of Ucluelet and 0985470 B.C. LTD. to undertake upgrades to the offsite works and services required to service Lot-16; and,

THAT Council authorize the expenditure of up to \$20,000 from the British Columbia Growing Communities Fund for the upgrading of existing service connections and engineering fees identified by the District as part of the Lot 16 servicing works being undertaken by 0985470 B.C. LTD. under the Servicing Contribution Agreement.

BACKGROUND:

Subdivision Bylaw 1164 requires the developer of Lot-16 (0985470 B.C. LTD.: the “developer”) to provide a public access road, water distribution, sewer collection and storm sewer to service the subdivided land.

At its July 13, 2021, regular Council meeting, Council received report no. 21-109, which detailed the subdivision’s total servicing requirements, including on and offsite works and services. At that time, the offsite servicing cost estimates were \$938,000.

The municipality agreed to fund portions of the offsite works beyond what the developer is required to provide to service the subdivision, as the works will also be of benefit to the lands owned by the municipality. The works are to be installed by the developer and once formally accepted by the municipality will become the property of the District.

The District allocated in its 2023 Capital budget \$136,000 from the District’s Sewer Capital Reserve account to contribute to the Servicing Contribution Agreement.

During the design process, the District requested that replacement of aged residential service lines be included into the design, because their replacement is due and complimentary to the primary

utility upgrades. The addition of \$20,000 into the Servicing Contribution Agreement would fund the replacement of several of the aged lines and additional contract fees.

The work is underway at the time of this report and anticipated to be completed in June of 2023.

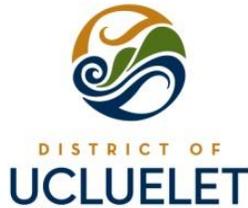
ANALYSIS OF OPTIONS:

Council could authorize the Servicing Contribution Agreement of \$136,000 and include an additional \$20,000. The base Servicing Contribution Agreement pays for the material of the upsized sanitary force main on Matterson Road. The new force main was identified as a need in Ucluelet’s 30-year Sanitary Master Plan to add service capacity for the community’s continued healthy growth. Authorizing an additional \$20,000 into the budget would allow for the replacement of District-owned residential service lines associated with the new water line being installed by the developer on Victoria Road. Although approved in the budget the execution of the Servicing Contribution Agreement is required to be authorized by Council.

In Option B, Council could choose to authorize the base Servicing Contribution Agreement of \$136,000 plus G.S.T. resulting in the any improvements to the service line connections remaining in their current condition.

A	Authorize the Servicing Contribution Agreement plus an additional \$20,000	<u>Pros</u>	<ul style="list-style-type: none"> • The District is fulfilling its Servicing Contribution Agreement and receiving a new sanitary force main on Matterson Drive and a replaced water main on Victoria Road. • Several District-owned aged residential service lines could be replaced while the primary work is being completed.
		<u>Cons</u>	<ul style="list-style-type: none"> • Replacing all the aged service lines is out of the District’s means. • Added costs.
		<u>Implications</u>	<ul style="list-style-type: none"> • An additional \$20,000 could be added to the contract to replace aged infrastructure
B	Authorize the Servicing Contribution Agreement	<u>Pros</u>	<ul style="list-style-type: none"> • The District is fulfilling its Servicing Contribution Agreement and receiving new infrastructure.
		<u>Cons</u>	<ul style="list-style-type: none"> • A missed opportunity to replace aged infrastructure
		<u>Implications</u>	<ul style="list-style-type: none"> • Lost resources spent designing and planning the additional works
		<u>Suggested Motion</u>	<p>THAT Council authorize the development and execution of a \$136,000 plus G.S.T. Servicing Contribution Agreement between the District of Ucluelet and 0985470 B.C. LTD. to undertake upgrades to the offsite works and services required to service Lot-16</p>

Appendix A

**STAFF REPORT TO COUNCIL**

Council Meeting: July 13, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING**FILE NO:** 3360-20-RZ19-02**SUBJECT:** LOT 16 MARINE DRIVE**REPORT NO:** 21- 109

ATTACHMENT(S): **APPENDIX A** – NORED DEVELOPMENTS DATED JULY 7, 2021
APPENDIX B - OFF-SITE SERVICING MEMORANDA AND COSTS ESTIMATES BY KOERS & ASSOCIATES ENGINEERING
APPENDIX C – ESTIMATE OF DCC CHARGES FOR LOT 16

RECOMMENDATION:

1. **THAT** Council refer this report to a special Committee-of-the-Whole meeting to be held August 10th, 2021.

PURPOSE:

The purpose of this report is to provide additional information in response to questions from Council and the public regarding the proposed rezoning and development of Lot 16 Marine Drive, raised at the public hearing held June 8, 2021, and subsequent Council meeting held June 15, 2021.

BACKGROUND:

At its June 15, 2021, regular meeting, Council discussed comments received from the public to date on the Lot 16 rezoning proposal, and passed the following motion:

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

- a. Is there an environmental assessment and can we see that report?*
- b. I saw one lot available for affordable housing, how do we figure out that percentage, and how can we work with BC Housing?*
- c. Water runoff onto Victoria Road and Marine Drive.*
- d. What is the width of the roads in the proposed development and will there be sidewalks?*
- e. What are the total DCC's paid for the development?*
- f. What is the buffer (set back) on the Marine Drive side of the development?*

- g. What are the rental caps for the apartment building? What percentage is for affordable housing in the apartment building?*
- h. What do the upgrades look like for Matterson Road?*
- i. Would the developer/owner entertain the idea of focusing on the apartment building first, and then moving over to the rest of the development, to make sure that the apartment is constructed first?*
- j. Who is paying for the sewer upgrades at the corner of Marine Drive and Victoria Road and who is paying for sewer and water upgrades associated with the development in general?*
- k. What is the timeline for this development?*
- l. How does this development help our community?*
- m. Is blasting required at this site? If so, what is the extent of the blasting?*
- n. Is there an archeological study and can we see that study?*
- o. Is this still an archeological site?*
- p. Is a three-storey apartment building an option?*
- q. How are patios addressed in the setback requirements in the zoning?*
- r. Are there alternative access roads other than off of Victoria Road, and the corner of Victoria Road and Marine Drive. What other options are available?*
- s. Requests that a traffic study be conducted."*

The applicant has provided a response (see **Appendix 'A'**) providing answers to each of these questions, with references to how these items have been addressed and where more information is provided in the original application and staff reports. In addition, the following section expands on two threads where staff sense that additional information would be helpful for Council and the public.

DISCUSSION:

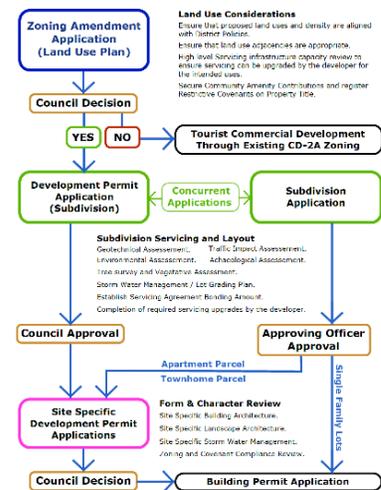
A. Stages of the approval process:

A number of the comments from the public raise questions about details that are often provided at a subsequent stage of the development approvals process. The application before Council at this time is to change the zoning designation of the property. The permitted uses and densities being proposed for different areas of the subject property are the main considerations at this stage.

While quite detailed plans have been submitted with this application, they have been presented as proof-of-concept plans aiming at obtaining rezoning approval. The applicant has acknowledged that more detailed plans and studies would be necessary at the later stages of municipal approval. This is a normal course for this type of development proposal.

Council has indicated a number of critical elements that it wishes to ensure if the development proceeds. These conditions would be secured by a restrictive covenant registered on the title of Lot 16 before Council considers adopting the zoning amendment bylaw.

The applicant has provided a helpful flowchart to illustrate the steps in the approvals process, and the information and studies provided at each stage (see **Appendix 'A'**). As noted, more detailed studies are typical of the Development Permit and Subdivision stages for a development of this sort.



B. Costs of upgrading and expanding infrastructure:

A number of comments from the public raised concerns about the impact on existing infrastructure (such as the Victoria Road sewer pump station), the cost of installing new infrastructure - and questioned whether Ucluelet taxpayers would be bearing those costs. These are good questions. Briefly, in response to questions “e” and “j” of the Council motion above, consider the following:

- On-site: the cost of constructing new roads, water lines, sewer lines, street lighting, fire hydrants, pathways, etc. to municipal standards within the Lot 16 subdivision is entirely the responsibility of the developer. This is estimated at roughly \$2 million for Lot 16 (see **Figure 1**);
- Off-site: infrastructure upgrades (e.g., larger sewer pipes, or a new water line) required to service the proposed development are also to be constructed by the developer at their cost. The off-site water and sewer upgrades required by Lot 16 are estimated at approximately \$938,000 (see **Figure 1**);
- The need for potential upgrades to the municipal systems were analyzed by the District’s engineers to identify what upgrades would be necessary, and how the new development fits within the anticipated demand already projected in the District’s water and sewer master plans (see **Appendix B**);
- In addition, under the Development Cost Charge (DCC) bylaw, all new developments pay fees to contribute to the incremental cost of expanding infrastructure to service a growing town. A summary showing the preliminary calculation of DCC fees is included in **Appendix C** and is shown in **Figure 1**;
- the total servicing costs borne by the developer – in approximate numbers at this point - amount to \$3.7 million (the orange areas in the chart in **Figure 1**);

- note that there is an overlap identified between off-site infrastructure and works already defined in the municipal DCC program amounting to \$410,000. If the off-site works are constructed as proposed then that portion of the DCC's would not be charged to the developer – because doing otherwise would amount to double-charging (shown as the dashed line in **Figure 1**).
- as noted in the March 23, 2021, staff report:

“Some additional costs, for extra work to provide public improvements already identified by municipal infrastructure master plans, should be budgeted to align with the timing of the developer’s installation of infrastructure. Two notable items are:

- *increasing the pipe size on the Matterson Bypass sewer forcemain (est. cost \$137,000). It would be cost effective for the District to pay for up-sizing the pipe to handle the entire future capacity of this line.*
- *additional design and paving costs to place an asphalt multi-use path atop the new sewer forcemain alignment parallel to Matterson Drive (est. cost \$100,000). This would provide the improved pedestrian and bicycle connection along Matterson envisioned as the “coast-to-coast connector” in the Parks and Opens Space master plan. The most cost-effective installation of the pathway would be if coordinated with the sewer line installation.”*

Staff have looked in closer detail at the pathway and recommend that \$175,000 would be an appropriate preliminary budget figure to consider for the “coast-to-coast connector”, to include a healthy contingency.

Note that both of these items are advisable to take advantage of cost savings during construction of the developer’s works - but are optional and could also be completed by the municipality at another time (though likely at greater cost). It is also worth noting that both of these items could be funded without relying on additional municipal property taxes (see green bars in Figure 1, below).

- with respect to question “j”, the proposed new “Matterson bypass” works would result in the sewer volume from Lot 16 and all existing volume coming from the Big Beach pump station then bypassing the Victoria Road station – reducing the load on the existing Victoria Road infrastructure.

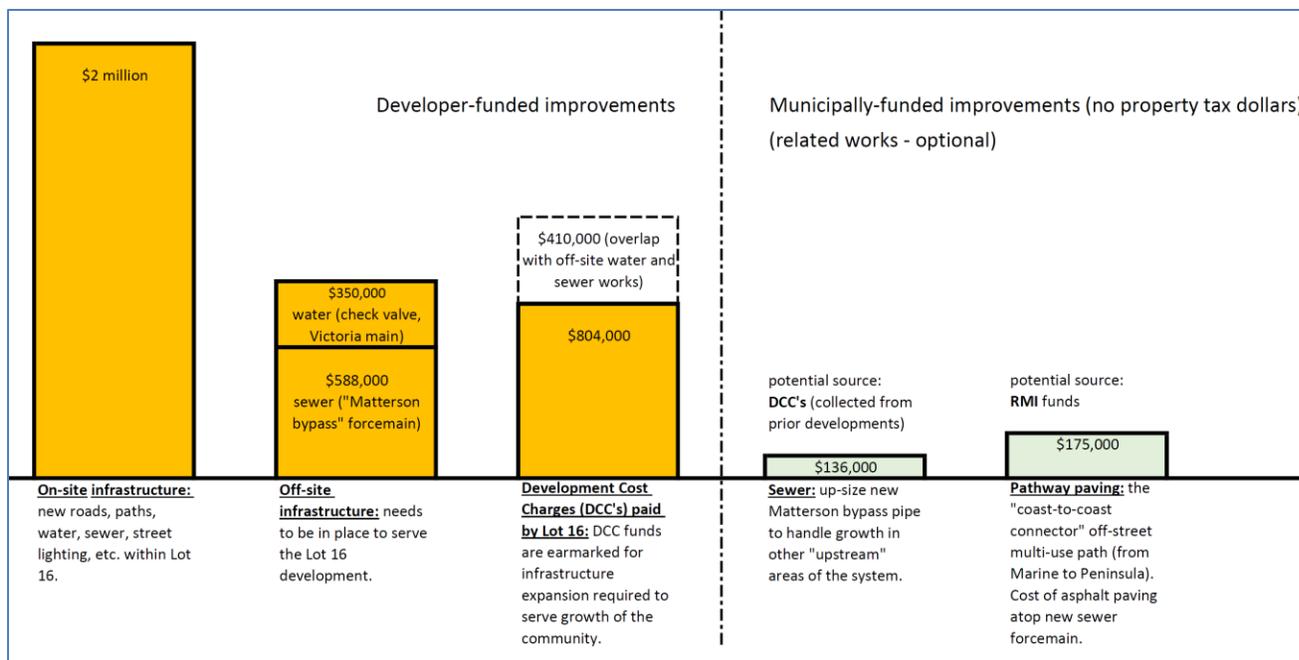


FIGURE 1 – preliminary on- and off-site servicing costs for proposed Lot 16 development

PROCESS AND NEXT STEPS:

At its June 15th meeting, Council also passed the following:

“THAT Council:

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

This report and its attachments have now been published and are available to the public on the municipal website. Staff recommend that Council could now refer this report to a

Committee-of-the-Whole (CoW) meeting; a tentative date suggested for this meeting is August 10th.

Staff are prepared to give the public notice of the CoW meeting in much the same manner as is done for a public hearing: print ads in the Westerly News, signs posted on the public road near the entrances to the property, mailout and hand delivery to owners and occupants of neighbouring properties within 100m. Staff suggest that a copy of the CoW notice also be posted at the Co-op community notice board, and that the message be sent out via UkeeMail and District social media.

Alternatively, Council could provide other direction to Staff and/or the Applicant.

Respectfully submitted: Bruce Greig, Director of Community Planning



REPORT TO COUNCIL

Council Meeting: April 11, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION **FILE No:** 2240-65 SD70
SUBJECT: MOU FOR FACILITY USE OF USS AND UES **REPORT NO:** 23- 51
ATTACHMENT(s): APPENDIX A - MOU SD 70 & DOU

RECOMMENDATION(S):

THAT Council direct staff to execute the Memorandum of Understanding for Facility Use of Ucluelet Secondary School and Ucluelet Elementary School between the District of Ucluelet and School District #70 Pacific Rim as presented in Appendix A of Report No 23-51.

BACKGROUND:

The District of Ucluelet Recreation Department has traditionally used both the Ucluelet Secondary School (USS) and Ucluelet Elementary School (UES) as facilities to provide programming for the community. This has previously been conducted through a “handshake agreement”.

With the completion of the new high school, the School District #70 (SD70) has requested a formal Memorandum of Understanding (MoU) between the District of Ucluelet and SD70 which outlines the terms and conditions of use of the school facilities. This arrangement will allow the Ucluelet Recreation Department to access the schools to offer accessible programming for community programs. The Recreation Department through this MoU will also be providing booking services, where available, for use of the USS gymnasium by community groups during non-instructional hours.

The Director of Parks and Recreation worked with a representative from SD70 to create the document ensuring that the needs of both entities were addressed and met. The SD70 Board has reviewed and approved the MoU which is now being presented to Council for consideration. The MoU splits the rental revenues (50/50) generated through the District’s facilitation of the rental of the school for community programs.

ANALYSIS OF OPTIONS:

An official MoU for facility uses for USS, UES will allow the Recreation Department to provide further accessible programming for the community. The MoU will also outlines operational requirements for both organizations related to the use of the facilities.

A	Approve & execute the MoU	<u>Pros</u>	<ul style="list-style-type: none"> • Provide much needed programming space • Offer additional space for community groups to book • Additional revenue for the Recreation Department • Providing accessible programming through use of the space • Formalizes the working relationship between the SD70 and the District
		<u>Cons</u>	<ul style="list-style-type: none"> • District is responsible for booking space within the school facilities
		<u>Implications</u>	<ul style="list-style-type: none"> • Additional work for Recreation Department in terms of booking the school facilities • Increased revenues through the booking of the school facilities
B	Deny the execution of the MoU	<u>Pros</u>	<ul style="list-style-type: none"> • District would not be responsible for booking school facilities for the community
		<u>Cons</u>	<ul style="list-style-type: none"> • Lack of access to facilities • Lack of accessible programming • Community groups would not be able to access school facilities for various programs
		<u>Implications</u>	<ul style="list-style-type: none"> • Loss of revenues from the rental of the school facilities to the public
		<u>Suggested Motion</u>	No motion is required.

NEXT STEPS:

- Execute the MoU

Respectfully submitted: Abby Fortune, Director of Parks & Recreation
 Duane Lawrence, CAO

APPENDIX A

Memorandum of Understanding for Facility Use of Ucluelet Secondary School and Ucluelet Elementary School

Between

District of Ucluelet – Recreation Department
PO Box 999, 500 Matterson Drive, Ucluelet, B.C., V0R 3A0
250-726-7772
recreation@ucluelet .ca

And

School District #70 Pacific Rim – Office of the Secretary Treasurer
4690 Roger Street, Port Alberni, BC V9Y 3Z4
250-723-3565
Bross1@sd70.bc.ca (Barbara Ross, Secretary Treasurer)

Regarding

Ucluelet Secondary School
1450 Peninsula Rd, Ucluelet, B.C., V0R 3A0
250-723-3565

And

Ucluelet Elementary School
PO BOX 669, 1350 Peninsula Road, Ucluelet, V0R 3A0
250-726-7793

Date: April 12, 2023

The purpose of this Memorandum of Understanding ("MOU") is to outline the terms and conditions of community use of facilities at Ucluelet Secondary School (USS) and Ucluelet Elementary School (UES), through the booking and oversight service of the District of Ucluelet (DOU) Recreation Department.

This MOU also confirms agreement by the Parties to foster an environment of open communication and information exchange. The overall principle is that the District of Ucluelet is offering accessible, affordable programming to support community health and activity for all.

The MOU will be reviewed annually by both parties, normally before the end of the school year, to ensure opportunity for reflection and refinement.

Terms of Use

- Community use of USS and UES facilities will be managed by the Recreation Department of the District of Ucluelet, based on ongoing consultation with the principals of both USS and UES.
- Access to USS and UES by community users will be based on the fee schedule outline in Appendix 1.
- When the District of Ucluelet is running its own community programming, including drop-in programs, tournaments and events, the fee schedule will not apply. Rather, the District will establish and collect the fees, and share revenues equally with the school.
- Priority of access to USS and UES will be as follows:

1. Bookings by the school itself (approved by the principal, at no cost).
 2. Direct bookings by other SD 70 schools (through the principal, at no cost).
 3. Community use bookings in keeping with this MOU.
- The school will provide the District with at least 48 hours notice of school bookings that will preclude community use.
 - Parking for community use of the gymnasium at USS will be at the side parking lot by the childcare centre. Access to USS will be via the side exterior door to the hallway by the gym. The interior security door will be closed in the hallway leading to the rest of the school. Access to non-gymnasium USS facilities will be as arranged with the principal.
 - Access to UES will be as arranged with the principal.
 - Washroom access at both schools will be provided to community use groups.
 - Access times without the need for a hired on-site supervisor will be 6:00 – 9:30 pm weekdays, when custodial staff are on site. At those times, a custodial fee (\$35 in keeping with the fee schedule), will normally be added to the rental fee as additional time will be required for the custodian to clean the gym, hallway, and washroom facilities.
 - Community use of facilities during non-school times (weekends, winter break, spring break, and summer break) will only occur when those facilities are not being used by a SD 70 school and are not undergoing cleaning, maintenance, or renovations, or are not otherwise committed to use by the School District.
 - Weekend use, or use at other times without on-site custodial, will require the user group to be overseen by either a called-out SD 70 custodian (minimum 4-hour callout) if one is available, or a DOU staff member if one is not. The custodian or DOU staff member will open the facility, be on site for support, and lock and secure the building after completion of use. The user group will be charged custodial and supervision costs (\$50 per hour as per the fee schedule), in addition to the rental fee. With DOU staff oversight, the District may opt to waive the additional fee.
 - Community groups must request to bring food or drinks other than water into the facility. In general food and drink other than water will not be permitted in gymnasiums.
 - It is understood that most use of USS and UES fields by community members will be informal and un-booked. Such uses are encouraged and supported by School District 70, if proper care is taken by users.
 - The School District, the District of Ucluelet and schools will actively discourage, or as necessary forbid, use of school fields during or after significant atmospheric events to maintain fields in the best possible condition.
 - Bookings for the school fields for cultural events or athletic tournaments for community user groups will occur through the provisions of this MOU and in keeping with the fee schedule.
 - Where field use is booked for more than four hours, the users will be expected to supply on-site portable washroom facilities as the school itself will generally not be available to the user group.

Recreation Department Responsibility

- The DOU Recreation Staff will be responsible for the oversight and have responsibility for booking of evening scheduled, weekend scheduled, or drop-in community programming at USS or UES at times when facilities are not needed by SD 70 schools.
- DOU will hold keys that will access the exterior door, the gym door, and the equipment room. Three sets of keys for USS will be provided to the DOU for disbursement.
- Keys for access to UES will be provided to DOU by the principal for bookings made under the provisions of this MOU.

- Keys, as needed, will be provided by DOU to the user group supervisor the day of the booking and returned in person the next morning or by accessing the drop-box.
- Rental fees will be collected by DOU and shared 50/50 with USS (or UES as appropriate), with payment going to the schools on a quarterly basis.
- Funds collected for payment of SD 70 custodial staff will be held by DOU and paid monthly to SD 70.
- It is expected that gym bookings will be most common for community use. Access to other parts of the school, including multi-purpose, specialty, or general classrooms, will be by special arrangement between DOU and the principal of the school.
- User groups will be responsible for ensuring that exterior doors remain locked or monitored throughout the time of use.
- The District of Ucluelet Recreation Department and user groups will have access to school equipment as necessary. User groups will ensure that any school equipment used during the program is treated carefully and that any damage to equipment or the facility will be reported to the DOU and paid for by the user group or insurance carried by the District of Ucluelet or the user group. An equipment and facilities inventory shall occur prior to the start of each session.
- User groups will ensure that the facility is left in the state of cleanliness that it is found.
- The Recreation Department will ensure that the user groups will be accountable so that no alcohol or illicit drugs are brought on site or used on site, including outside on the property, and that no smoking or vaping materials of any kind are used on site, including outside on the property.
- DOU user groups will be covered under the DOU Liability Insurance for programs, instructors, staff, and volunteers

AGREED by the Parties through their authorised signatories:

For and on behalf of
District of Ucluelet

Signed

print name

Title

Date

For and on behalf of
School District 70 Pacific Rim

Signed

Print Name

Title

 Date

MOU Appendix 1: Rental and Custodial Rates

Hourly Rates (all plus GST)

These rates are in keeping with Board of Education policy in relation to the entire School District, and may be amended from time to time by Board Motion

Facility	Youth * (17 and under)	Adult (18 and over)
Ucluelet Secondary School gym	\$25	\$55
Ucluelet Elementary gym	\$20	\$45
Classroom	\$15	\$30
School meeting room	\$15	\$30
Multi-purpose room	\$30	\$45
Cafeteria or similar larger space	\$30	\$45
Band rooms	\$30	\$45
Shop or foods lab	\$30	\$45
Fields (per hour/full day)	\$5/\$25	\$15/\$75
Additional Charges		
Key/Damage Deposit (once per group per year)	\$100	\$100
Custodial services (custodian on site): 1 hour	\$35	\$35
Custodial services (call-in): 4-hour minimum	\$50	\$50

* This youth rate also applies to groups for which most participants in the event or activity are developmentally disabled adults.

Multiple Use Discount: User groups using the same facilities for the same purpose over the school year will receive the following room rental discounts:

Uses per year	
Greater than 5, less than 10	10%
Greater than 10, less than 20	15%
Greater than 20	25%

Seniors Discount: User groups organized by recognized seniors' organizations, and where most of the participants are seniors (65+), will receive a 25% discount from the adult rate.

Non-Profit Discount: Registered non-profit organizations will receive a 25% discount from the adult rate. Verification of non-profit status will be required.

Drop-In Programming: When the District of Ucluelet is running its own drop-in community programming, the fee schedule will not apply. Rather, the District will collect a drop-in fee and share those revenues equally with the school.



REPORT TO COMMITTEE OF THE WHOLE

Council Meeting April 11, 2023
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DUANE LAWRENCE, CAO **FILE NO:** 0640-30 STRATEGIC PLAN

SUBJECT: COUNCIL STRATEGIC PLAN **REPORT NO:** 23-52

ATTACHMENT(S): APPENDIX A - 2023 STRATEGIC DIRECTIONS REPORT

SUMMARY OF DESIRED OUTCOME

That the Committee of the Whole confirm the strategic priorities, goals and objectives outlined within the draft Council Strategic Priorities Chart and summary document appended to this report; and,

That the Committee of the Whole direct staff to finalize the Council Strategic Priorities report with the amendments identified by the Committee of the Whole.

BACKGROUND

Council undertook a strategic planning workshop on March 2 and 3 of 2023, led by Dr. Gordon McIntosh. The intent of the planning session was to identify key priority areas which are intended to provide overall direction to Staff from Council to ensure alignment of both high level Council strategic priorities and operational objectives. In addition to the key priority areas, specific actionable Council priorities were identified.

The attached Strategic Council Priorities Dashboard and supporting Strategic Directions report provide an overview of the Council strategic planning session and the various topics discussed and reviewed.

The Strategic Directions report provided an overview of eight strategic topics that were discussed:

- **AFFORDABLE HOUSING & AFFORDABILITY:** Maintain the livability of the community, through the creation of diverse housing options and ensure we meet the future needs of our existing and future residents while managing the impacts of increased tourism and development.
- **INFRASTRUCTURE & ASSET MANAGEMENT:** Adequately fund, service and maintain existing infrastructure while investing in high quality, resilient infrastructure that supports the future needs of the community.
- **EMERGENCY MANAGEMENT SERVICES:** Ensure the community, residents and District, are prepared for and able to support its residents and visitors during future climate related and general emergencies.
- **SERVICE DELIVERY CAPACITY & FISCAL RESPONSIBILITY:** Provide the right level of service that balances the needs of residents and tourism while working towards balancing the costs of those services between residents and visitors.

- **SUSTAINABLE ECONOMY:** Create an environment that encourages and is open to the development of high-quality business opportunities.
- **COMMUNITY TO COMMUNITY COLLABORATION:** Ucluelet is committed to working with all West Coast communities proactively and collaboratively to ensure growth and development are undertaken purposefully and with understanding of future impacts.
- **ENVIRONMENTAL PROTECTION:** Understanding and investing in the future of our Natural assets and protecting the lands and waters that surround Ucluelet are essential to the wellbeing of the community.
- **RECREATION OPPORTUNITIES:** Invest in the development and maintenance of our natural recreation amenities and indoor and outdoor venues, to provide quality and diverse recreation opportunities.

Included within these strategic topics Council identified the top five priorities as items for immediate action. The remaining items would be actioned next as capacity permitted or the priority was elevated by Council as an immediately actionable item.

For immediate action:

1. **OCP Review**
2. **Parks/Rec. Master Plan Update**
3. **Vacant Property (Affordable Housing)**
4. **Establish 5 Year Capital Priorities**
5. **Water Treatment & Security**

Items to be actioned Next:

- SERVICE CAPACITY REVIEW: Scope
- KELP FARMING: Prospectus
- RECREATION HALL; Study
- WAVE ENERGY: Opportunities
- WATER SECURITY: Options
- WATER CONSERVATION STUDAY: Strategies
- SHORT TERM RENTAL BYLAW: Review
- MINATO BAY SHORELINE TRAIL: Strategy
- CLIMATE ACTION PLAN: Priority Projects
- ASSET MANAGEMENT: Plan & Policy

Some **Major Development Projects** have been identified by Council as priority projects to assist in addressing housing challenges. Third party development projects have been removed from the Council and operation priority lists as they are largely outside of the control of the municipality with next steps initiated by the developer. When the District receives completed documents that will enable forward movement on a development these tasks will be prioritized and may defer or delay existing strategic priorities. The development projects that we are aware of and are in progress are listed as Major Development Projects on the Strategic Priorities Chart dashboard.

Additionally, major **Capital Works** projects have been identified in a separate section of the dashboard. These projects take significant staff resources and may result in the deferral or delay of other priority objectives at certain times throughout the project life cycle.

KEY QUESTIONS

1. Do the **strategic topic** descriptions reflect the intent and strategic priorities of Council?
2. Are the **priority actions** reflective of Council's top five priorities?
3. Do the **next priority actions** align with Council's strategic priorities moving forward?
4. Are there any **Council priorities or operational initiatives** that Council would like to reprioritize?
5. Are there any priorities listed within the **Issues/Opportunities list** in attachment 2 of the Strategic Directions report that should be actioned earlier?
6. Does Council support recommendations 1 through 4 as presented within the Strategic Directions report and reiterated below?
 1. *That Council and management review and modify the Strategic Directions Matrix and the Strategic Priorities Chart as working documents.*
 2. *That the CAO ensure that staff work plans align with the Strategic Directions Matrix and the Strategic Priorities Chart as working documents*
 3. *That Council requests the CAO to update the Strategic Directions Matrix and Strategic Priorities Chart with staff prior to quarterly council reviews and schedule an annual review.*
 4. *That Council requests the CAO to schedule an annual review of the Strategic Directions Matrix and Strategic Priorities Chart.*

Respectfully submitted: Duane Lawrence, CAO



DISTRICT OF
UCLUELET

Strategic Directions





GORDON A. McINTOSH

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Via E-mail: dlawrence@ucluelet.ca

March 21, 2023

To: Mayor & Council
Duane Lawrence CAO

From: Gordon McIntosh

Subject: **STRATEGIC PRIORITY SETTING SESSION**

The Strategic Priority Setting Sessions during March were for council with senior staff to identify STRATEGIC TOPICS for discussion; explore each strategic topic as a STRATEGIC POSSIBILITY; and determine STRATEGIC PRIORITIES along with actions for implementation.

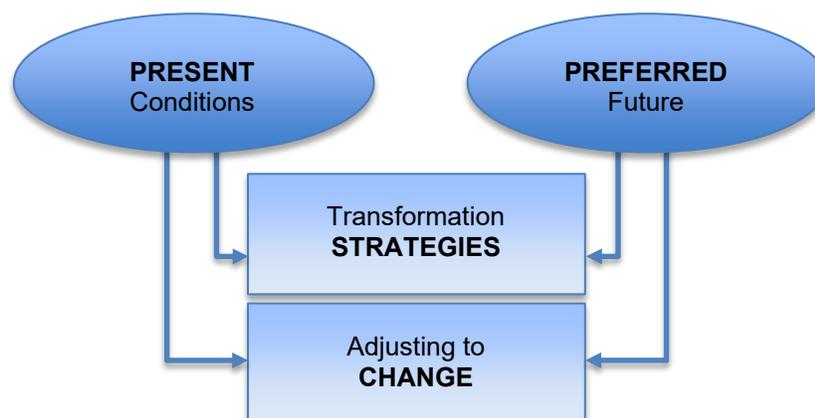
This memo summarizes the outcomes of Strategic Priority Session as follows:

- **Strategic Process** overview
- **Strategic Topics** for discussion
- **Strategic Possibilities** for potential implementation
- **Strategic Priorities** for NOW, NEXT and LATER attention
- **Strategic Matrix**
- **RECOMMENDATIONS** for follow-up

STRATEGIC PROCESS

The priority setting process started by looking at **present** conditions - issues and opportunities. The emerging strategic topics were explored with a preferred **future** - desired expectations in mind. It is in the transformation stage where the present/future gap is closed by defining achievable **strategies**. Effective priority setting involves making strategic choices consistent within the District's mandate and capacity.

A critical important element of an ongoing strategic priority process is adjusting to **change**. Strategic priorities should be regularly monitored and adapted to changing external conditions and internal capacity using the 'one page' *Strategic Priorities Chart*. Once priorities are completed, NEXT items can take their place.



STRATEGIC TOPICS

The priority setting process began by looking to the future. Participants engaged in a ‘Community Check-up’ (See *attachment 1*) discussing the five distinct areas of a sustainable community:

- **Environment** – healthy and natural environment through responsible use and protection
- **Infrastructure** – well maintained infrastructure and facilities that meet community needs
- **Economy** – capacity to attract, support and retain businesses and residents
- **Social** – community engagement to improve the well-being and diversity of the community
- **Governance** – sustainable government focused on strategic decision-making

Councillors and staff identified issues and opportunities facing the organization and community and short listed those of interest for strategic attention (see *Attachment 2*). It was agreed that the following strategic topics warranted discussion:

1. Affordable Housing & Affordability	7. Sustainable Economy
2. Aging Infrastructure	8. Community to Community Collaboration
3. Asset Management	9. Recreation Opportunities
4. Service Delivery Capacity	10. Environmental Protection
5. Fiscal Responsibility	
6. Emergency Management Services	

STRATEGIC POSSIBILITIES

Participants ‘unpacked’ each topic utilizing a four-step Solution Seeking process.



Participants began by clarifying the strategic topic, then identifying desired outcomes if it was successfully addressed. Next, options to achieve the desired outcome were explored as **Strategic Possibilities** (*next page*).

STRATEGIC POSSIBILITIES (Strategic Work Plan) 03.2023

<p>STRATEGIC TOPIC Themes, Related Topics & Expectations</p>	<p>STRATEGIC POSSIBILITY – Short Listed</p>
<p>AFFORDABLE HOUSING & AFFORDABILITY</p> <p>Maintain the livability of the community, through the creation of diverse housing options and ensure we meet the future needs of our existing and future residents while managing the impacts of increased tourism and development.</p> <ul style="list-style-type: none"> • <i>Safe worker accommodation</i> • <i>Attainable & diverse housing options</i> • <i>Supported construction/development industry</i> • <i>Managing land & housing speculation</i> • <i>Adequate housing supply for residents and workers</i> • <i>Encouraging quality & smart design</i> • <i>Harmonized land use with neighboring jurisdictions</i> • <i>Encourage development of high value business opportunities</i> 	<p><u>Residential Development</u></p> <ol style="list-style-type: none"> 1. Lot 16 Development 2. Lot 13 Development 3. Minato Bay Subdivision 4. Weyerhaeuser Subdivision 5. Development Process 6. Permit Ready Plans 7. Short Term Rental Bylaw 8. Tourism Accommodation Reg. 9. Worker Housing Options <p><u>Supportive Housing</u></p> <ol style="list-style-type: none"> 1. Supportive Housing Funding <p><u>Community Planning</u></p> <ol style="list-style-type: none"> 1. OCP Review 2. Regional Growth Implications 3. Dev. Application Procedures Bylaw <p><u>Land Development</u></p> <ol style="list-style-type: none"> 1. Vacant Property (Affordable Housing) 2. Subdivision Services Bylaw
<p>INFRASTRUCTURE & ASSET MANAGEMENT</p> <p>Adequately fund, service and maintain existing infrastructure while investing in high quality, resilient infrastructure that supports the future needs of the community.</p> <ul style="list-style-type: none"> • <i>Future funding capacity</i> • <i>Reliable services</i> • <i>Future growth capacity</i> • <i>Invest in preventive maintenance.</i> • <i>Design quality, long lasting infrastructure</i> • <i>Grant application readiness</i> • <i>Regional partnership opportunities</i> 	<p><u>Funding</u></p> <ol style="list-style-type: none"> 1. Establish 5 Year Capital Priorities 2. Develop 20-Year Capital Plan 3. Asset Management: Plan and Policy 4. Asset Management: Inventory <p><u>Water</u></p> <ol style="list-style-type: none"> 1. Water Works Bylaw 2. Water Treatment & Security 3. Works & Services Bylaw <p><u>Projects</u></p> <ol style="list-style-type: none"> 1. Conduct Recreation Hall Study 2. Peninsula Road Design

<p>EMERGENCY MANAGEMENT SERVICES</p> <p>Ensure the community, residents and District, are prepared for and able to support its residents and visitors during future climate related and general emergencies.</p> <ul style="list-style-type: none"> • <i>Prevention</i> • <i>Readiness</i> • <i>Active partnerships</i> • <i>Role clarity</i> • <i>Trained responders</i> • <i>Resilient Development</i> 	<ol style="list-style-type: none"> 1. Fire & Emergency Service Agreements 2. Fire Hall Replacement 3. Emergency Management Plan 4. Emergency Response Development Guidelines 5. West Coast Evacuation Planning 6. Advocate for better Cell Coverage
<p>SERVICE DELIVERY CAPACITY & FISCAL RESPONSIBILITY</p> <p>Provide the right level of service that balances the needs of residents and tourism while working towards balancing the costs of those services between residents and visitors.</p> <ul style="list-style-type: none"> • <i>Appropriate levels of service</i> • <i>Alternate revenue opportunities</i> • <i>Fiscal accountability</i> • <i>Staff retention & recruitment</i> • <i>Reasonable workloads</i> • <i>Expectations match capacity</i> • <i>Informed public of service expectations</i> 	<ol style="list-style-type: none"> 1. Service Capacity Review 2. DCC Bylaw Update 3. Alternative Revenue Strategies 4. Fees & Charges Review <p><i>See also Capital Funding</i></p>
<p>SUSTAINABLE ECONOMY</p> <p><i>Create an environment that encourages and is open to the development of high-quality business opportunities.</i></p> <ul style="list-style-type: none"> • <i>Diversity of businesses</i> • <i>Quality job opportunities</i> • <i>Economic resilience</i> • <i>Investing in ocean-based energy and business opportunities</i> 	<ol style="list-style-type: none"> 1. Kelp Farming Prospectus 2. Water Security 4. Water Conservation Study & Strategies 5. Marine Business Opportunities 6. Wave Energy Opportunities 7. Economic Resilience Strategy
<p>COMMUNITY TO COMMUNITY COLLABORATION</p> <p>Ucluelet is committed to working with all West Coast communities proactively and collaboratively to ensure growth and development are undertaken</p>	<p><u>Service Agreements</u></p> <ol style="list-style-type: none"> 1. Water & Sani Services Update 2. <i>Fire & Emergency Service Agreements</i> <p><u>Land Use</u></p> <ol style="list-style-type: none"> 1. Regional Growth Plans <p><u>Liaison</u></p>

<p>purposefully and with understanding of future impacts.</p> <ul style="list-style-type: none"> • <i>Action the Truth & Reconciliation</i> • <i>inclusive community</i> • <i>rich communication</i> • <i>shared resources</i> • <i>mutual strategies</i> • <i>cultural understanding</i> 	<ol style="list-style-type: none"> 1. Council To Council Meetings
<p>ENVIRONMENTAL PROTECTION</p> <p><i>Understanding and investing in the future of our Natural assets and protecting the lands and waters that surround Ucluelet are essential to the well being of the community.</i></p> <ul style="list-style-type: none"> • <i>Maintaining natural characteristics of the community</i> • <i>Ecological system preservation</i> • <i>Protection of the tree canopy</i> • <i>Environmental leadership</i> • <i>Meaningful actions to reduce emissions</i> 	<ol style="list-style-type: none"> 1. Ucluelet Inlet Plan 2. Climate Action Plan: Priority Projects 3. Minato Bay Shoreline Pathway 4. Tree Protection Bylaw 5. Natural Asset Management 6. Wildlife Management and Protection Strategies <p><i>See Also Water Conservation Study</i></p>
<p>RECREATION OPPORTUNITIES</p> <p>Invest in the development and maintenance of our natural recreation amenities and indoor and outdoor venues, to provide quality and diverse recreation opportunities.</p> <ul style="list-style-type: none"> • <i>Opportunities for all ages</i> • <i>Active and passive opportunities</i> • <i>Diverse indoor and outdoor venues</i> • <i>Promotion of active lifestyles</i> • <i>Great place to live & play</i> 	<ol style="list-style-type: none"> 1. Recreation Hall Replacement 2. Parks/Rec. Master Plan Update 3. Safe Harbour Path Development 4. Harbour Master Plan Implementation

STRATEGIC PRIORITIES

Based on the application of reality, urgency, and responsibility criteria, five (5) **strategic priorities** were selected to be addressed NOW and placed on the *Strategic Priorities Chart (next page)* in **BOLD CAPITALS**. These priorities automatically enter the appropriate operational unit on the chart to align staff work with council direction. Items listed in CAPITALS indicate strategic directions that will be addressed NEXT/LATER when a NOW item is completed or displaced. In addition to council priorities, there are strategic items receiving administration's attention. These operational strategies are noted in regular font.

STRATEGIC DIRECTIONS

Some overarching Strategic Themes and Focus Areas emerged upon examination of the strategic scan - *Vision Check-Up*, review of current initiatives, unpacking of the strategic topics – *Strategic Possibilities List* and determination of short-term priorities, longer term directions, advocacy items and operational strategies highlighted in the *Strategic Priorities Chart*. The resulting *Strategic Directions Matrix (Appendix 3)* captures the major strategic efforts of the organization to realize council's directions for its term. This document does not include the numerous items in operational work plans that also contribute to the achievement of council's strategic expectations.

STRATEGIC PRIORITIES CHART March 2023

COUNCIL PRIORITIES

NOW

1. **OCF REVIEW: Scope** – June
2. **PARKS/REC. MASTER PLAN: Terms of Ref** - Apr
3. **VACANT PROPERTY: Research** – June
4. **CAPITAL PLAN: Short Term Priorities** - April
5. **WATER TREATMENT: Options** – May

ADVOCACY

Supportive Housing Funding (Province)
West Coast Evacuation Plan (ACRD)
Health Centre: Status (Island Health)
Cell Coverage (Rogers/Telus)
Peninsula Road Redevelopment (MOTI)

PARTNERSHIPS

Community to Community Meeting (UFN & TOFN)
Indigenous Significant Site Protocol (UFN & TOFN)
Worker Housing Options: Employers Forum
Fire Service Agreements (TOFN, ACRD & UFN)
KELP FARMING: Discussion (Industry)

NEXT (In Progress)

- SERVICE CAPACITY REVIEW: Scope
- KELP FARMING: Prospectus
- RECREATION HALL; Study
- WAVE ENERGY: Opportunities
- WATER SECURITY: Options
- WATER CONSERVATION STUDAY: Strategies
- SHORT TERM RENTAL BYLAW: Review
- MINATO BAY SHORELINE TRAIL: Strategy
- CLIMATE ACTION PLAN: Priority Projects
- ASSET MANAGEMENT: Plan & Policy

LATER (Future Consideration)

- UCLUELET INLET PLAN: Proposal
- MARINE EDUCATION: Opportunities
- TREE PROTECTION BYLAW: Research
- NATURAL ASSET MANAGEMENT: System
- ADJACENT GROWTH: DOU Implications
- LONG TERM CAPITAL PLAN

OPERATIONAL INITIATIVES

CHIEF ADMINISTRATIVE OFFICER

1. Code of Conduct: Draft – March
2. **COMMUNITY to COMMUNITY: Outreach - MAY**
3. Collective Bargaining: Mandate – June
 - SERVICE CAPACITY REVIEW: ToR
 - Economic Resilience Strategy: Review

CORPORATE

1. Accessibility Committee: Recruitment – May
2. Privacy Management Program: Development – May
3. Major FOI File: Completion – May
 - Delegation of Authority Bylaw
 - IT Services Contract: RFP

COMMUNITY PLANNING

1. **OCF: GROWTH REVIEW - JUNE**
2. Tourism Accommodation Regulations: Review - June
3. Supportive Housing: Design – June
 - DP Application Procedures Bylaw Update
 - Subdivision Services Bylaw Update

PROTECTIVE SERVICES

1. Fire Hall: RFP – July
2. Emergency Management Plan: Update – August
3. Development Guidelines – May
 - Fire Servicer Agreements: Update
 - West Coast Evacuation Planning: Development

OPERATIONS

1. **WATER TREATMENT & SECURITY: Options** – May
2. Works & Services Bylaw: Draft – Sept
3. Operational Capacity Development: Program – August
 - ASSET MANAGEMENT PLAN: Inventory
 - Water Works Bylaw: Review

PARKS & RECREATION

1. **PRKS. /REC. MASTER PLAN: ToR – May**
2. REC. HALL REPLACEMENT: RFP – May
3. Accessibility Policy: Draft Policy – June
 - Safe Harbour Path
 - Harbour Master Plan Implementation Review

FINANCE

1. **CAPITAL PLAN: 5-YR DRAFT** – Sept
2. DCC Bylaw Update: RTC – June
3. Alternative Revenue: Strategies: RTC – May
 - Fees & Charges (Water & Sani): Review
 - 20 Year Capital Plan

COMMUNICATIONS/HUMAN RESOURCES

1. Sick Leave Policy: Draft – April
2. Website Rebuild: RFP – June
3. Communications Policy: RTC – May
 - Training & Development Policy
 - OH&S Policy

CAPTIAL WORKS (In progress)

- Village Green: Completion - June
- Victoria Lift Station Bypass: RFP – March
- Amphitrite House: Demolition – April

- Water Treatment: Scope Review – April
- Mercantile Creek Water Line: RFP – April
- Peninsula Road Storm System: Design – April
- Peninsula Road: RFP – Sept.

Major Development Projects (External Party)

- Lot 16 – Subdivision
- Lot 13 – Affordable Housing

- Minato Bay Subdivision
- Weyerhaeuser Subdivision

CODES: BOLD CAPITALS = NOW Priorities; CAPITALS = NEXT Priorities; *Italics* = Advocacy; Regular Title Case = Operational Strategies

RECOMMENDATIONS

The following suggestions are offered to sustain the strategic priority setting efforts:

1. That Council and management review and modify the *Strategic Directions Matrix* and the *Strategic Priorities Chart* as working documents.
2. That the CAO ensure that staff work plans align with the *Strategic Directions Matrix* and the *Strategic Priorities Chart* as working documents
3. That Council requests the CAO to update the *Strategic Directions Matrix* and *Strategic Priorities Chart* with staff prior to quarterly council reviews and schedule an annual review.
4. That Council requests the CAO to schedule an annual review of the *Strategic Directions Matrix* and *Strategic Priorities Chart*.

I trust the forgoing accurately portrays the session outcomes in a manner that facilitates follow-up to the ideas raised. If you have any questions or I can be of any further assistance, please to not hesitate to contact me.

VISION CHECK-UP March 2023

Pillars	
ENVIRONMENT Community Aesthetics Natural Area Protection Water Source Security Climate Change Public Education	<ul style="list-style-type: none"> • Commendable efforts to beautify the area • Forward thinking re: bicycle and pedestrian traffic • Opportunities for alternate energy • Climate change on the rise and planning for the future • Harbour • Trail system growth • Tourism management • Solar powered washrooms at Tugwell Fields • Housing design focused on energy efficiency rather than aesthetics • Building is encroaching on natural spaces
ECONOMY Job Creation Growth Management Community Image Business Readiness Sector Diversity	<ul style="list-style-type: none"> • Housing rolls into all factors • Employee housing issues • Temporary Use Permits a good idea for staff housing • Businesses not being able to staff their businesses • Chamber of Commerce a sad situation now – Needs to be addressed somehow • Comments about how hard it is to get a business license in this town • Influx of remote workers with higher paying jobs • Employee housing for those with lower paying jobs • Business Licenses – streamline and make the process earlier • Attract and retain businesses • Affordability ties into attraction and retention of businesses and staff • Retaining people who already live here • Sustainable tourism • Childcare • Capitalize on tourism rather than resist it
INFRASTRUCTURE Transportation Utilities Facilities Parks and Trails Service Delivery Modern Communication	<ul style="list-style-type: none"> • Aging infrastructure • Roads, sidewalks etc. • Good emergency management • BC transit did not come out here – opportunity for regional approach • Landfill organics diversion a good thing for the communities • Housing – zoning should be higher density to allow for a bigger tax base • Quality infrastructure that lasts longer and is easier to maintain • More tax base rather than higher tax rates • Level of service, level of expectation • Less beautification and more focus on infrastructure • Infrastructure funding for maintenance • Nice to have vs. need to have • RMI Use – new opportunities vs maintenance of tourism-based infrastructure • Amphitrite house • Makes sense to assume the worst and see if that is possible for the community

<p>SOCIAL</p> <p>Citizen / Property Safety Healthy Lifestyles Health Service Access Welcoming Community Heritage, Arts & Culture</p>	<ul style="list-style-type: none"> • Ukee Days has always been great • Reconciliation signs was so great • Concerns about the drug use with the children • High quality network of social activities • Volunteer recruitment • People want to know about the history • Seniors won't live here because a lack of health services • What does it take to get kids into the systems • Maintain our sense of community and commitment to volunteering • Degree of localism and tribalism and it can undermine new residents • There's us and them mentality • Value of small interactions - bump into neighbours when you go to the post office
<p>GOVERNANCE</p> <p>Policies & Strategies Fiscal Stewardship Role Clarity Agency Liaison Public Communication</p>	<ul style="list-style-type: none"> • Marketing the role more to ensure that people know what is • Public knowledge of the role of council and the role of staff • Public has little understanding of the process of the District • Policy updates • New staff working well • Community asking council why they are 'not working' on Sundays • Understanding the governance process • Senior staff is crucial • Role clarity - takes time to develop • Fiscal Stewardship - improving the process • Collaboration - being on different boards helps to understand the role • Positive working relationships with council and staff • Levels of service - what can we do and what is 'nice' to do • Regional services • Provincial downloading - Privacy/ accessibility programs • External pressures will continue and makes it difficult to plan for the future

ISSUES/OPPORTUNITIES LIST March 2023

ITEM (Bold = Strategic Topic)	Council	Staff	Total
Affordable Housing	37	31	68
Aging Infrastructure	22	24	46
Asset Management	16	11	27
Affordability	15	26	41
Stable / Sustainable Economy	14	0	14
Emergency Support Services	14	5	19
Environmental Sustainability	13	0	13
Indigenous Collaboration / Communication	12	9	21
Sprawl / Densification	10	6	16
Transit	10	8	18
Fiscal Responsibility	8	22	30
Service Delivery / Levels Capacity (Internal)	2	29	31
Alternate Revenue	9	13	22
Tourism Burden	9	11	20
Managed Growth	9	0	9
Managing Tourism	8	15	23
Streamline Development Publication Process	8	0	8
Staff Housing	8	0	8
Regional Growth Management	7	12	19
Childcare / Staffing	7	9	16
Accessibility Regional Collaborations	7	0	7
Healthy Lifestyle	7	0	7
Health and Medical Access	6	6	12
RMI Flexibility	6	0	6
Chamber of Commerce	5	0	5
Managing Public Expectations	4	17	21
Non-Profit Support	4	2	6
Advocacy / Lobby	4	1	5
Economic Diversity / Attract Development	2	17	19
Wildlife Management	2	0	2
Community Character	1	6	7
Hard Sport Surface	1	4	5
Multiplex	1	3	4
Natural / Wild Space Protection	1	0	1
Climate Change	0	15	15
Reconciliation	0	13	13
Public Communications / Engagement	0	11	11
Fire Hall Replacement	0	10	10
Long Term Planning	0	9	9

Integrity of Community	0	9	9
Lower Taxes	0	9	9
Highway 4 Cell Coverage	0	8	8
System Development	0	7	7
Active Transportation	0	7	7
Supportive Housing	0	6	6
Information Infrastructure and Security	0	6	6
Peninsula Road	0	5	5
Inner Harbour Trail	0	4	4
Land Needs	0	3	3
Team Composition and Culture	0	2	2
Volunteerism Burnout	0	2	2
Goals Alignment	0	1	1
Food Security	0	0	0
Community Inclusive & Diversity	0	0	0
Water Treatment Plant	0	0	0
Wastewater Plant	0	0	0
Storm Water Replacement	0	0	0
Grant Management / Acquisition	0	0	0
DCC Update	0	0	0
Works and Services Update	0	0	0
Flood Risk	0	0	0
Legal Liability Development	0	0	0
Privacy Protection	0	0	0
Code of Conduct	0	0	0
Community Score Card	0	0	0
Accessibility	0	0	0
Alternate Energy	0	0	0
Business Licenses	0	0	0
Quality Over Quantity	0	0	0
Communication of Roles	0	0	0
Layers of Belonging	0	0	0
Form and Character Guidelines	0	0	0
Succession Planning	0	0	0
Attraction of Industry	0	0	0
Youth Support	0	0	0
Harbour Development	0	0	0
Employee Retention	0	0	0
Big Picture	0	0	0
Delegation of Authority	0	0	0
Illegal Camping	0	0	0
Cannabis	0	0	0

Public Hearing	0	0	0
Visitor Experience	0	0	0
Holistic Community Involvement	0	0	0
Social Equity	0	0	0
Policy / Bylaw Modification	0	0	0
Service Agreement	0	0	0

COUNCIL STRATEGIC DIRECTIONS MATRIX 03.19.2023

THEME – Focus Areas	NOW	PENDING	Future Consideration
<p>COMMUNITY WELL-BEING <i>To have inclusive community by ensuring our amenities and services support livability and accessibility for all ages & interests</i> Focus Areas RECREATION OPPRTUNITIES</p>	<p><u>Council</u> PARKS/REC. MASTER PLAN: Terms of Ref RECREATION HALL: Study</p>		
	<p><u>Advocacy/Partnerships</u> Supportive Housing Funding (Province)</p>		
	<p><u>Operational</u> Accessibility Policy: Draft Policy</p>		
<p>COMMUNITY RESILIENCE <i>To maintain the character and liveability of our community while managing the tourism impacts, promoting economic diversity and protecting the environment</i> Focus Areas COMMUNITY FUTURE HOUSING FOR ALL ENVIRONMENTAL STEWARDSHIP</p>	<p><u>Council</u> VACANT PROPERTY: Research OCP REVIEW: Scope</p>	<p>KELP FARMING: Prospectus WAVE ENERGY: Opportunities SHORT TERM RENTAL BYLAW: Review CLIMATE ACTION PLAN: Priority Projects MINATO BAY SHORELINE: Strategy</p>	<ul style="list-style-type: none"> • MARINE EDUCATION: Opportunities • UCULUET INLET PLAN: Proposal • TREE PROTECTION BYLAW: Research • NATURAL ASSET MANAGEMENT: System • ADJACENT GROWTH: DOU Implications
	<p><u>Advocacy/Partnerships</u> Worker Housing Options: Employers Forum</p>	<p><i>KELP FARMING: Discussion (Industry)</i></p>	
	<p><u>Operational</u> Supportive Housing: Design Tourism Accommodation Regulations: Review</p>	<p>Economic Resilience Strategy: Review DP Application Procedures Bylaw Update Subdivision Services Bylaw Update</p>	
<p>SERVICE EXCELLENCE <i>To enhance the effectiveness of our services and our advocacy efforts by fostering strategic collaboration and partnerships with our neighboring communities</i> Focus Areas PARTNERSHIPS INDIGENOUS RELATIONS</p>	<p><u>Council</u></p>	<ul style="list-style-type: none"> • SERVICE CAPACITY REVIEW: Scope 	
	<p><u>Advocacy/Partnerships</u> Health Centre: Status (Island Health) Cell Coverage (Rogers/Telus) Peninsula Road Design (MOTI) Community to Community Meeting (UFN & TOFN) Indigenous Significant Site Protocol (UFN& TOFN)</p>		
	<p><u>Operational</u> Communications Policy: RTC Alternative Revenue: Strategies: RTC</p>		
<p>ASSET MANAGEMENT <i>To adequately maintain our existing services and infrastructure, while planning for future growth</i> Focus Areas WATER SECURITY CAPITAL PLANNING</p>	<p><u>Council</u> CAPITAL PLAN: Short Term Priorities WATER TREATMENT: Options</p>	<p>WATER SECURITY: Options WATER CONSERVATION STUDAY ASSET MANAGEMENT: Plan & Policy</p>	<p>LONG TERM CAPITAL PLAN</p>
	<p><u>Advocacy</u> West Coast Evacuation Plan (ACRD) Fire Service Agreements (TOFN, ACRD & UFN)</p>		
	<p><u>Operational</u> Fire Hall: RFP DCC Bylaw Update: RTC Works & Services Bylaw: Draft</p>	<p>Water Works Bylaw: Review ASSET MANAGEMENT PLAN: Inventory 20 Year Capital Plan</p>	
<p>Guiding Principles – Indigenous Relationships, Collaborative Approach, Climate Change Mitigation, Community Engagement, Environmental Protection & Capacity Impact Analysis</p>			



REPORT TO COMMITTEE OF THE WHOLE

Council Meeting April 11, 2023
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM:	DUANE LAWRENCE, CAO	FILE NO: 0340-50
SUBJECT:	RESPONSIBLE CONDUCT POLICY	REPORT NO: 23- 48
ATTACHMENT(S):	APPENDIX A - RESPONSIBLE CONDUCT POLICY - DRAFT	

SUMMARY OF DESIRED OUTCOME

That the Committee of the Whole provide Staff with direction on amendments, alterations and additions to the Draft Responsible Conduct Policy.

BACKGROUND

[Part 4, Section 113.1 & 113.2 of the Community Charter](#) requires all newly elected municipal Councils to consider the establishment of a Code of Conduct or Responsible Conduct Policy (RCP) for locally elected officials within the first six months of the inaugural meeting. The Community Charter calls for Councils to consider the prescribed principles for responsible conduct and if a Council determines not to establish a Responsible Conduct Policy, make available to the public a statement respecting the reasons for not establishing an RCP.

The foundational principles for the RCP are determined by the [Principles for Codes of Conduct Regulation](#) and include *integrity, accountability, respect, leadership, and collaboration*. An RCP is seen as the most effective tool to maintain and elevate the public's trust and show Council's commitment to a fair, transparent, and accountable process.

Council Directed Staff to draft a Responsible Conduct Policy at the January 24, 2023 regular meeting which is included in draft format for Councils consideration and comments.

KEY QUESTIONS

A draft RCP has been developed by Staff. Staff asking for Council to provide comment and direction on the following key questions.

1. PART 2 - Standard of Values & Foundational Principles

Part 2 outlines the principles of the organization and council chambers, based on the foundational principles outlined in the [Principles for Codes of Conduct Regulation](#). These include *integrity, accountability, respect, leadership, and collaboration*.

- Q. Do the definitions and listed attributes of the foundational principles reflect Council's values, objectives, and principles?
- Q. Are there any aspects of the principles that Council wishes to strike or amend?
- Q. Are there any additional attributes that should be added?

2. PART 3 - General Conduct

Part 3 outlines principles of conduct in relation to general conduct as an elected official, interaction with staff, volunteers and committee members, interactions with the media, public meetings, confidentiality and the collection and handling of information, use of social media, conflict of interest, use of influence, gifts and personal benefits.

- Q. Do the provisions outlined within the policy support the general principles desired by Council to be incorporated into the RCP?
- Q. Are there any amendments, additions or provisions that should be removed?
- Q. Are there any additional items that should be added under general conduct?

3. PART 4 – Complaint and Resolution Procedures

Part 4 provides a detailed outline of how a complaint is handled. The process outlined within the policy is intended to prioritize informal resolution of any complaint, authorize the CAO to complete a preliminary assessment to validate if the complaint breaches the policy and provide an investigative process if a potential breach of the policy is reported. If a breach of the policy occurs Part 4 outlines how Council will complete a final determination and any remedies are warranted.

- Q. Does the review, assessment and investigative process meet Council's needs and objectives?
- Q. Does the investigative process maintain a fair and equitable process?

4. PART 5 – Council Remedies

Part 5 provides an overview of common remedies that are available for Council to consider in the event a breach of the policy occurs and when Council determines if a remedy is appropriate and warranted. Only Council has the authority to approve and authorize the implementation of a remedy.

- Q. Are there any remedies that should be removed and/or added?

5. PART 6 – Committee Members

Part 6 provides provisions related to committee members duly appointed by Council to a Committee. This provision is included to ensure Council has an ability to address conduct challenges with appointees.

- Q. Are there any adjustments to Part 6?

6. General

The RCP is not intended to restrict, stifle or limit debate, questioning or discussion by elected officials. Rather, provide an overview of the general principles Council wishes all members to follow while conducting themselves in their role as an elected official.

- Q. Are there any provisions that should be amended, removed or added to ensure Council's freedom to express themselves and have robust debate and discussions on any given topic while acting within their role as an elected official?
- Q. Does Council support, in principle the draft Responsible conduct policy as presented or amended?
- Q. Prior to bringing the policy back to Council, does Council have any additional direction for staff with respect to drafting the final policy?

Respectfully submitted: Duane Lawrence, CAO

DISTRICT OF UCLUELET
RESPONSIBLE CONDUCT POLICY NO. XXX

WHEREAS Council and Committee Members are keepers of the public trust and must uphold the highest standards of ethical behavior in order to build and inspire the public's trust and confidence in local government;

AND WHEREAS Council and Committee Members are expected to:

- (a) make decisions that benefit the community;
- (b) abide by and act lawfully and within the authorities of the *Community Charter, Local Government Act* and other applicable enactments; and
- (c) be free from undue influence and not act to gain financial or other benefits for themselves, family, friends or business interests;

AND WHEREAS Council and Committee Members wish to conduct its business in a transparent, efficient, accountable and respectful fashion;

AND WHEREAS it is to the benefit of the community for Council and Committee Members to conduct their business in accordance with the District's guiding principles of integrity, accountability, respect, leadership and collaboration;

AND WHEREAS Council and Committee Members intend to demonstrate their leadership in ethical behaviour and to promote the principles of transparency, accountability and civility through their decisions, actions and behaviour;

AND WHEREAS Council and Committee Members shall maintain the freedom to speak openly, debate, question, discuss, and engage with the public, staff, volunteers, Council Members, Committee Members and media in a respectful manner;

THEREFORE BE IT RESOLVED that the Council of the District of Ucluelet in open meeting assembled, hereby adopts the policy outline below:

PART I – GENERAL

1.1 Title

This Policy may be cited as "Responsible Conduct Policy XXXX, 2023".

1.2 Definitions

In this Policy:

“CAO”	Means the Chief Administrative Officer for the District of Ucluelet.
“Bully and Harass”	Includes, without limitation, any unwelcome or objectionable conduct or comment that causes an individual to be humiliated or intimidated, including verbal aggression or insults, making derogatory comments, including questioning the professional competence of a Council Member, Committee Member, Volunteer, Municipal Officer, Employee, or Staff, calling someone derogatory names, hazing or intimidation practices, vandalizing personal belongings or spreading malicious and untrue rumors.
“Committee Member”	Means a person appointed to a committee, sub-committee, task force, commission, board, or other Council established body under the <i>Community Charter – Division 4 – Committees, Commissions and Other Bodies</i> or the <i>Local Government Act</i> .
“Complaint”	Means a formal allegation that a Member has breached this Policy in accordance with the complaint procedure set out in Part 4 of this Policy.
“Complainant”	Means a person who has submitted a complaint under Part 4 of this Policy.
“Confidential Information”	Means information or records held in confidence by the District, including to which Section 117 of the <i>Community Charter</i> applies. For clarity, this includes all information and records from closed meetings of Council until publicly released.
“Conflict of Interest”	Refers to pecuniary and non-pecuniary conflicts of interest governed by the <i>Community Charter, S.B.C., 2003, c. 36</i> and the common law.
“Council Member”	Means the Mayor and Councilors for the District.
“Employee”	Means an person in the direct employ of the District.
“Gifts and Personal Benefits”	Means an item or service of value that is received by Council and Committee Members for personal use. This would include, but is not limited to, cash, gift cards, tickets to events, items of clothing, jewelry, pens, food or beverages, discounts or rebates on purchases, free or subsidized drinks or meals, entertainment and admission fees to social functions.
“Member”	Means a Council Member or a Committee Member.

“Municipal Officer”	Means a member of Staff designated as an officer under Section 146 of the <i>Community Charter</i> .
“Personal Information”	As defined in the <i>Freedom of Information & Protection of Privacy Act</i> .
“Respondent”	Means a Council or Committee Member whose conduct is the subject of a complaint.
“Staff”	Means an employee of the District in a senior leadership role.
“Volunteer”	Means a person serving the District who is not a Council Member, Committee Member, Employee or Staff.

1.3 Purpose and Interpretation:

- 1.3.1 This Policy sets out the rules Members must follow in fulfilling their duties and responsibilities as elected or appointed officials, and the powers and procedures of the CAO in exercising oversight of the Responsible Conduct Policy.
- 1.3.2 The provisions of this Policy are to be interpreted broadly and in a manner that is consistent with the *Community Charter* S.B.C. 2003, c. 36.
- 1.3.3 For clarity, the provisions of this Policy that reference Committee Members only are intended to apply to Council Members.

1.4 Application:

- 1.4.1 This Policy applies to Council Members and Committee Members.
- 1.4.2 This Policy does not apply to a Member’s conduct in their personal life, except to the extent that such conduct reasonably undermines public confidence in District governance.
- 1.4.3 In the event of a conflict between this Policy and another District Policy or Council policy governing Member conduct, this Policy prevails.
- 1.4.4 In this Policy, a reference to a person who holds an office includes a reference to the persons appointed to act for that person from time to time.
- 1.4.5 This Policy is not intended to limit, curtail or restrict in any manner respectful discussions, discourse or debate.

1.5 Severability:

- 1.5.1 If any definition, section, subsection, paragraph, subparagraph, clause or phrase in this Policy is held invalid by a Court of competent jurisdiction, the invalid definition, section, subsection, paragraph, subparagraph, clause or phrase must be severed and the remainder of this Policy is deemed to have been adopted without the severed definition, section, subsection, paragraph, subparagraph, clause or phrase.

PART 2 – STANDARDS AND VALUES

2.1 Foundational Principles

These guiding principles provide a basis for how Members fulfill their roles and responsibilities in their capacity as elected officials of the District of Ucluelet, including in their relationships with each other, Staff and with the public.

2.1.1 **Integrity:** being honest and demonstrating strong ethical principles. Members are expected to act with integrity by:

- i. Behaving in a manner that promotes public confidence in the District, including actively avoiding any Conflicts of Interest, improper use of office or unethical conduct.
- ii. Being truthful, honest and open in all dealings.
- iii. Upholding the public interest and making decisions in the best interests of the community.
- iv. Following through on commitments, engaging in positive communication with the community and correcting errors in a timely and transparent manner.
- v. Acting lawfully and within the authority of the *Community Charter*, *Local Government Act*, *Workers Compensation Act of B.C.* and *B.C. Human Rights Code*.

2.1.2 **Accountability:** an obligation and willingness to accept responsibility or to account for one's actions. Members are expected to act with accountability by:

- i. Being transparent in how they individually and collectively conduct business and carry out their duties.
- ii. Ensuring decisions are made in the public forum and that the public can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- iii. Accepting that they are collectively accountable for local government decisions, and that individual Members are responsible and accountable for the decisions they make in fulfilling their roles.
- iv. Listening to and considering the opinions and needs of the community in the Council decision making process, and allowing for respectful discourse and feedback.
- v. Maintaining an open mind and willingness to change direction in the best interest of the community.

2.1.3 **Respect:** having due regard for others' perspectives, wishes and rights; displaying

deference to the offices of local government, and the role of local government in community decision-making. Members are expected to act with respect by:

- i. Treating every person, including other Members, Staff and the public with dignity.
- ii. Showing consideration for colleagues and Staff.
- iii. Creating an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as derogatory.
- iv. Valuing the role of diverse perspectives and debate in decision-making.
- v. Acting in a way that is respectful of the roles and responsibilities of the office of Mayor and Council.
- vi. Valuing the distinct roles and responsibilities of local government Staff and the community in local government considerations and operations, and committing to fostering a positive working relationship between Staff, the public and elected officials.

2.1.4 **Leadership and Collaboration:** an ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts. Members are expected to demonstrate leadership and collaboration by:

- i. Demonstrating behavior that builds and inspires public trust and confidence in local government.
- ii. Calmly facing challenges and providing considered direction of the issues of the day, and enabling colleagues and Staff to do the same.
- iii. Creating space for open expression by others, taking responsibility for one's own actions and reactions and accepting the decisions of the majority.
- iv. Accepting that it is the equal responsibility of the Council and Committee Members individually and collectively to work together to achieve common goals.
- v. Being an active participant in ensuring these Foundational Principles and the standards of conduct are followed.

2.2 Interpretation

2.2.1 The standards and values above are to inform the interpretation of the substantive provisions of this Policy and are not to be standalone bases for Complaints.

2.3 Roles and Responsibilities

2.3.1 Council is the governing body of the District. It has the responsibility to govern the District in accordance with *Community Charter* and other applicable legislation.

- 2.3.2 The Mayor has a statutory responsibility to provide leadership to the Council and to provide general direction to the CAO as set out by the *Community Charter*.
- 2.3.3 The CAO is Council's one employee, it is the responsibility of the CAO to ensure the programs, policies and initiatives of Council are undertaken and to keep Council informed of progress on those matters and provide professional advice to Council.
- 2.3.4 Staff provide professional advice to the Council and carry out decisions in an effective, efficient and non-partisan manner under the direction of the CAO.

PART 3 – CONDUCT OF ELECTED OFFICIALS

3.1 General Conduct

3.1.1 A Member shall not:

- (a) contravene this Policy;
- (b) contravene any other District Policy or policy;
- (c) contravene a law of British Columbia or Canada, including the British Columbia *Human Rights Code* or the *Freedom of Information and Protection of Privacy Act*;
- (d) Bully or Harass a Member, Staff, the Public or Volunteer;
- (e) defame a Member, Staff, the Public or Volunteer.

3.1.2 A Member shall treat other Council Members, Committee Members, Staff, and Volunteers with respect and dignity.

3.1.3 A Council Member shall not:

- (a) breach their oath sworn upon taking office as a Council Member; or
- (b) abuse their office.

3.2 Interactions with Staff, Volunteers and Committee Members

3.2.1 A Member must direct inquiries regarding departmental issues or questions to the CAO or department Director of the appropriate department and refrain from contacting Employees directly unless the communication is minor and of a day-to-day operational nature.

3.2.2 Members must not interfere with, hinder or obstruct Staff, Employees, Volunteers or

Committee Members in the exercise or performance of their roles, responsibilities, powers, duties or functions, nor shall they impair the ability of Municipal Officers and Staff to implement Council policy decisions in accordance with Section 153 of the *Community Charter*.

- 3.2.3 Members must not request or require Staff or Employees to undertake personal or private work on behalf of a Member.
- 3.2.4 If a Council Member has information about Staff, Employee or a Volunteer that the Council Member wishes to bring to the attention of the District for the purposes of a review or investigation into the conduct or an omission of the individual, the Council Member may only do so by delivering the information in writing to the CAO. On receipt of such information, the CAO shall conduct a review or investigation and address the matter in accordance with the District's employment agreements, policies and with the applicable employment law or professional responsibility enactments.
- 3.2.5 Members must not publish statements attacking Members, Staff, Employees or Volunteers.
- 3.2.6 Information obtained by any Council Member, which is likely to be used in a Council or political debate, must be provided to all other Council Members, and CAO.

3.3 Interactions with the Public and Media

- 3.3.1 The Mayor, or Acting Mayor, as the case may be, is the voice of Council.
- 3.3.2 Without limiting the ability of a Member to have individual discussions or discourse on a given topic, Members must not communicate on behalf of the Council or District unless authorized to do so by Council resolution or by virtue of a position or role the Member has been authorized to undertake by Council.
- 3.3.3 Without limiting the ability of the Council Member to hold a position on an issue and respectfully express their opinions, a Council Member must:
 - (a) ensure that their communications relating to Council business are accurate and not issue any communication that the Member knows, or ought to have known, to be false; and
 - (b) ensure that all communications by, and on behalf of a Member, including communications made via social media, are respectful and do not discriminate against, harass, or defame any Member, Staff, Employee or Volunteer.
- 3.3.4 Members are not to issue instructions to any of the District's contractors, tenderers,

consultants or other service providers unless expressly authorized to do so.

3.3.5 Outside of a Council or committee meeting, a Member shall not communicate with a tenderer or proponent regarding the subject matter of the procurement.

3.4 Public Meetings

3.4.1 A Member must act with decorum at Council and Committee meetings and in accordance with the Council Procedure Bylaw No. 1300, 2021 as amended or replaced from time to time.

3.5 Collection and Handling of Information

3.5.1 A Member must:

- (a) comply with the provisions of the *Freedom of Information and Protection of Privacy Act* and the policies and guidelines as established by the District;
- (b) comply with section 117 of the *Community Charter*, including by protecting, and not disclosing publicly, Confidential Information;
- (c) only access information held by the District for District business, and not for personal purposes; and
- (d) not alter District records unless expressly authorized to do so.

3.6 Use of Social Media

3.6.1 The provisions within this Policy apply, without limitation, to the use of a Member's personal and official social media accounts in the conduct of any business related to the duties and function of Council.

3.6.2 Members should regularly monitor their social media accounts and take measures to address the publication of messages or postings made by others in response to a Members post that violate the terms of this Policy.

3.6.3 Members should in response to false, misleading or deceptive comments on a Members personal or official social media account, as reasonably identified, direct the public to official District communications and/or factual information.

3.7 Conflict of Interest

3.7.1 A Member shall comply with the *Community Charter* by declaring conflicts of interest

and not participate in discussion of a matter, or vote on a question in respect of that matter, where the Member has a Conflict of Interest.

- 3.7.2 In respect of each matter before Council, a Council Member shall:
- (a) assess whether they have a Conflict of Interest, if necessary, with the advice of the CAO; and
 - (b) determine whether it is necessary to seek independent legal advice, at their own cost except where the CAO approves the cost, with respect to any situation which may result in a Conflict of Interest.
- 3.7.3 If a Member believes they have a Conflict of Interest in respect of a matter in a Council or Committee meeting, the Member shall:
- (a) notify the Mayor and CAO or the Chair of the meeting that the Member has a Conflict of Interest prior to the matter being considered at a meeting, and the Member shall restate the Conflict of Interest each time the matter arises before Council;
 - (b) refrain from discussing the matter with any other Member publicly or privately; and
 - (c) leave the meeting room if the matter is discussed and not return until the discussion has ended or voting on the matter has been concluded.

3.8 Use of Influence

- 3.8.1 A Member must not attempt to influence a decision of Council, a Committee, Municipal Officer, or Staff if the Member has a pecuniary or non-pecuniary Conflict of Interest in relation to that decision.
- 3.8.2 A Member must not use their office to provide preferential treatment to any person or organization.
- 3.8.3 A Member must not intimidate, improperly influence, threaten, or coerce Staff.

3.9 Gifts and Personal Benefits

- 3.9.1 A Council Member must not accept a Gift or Personal Benefit, unless accepted in accordance with the *Community Charter*.
- 3.9.2 A Council Member must disclose a Gift or Personal Benefit, received in accordance with the *Community Charter*.

- 3.9.3 Committee Members must comply with 3.9.1 and 3.9.2 as though they were Council Members.

PART 4 – COMPLAINT AND RESOLUTION PROCEDURES

4.1 Council Members

4.1.1 Confidential Requests

- (a) If a Council Member, Committee Member, or Staff believes that they have been subject to conduct by a Council Member in breach of this Policy, that person may approach the CAO on a confidential basis, without the need to file a Complaint, to request that the CAO inform the Council Member of the alleged breach. Upon receipt of the confidential request, the CAO may attempt to address the conduct with the Council Member(s).
- (b) The CAO must protect the confidentiality of a person making a request under 4.1.1(a) unless the person making the request consents to disclosure.

4.1.2 Complaint Procedure:

- (a) A Council Member, Committee Member, Staff or Employee may submit a Complaint to the CAO.
- (b) A Complaint must be in writing and describe with sufficient detail:
- i. the name of the Complainant;
 - ii. the name of the Respondent;
 - iii. the conduct that the Complainant alleges to have breached the Code;
 - iv. the date of the alleged conduct;
 - v. the part or parts of this Policy that the Complainant alleges has or have been breached; and
 - vi. the basis for the Complainant's knowledge about the conduct.
- (c) A Complainant may specify in the Complaint if they are willing to participate in an informal resolution of the Complaint.
- (d) The CAO may accept a Complaint notwithstanding that the form of the Complaint does not comply with all of the requirements set out in Section 4.1.2 (b) if, in the CAO's opinion, the circumstances warrant.

- (e) The CAO must not accept multiple Complaints concerning the same matter. In the event that the CAO receives multiple Complaints concerning the same matter, the CAO must proceed with the first Complaint accepted, but may expand the Complaint and/or add Complainants for the purpose of conducting the investigation and preparing the investigation report.
- (f) The CAO must reject a Complaint received more than 90 days after the Complainant knew or reasonably ought to have known of the alleged breach of this Policy. The CAO is authorized to extend this 90 day deadline up to a further 90 days if circumstances warrant an extension.
- (g) The CAO must defer a Complaint received regarding a Council Member seeking re-election in the period from the first day of the nomination period to the general voting day until after the election
- (h) In the 90 days prior to general voting day, the CAO may suspend any investigation underway.

4.1.3 Preliminary Assessment

- (a) On receipt of a Complaint, the CAO must conduct a preliminary assessment and if at that time, or any time thereafter, the CAO is of the opinion that:
 - i. the statement is not with respect to a breach of this Policy;
 - ii. the Complaint is frivolous, vexatious, or not made in good faith;
 - iii. the Complainant wishes to withdraw the Complaint, and it would be appropriate in the circumstances to allow the withdrawal; or
 - iv. there are no grounds or insufficient grounds for concluding that a violation of this Policy has occurred,
- (b) the CAO must notify the Complainant and the Respondent in writing that the CAO is closing the Complaint, set out the reasons therefore, and close the Complaint.

4.1.4 Dismissal or Suspension of Complaint

- (a) If a Complaint is submitted that, on its face, is not made with respect to a breach of this Policy, or if a Complaint would be more appropriately addressed through another process, including but not limited to if the Complaint is:

- i. with respect to non-compliance with the *Freedom of Information and Protection of Privacy Act*;
- ii. with respect to non-compliance with a more specific Council policy or Policy with a separate Complaint procedure; or
- iii. with respect to a matter that is subject to another outstanding process, such as a court proceeding or human rights complaint,

the CAO may reject the Complaint, or part of the Complaint, and must notify the Complainant in writing that the Complaint is not within the jurisdiction of this Policy, or that the Complaint would be more appropriately addressed through another process, as the case may be, and set out any additional reasons and referrals the CAO thinks appropriate.

- (b) Where a Complaint is made against a Council Member who, during the course of the Complaint procedure, ceases to hold office, the CAO may close the Complaint and notify the Complainant and Respondent of this decision.

4.1.5 Informal Resolution:

- (a) When the CAO has decided to proceed with a Complaint, the CAO must determine whether the Complaint requires a formal investigation, or whether the Complaint may be resolved informally. In the latter case, the CAO may either attempt to resolve the Complaint directly, or refer the Complaint to a suitable person to assist with the resolution of the Complaint.
- (b) If a Complaint is resolved informally, the person assisting in resolving the Complaint must notify the CAO in writing of the terms of the resolution, upon receipt of which, the CAO must close the Complaint.
- (c) If a Complaint cannot be resolved informally, the person assisting in resolving the Complaint must refer the Complaint back to the CAO for a formal investigation.

4.1.6 Investigations

- (d) At the discretion of the CAO a third-party investigator may be assigned to conduct a formal investigation. If a third-party investigator is determined to be utilized the CAO must appoint the investigator within thirty (30) days of the complaint.

- i. The Third-Party Investigator may conduct a preliminary assessment of the complaint, at the conclusion of which the Third-Party Investigator may determine to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond jurisdiction or unlikely to succeed.
- ii. If the Third-Party Investigator determines to continue with the complaint, the Third-Party Investigator shall:
 - a. Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
 - b. Provide an investigation update within ninety (90) days of his or her appointment to the Mayor or Acting Mayor, as applicable, and to the Complainant and the Respondent;
 - c. Provide a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of this Policy, to the Mayor or Acting Mayor, as applicable, and to the Complainant and the Respondent; and
 - d. Provide recommendations in the Report as to the appropriate resolution of the complaint, as provided under section 5.

4.1.7 Recommendations From the Investigator

In the event of an investigation and the duly appointed investigation determines a breach of the policy has occurred. The Investigator shall present their findings to Council in a report with a determination of the appropriate sanction(s) commensurate with the infraction and in accordance with the approved sanctions within this Policy.

4.1.8 Adjudication and Reporting:

- (a) The CAO must make a decision within 90 days of making the determination to proceed with a formal investigation, unless the CAO determines that doing so is not practicable, in which case the CAO must notify the Complainant and Respondent of the delay and provide a revised decision date. The revised decision date may be extended by periods of up to 30 days on provision of written notice to the Complainant and the Respondent.
- (b) A notification issued pursuant to sections 4.1.3 (b) 4.1.4 (b) 4.1.7(a) or 4.1.8 (a) is confidential and must not be disclosed except in the following circumstances:

- i. to Council for the purpose of considering a resolution for reimbursement of legal fees pursuant to section 4.4.2; and
 - ii. the Respondent may disclose the fact that the Complaint has been closed, or that a finding has been made that the Respondent did not breach this Policy.
- (c) If after reviewing all material information, the CAO determines that the Respondent did not violate this Policy, then:
- i. the CAO must prepare a written investigation report providing reasons for their determination that the Council Member did not breach the Policy;
 - ii. the CAO must deliver a copy of the investigation report or, where appropriate, a summary thereof, to the Complainant, Respondent and Council; and
 - iii. in consultation with Staff, the CAO shall produce and make publicly available a summary of the investigation report, in compliance with the *Freedom of Information and Protection of Privacy Act*.
- (d) If after reviewing all the material information, the CAO determines that a Council Member did violate this Policy, then:
- i. the CAO must prepare a written investigation report providing reasons for their determination that the Council Member breached this Policy;
 - ii. the investigation report must make recommendations as to the appropriate sanction for the breach;
 - iii. if the CAO determines that a Council Member did breach this Policy, but that the Council Member took all reasonable steps to prevent it, or that it was trivial or done inadvertently or because of an error in judgment made in good faith, the CAO will so state in the investigation report and may recommend that no sanction be imposed;
 - iv. the CAO must deliver, on a strictly confidential basis, a copy of the investigation report to the Respondent; and
 - v. the CAO must deliver a copy of the investigation report to the Complainant and Council forty eight (48) hours after delivery of the investigation report to the Respondent.

4.1.9 Report to be Public

- (a) Where there has been a determination that a Council Member violated this

Policy, after a copy of the investigation report has been received by the Complainant and Council, the District must make the investigation report available to the public.

- (b) The District will ensure that the investigation report complies with the District's obligations regarding disclosure of personal information set out in the *Freedom of Information and Protection of Privacy Act*, and ensure that appropriate redactions are applied prior to release to the public.

4.1.10 Final Determination by Council

- (a) Council must, within 30 days of delivery of the investigation report pursuant to Section 4.1.8(a) and 4.1.8 (d)v., or a longer period if approved by a 2/3 vote of Council, decide on the appropriate measures, if any, that are warranted by the breach of this Policy, and will take such actions as Council considers appropriate in the circumstances.
- (b) Prior to Council making any decision regarding the findings and recommendations set out in the investigation report, the Respondent must be provided with an opportunity, either in person or in writing, to comment on the decision and any recommended censure, sanctions or corrective actions.
- (c) While an investigation report provided to Council may be considered in a closed meeting for the purpose of receiving legal advice, or other valid reason, when Council deliberates and votes on the investigation report, it will do so in a public meeting and the investigation report must be made available to the public in a form that complies with section 4.1.9 (b).
- (d) Notwithstanding section 4.1.10(c), Council may deliberate on and vote on a report in a closed meeting where there is a valid reason to close the meeting under section 90 of the *Community Charter*.

4.1.11 Confidentiality of the Investigation

All reasonable efforts must be made to investigate Complaints in confidence.

- (e) The CAO and every person acting under the CAOs' instructions must preserve confidentiality with respect to all matters that come into the CAO's knowledge in the course of any investigation or Complaint except as required by law.

- (f) An investigation report must only disclose such matters as, in the CAO's opinion, are necessary for the purpose of the investigation report.

4.2 Reprisals and Obstruction

- 4.2.1 No Council Member, Committee Member, or Staff will obstruct the CAO in the carrying out of their duties or responsibilities.
- 4.2.2 No Council Member, Committee Member, or Staff will threaten or undertake any active reprisal against a Complainant or against a person who provides information to the CAO in the context of an investigation.
- 4.2.3 No Council Member, Committee Member, or Staff will tamper with or destroy documents or electronic records related to any matter under investigation under this Policy or refuse to respond to the CAO when questioned regarding an investigation.
- 4.2.4 Any individual covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to appropriate disciplinary action, which action may include, and is not limited to, the sanctions and remedies described above, or in the case of Staff, disciplinary action up to and including the termination of employment for just cause, as applicable.

4.3 Reimbursement of Costs

- 4.3.1 A Committee Member, excluding Council Members duly appointed by Council to act on a board or committee as a Committee Member, are ineligible for reimbursement for the costs of legal advice and representation in responding to the formal complaint process outlined within this policy.
- 4.3.2 A Council Member may make a request to Council for reimbursement for the costs of legal advice and representation in responding to the formal complaint process outlined in this Policy. If appropriate after considering all circumstances, Council may resolve to reimburse legal fees reasonably incurred by a Council Member, provided that all of the following are met:
 - (a) It is the Council Member's first formal complaint process; and
 - (b) The amount does not exceed \$10,000.

4.4 Vexatious Allegations and Complaints

4.4.1 Any individual covered by this Policy who makes an allegation or Complaint under this Policy that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include, but is not limited to:

- (a) in the case of Council Members, sanctions and remedies described in Section 5.
- (b) in the case of Committee Members, termination of the Committee Member's appointment.
- (c) in the case of Staff or Employees the termination of employment for just cause, as applicable.

PART 5 – COUNCIL REMEDIES

5.1 Remedies

Sanctions that may be imposed for a violation of this Policy include the following:

- a) a letter of reprimand from Council addressed to the Council Member;
- b) a request from Council that the Council Member issue a letter of apology;
- c) the publication of the letters contemplated in subsections (a) and (b), along with the Council Member's written response, if any;
- d) directions to the CAO regarding the provision of documents, including documents containing Confidential Information, to the Council Member;
- e) a recommendation that the Council Member attend specific training;
- f) limitations on access to certain District facilities;
- g) suspension or removal of the Council Member from some or all Council committees and bodies to which the Council Member was appointed by Council;
- h) prohibition from representing the District at events and/or attending conferences and seminars;
- i) suspension or removal of the appointment of a Council Member as the Acting Mayor;
- j) public censure of a Council Member;
- k) reduction in compensation; and
- l) any other sanction recommended by the 3rd party investigator, so long as that sanction is within the authority of Council.

PART 6 – COMMITTEE MEMBERS

6.1 Committee Members

6.1.1 Committee Members are subject to the intent and provisions of this policy within their authority as a duly appointed Committee Member.

6.1.2 Alleged breaches of this Policy by Committee Members shall be submitted

simultaneously in writing addressed to the Mayor and CAO within 90 days of the last alleged breach.

- 6.1.3 A Complaint must comply with the standards set out at section 4.1.2.
- 6.1.4 The Mayor shall consider alleged breaches of this Code by Committee Members, direct that any enquiries they consider appropriate or desirable be undertaken, including a referral to the CAO, and recommend appropriate disciplinary action to Council.
- (a) The Mayor may recommend that Council take any actions provided for in the Code that the Mayor considers reasonable in the circumstances.
 - (b) Where Council finds that a Committee Member has breached this Code, Council may decide by resolution to:
 - i) Require the Committee Member to apologize to any person adversely affected by the breach;
 - ii) Provide counsel to the Committee Member;
 - iii) Terminate the Committee Member's appointment; or
 - iv) Implement such other measures as Council deems appropriate.



Strawberry Isle Marine Research Society
PO Box 793 Tofino, B.C Canada V0R2Z0
info@simrstofino.org
Phone: (250) 266-9090
www.simrstofino.org

March 31, 2023

Dear Mayor Marilyn McEwen and Councillors,

On behalf of Strawberry Isle Marine Research Society, I am writing to request an in-kind donation of District of Ucluelet property space for the placement of a new storage container. We are in critical need of a storage space solution to house essential research and marine mammal response equipment that services the entire region between Tofino and Ucluelet.

For many years, the District of Tofino has generously housed our small storage trailer in their public works yard. However, as our capacity and equipment for marine mammal response in the region has grown, we have now outgrown the space available there. We keenly interested in Ucluelet as the location for this equipment, as the DFO office in Tofino and the Pacific Rim National Parks office both house some response equipment, yet there is a major gap in obtaining the appropriate gear in a quick timeframe for response in Ucluelet. Offering us this storage solution will allow for us to better positioned to respond to the growing numbers of marine mammal emergency responses near Ucluelet. The storage container will be the property of Strawberry Isle Marine Research, however we also intend to support other environmental non-profits in the area by sharing any leftover storage space for their equipment needs as we recognize the demand and value in the region.

We are requesting space on District property to be loaned in-kind to our society in which we can place a 20' x 8' shipping container. We would require intermittent access to the storage container at any given time, year-round. Typically, we access our current storage trailer once every few weeks at most. Although long-term placement of this storage container would be most ideal (5-10yrs), we'd be open to discussing shorter term agreements if desired.

We thank you for taking the time to consider this request. We hope that you will support the needs of our non-profit organization that has been operating in the region for over 31 years and find value in helping us secure storage space for equipment that provides an important community service.

Sincerely,

Karyssa Arnett

Executive Director

Strawberry Isle Marine Research Society

Lailah Peligren

From: CARST Radon <carst.radon23@gmail.com>
Sent: March 23, 2023 3:15 PM
To: Marilyn McEwen (Ucluelet Mayor)
Cc: Info Ucluelet; Shawn Anderson (Ucluelet Council); Jennifer Hoar (Ucluelet Council); Ian Kennington (Ucluelet Council); Mark Maftai (Ucluelet Council); Duane Lawrence
Subject: Reducing Community Cancer Risks from Radon

[External]

Dear Mayor McEwen and Council,

We are a group of Community and Health Service students from Simon Fraser University (SFU) working on a multi-week service-learning project with a community-based partner. We have partnered with the Canadian Association of Radon Scientists and Technologists ([CARST](#)) for this project. Our objective is to gather insights regarding the perspectives of different municipalities in British Columbia on radon and we are doing this through conducting a survey. The survey aims to evaluate the level of awareness and action taken towards this issue by municipalities throughout BC. The results will be shared.

In 2022, Health Canada's National Radon Program developed the Radon Action Guides ([RAGS](#)), which were designed to help provinces, territories, and municipalities across Canada develop programs and policies to address radon. As an organization committed to promoting public health and safety, CARST believes that gathering information directly from municipalities on this issue will help provide a base understanding of where municipalities are at in terms of radon awareness and action as stakeholders work to distribute these new resources.

British Columbia Centres for Disease Control offers a public map illustrating radon levels by various jurisdiction, including municipality. To find out about radon in your municipality, you can explore the [BC Radon Map](#) to learn more.

We are inviting your municipality to participate in this **36-question** survey, which will consist of three parts: (1) general radon awareness (2) what radon policies or actions your municipality has implemented and (3) how CARST can best support your municipality in taking further radon action. The survey will take approximately 10 to 15 minutes to complete.

The information you provide through this survey will be combined with information from other municipalities to help us to gain a better understanding of the current state of radon awareness and policies in municipalities help us to identify areas where we can provide support and assistance to municipalities in addressing radon.

To access the survey, please click here: [link to survey](#)

If you have any questions, please don't hesitate to contact us at carst.radon23@gmail.com, or Pam Warkentin, CARST's Executive Director, at p_warkentin@carst.ca.

Thank you for your time and consideration. We look forward to hearing from you soon.

Link to Survey:

https://docs.google.com/forms/d/e/1FAIpQLSd0deM4sjwg7C-l-uU-tGySonFmbxsdIh7kyN4v38DuKRJQDA/viewform?usp=sf_link

Link to Canadian Association of Radon Scientists and Technologists:
<https://carst.ca/>

Link to Radon Action Guide for municipalities: <https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/radon/action-guides/municipalities.html>

Link to BC Radon Map:
<https://bccdc.shinyapps.io/bcradonmap/>

Sincerely,
Clèmence, Cyris, Gurveen, Harneet, and Rica - SFU Students working with CARST

Lailah Peligren

From: Matt Harbidge [REDACTED]
Sent: March 28, 2023 10:48 AM
To: Info Ucluelet
Subject: Lot 13 for late agenda

[External]

Hello councillors and mayor, I'm writing concerning Lot 13, first light development. This development seems to have stalled out with no information given to the public in years. This lot was released to give weyerhaeuser the go ahead to complete there lots at the end of marine drive. We as the town were entitled to affordable house before this was handed over to a developer from out of town for a song, bc assessment says \$400 000 for 3.7 acres, It assessed value is currently 1.7 million. Now we built in a contingency that if the project wasn't 90% complete as of march 2023 the district(its citizens) would assume the lot for \$1. Why has the fact that we are supposed to be acquiring the lot for \$1 not come before council?

Now three years later barely anything done, zero public announcements we have a developer asking for more money. This is why a for profit affordable housing model doesn't work. Andrew has a dollar figure in mind he wants to make and won't settle for less, we are ensuring he makes his profit, nothing is guaranteed in the building industry and anyone who works in this industry knows this. Andrew needs to be prepared to make less instead of coming back asking for more money every time he sees a chunk of his profits disappear. We're not here to ensure someone from out of town makes maximum profit from affordable housing. Thanks again for your time.

Matt harbidge

--

Matt Harbidge
Green World Building
[REDACTED]