



REGULAR MEETING OF COUNCIL
Tuesday, December 11, 2018 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?i?at̓ First Nations on whose traditional territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
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• Rose VanDusen, KUU-US Crisis Line Society Re: Development of Vacant Lot 11 on Bay Street D2 - KUU-US Delegation	21
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Seniors Advocate British Columbia

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| 9.2. | Congratulations to Mayor and Council
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Ministry of Municipal Affairs and Housing
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| 9.4. | Congratulations to Mayor and Council
The Consulate General of the People's Republic of China in Vancouver
C-4 The Consulate General of the People's Republic of China Correspondence | 33 |
| 9.5. | Issuing Licenses for the Retail Sale of Non-medical Cannabis
Ministry of Attorney General
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10. INFORMATION ITEMS

11. COUNCIL COMMITTEE REPORTS

- 11.1 Councillor Rachelle Cole
Deputy Mayor October - December 2019
- Clayoquot Biosphere Trust Society (Alternate)
 - Coastal Family Resource Coalition
 - Sea View Seniors Housing Society
 - Westcoast Community Resources Society
 - Ucluelet Volunteer Fire Brigade
- => *Other Reports*
- 11.2 Councillor Jennifer Hoar
Deputy Mayor July - September 2019
- Vancouver Island Regional Library Board (Alternate)
 - Aquarium Board
 - Central West Coast Forest Society
 - Ucluelet & Area Historical Society
 - Wild Pacific Trail Society
- => *Other Reports*
- 11.3 Councillor Lara Kemps
Deputy Mayor April - June 2019
- Recreation Commission
 - Education Liaison - PACs
 - Pacific Rim Whale Festival Society

- Tourism Ucluelet
- Ucluelet & Area Child Care Society

=> *Other Reports*

11.4 Councillor Marilyn McEwen
Deputy Mayor November 2018 - March 2019

- Alberni-Clayoquot Regional District Board - Alternate
- Harbour Advisory Commission
- Vancouver Island Regional Library Board
- Food Bank on the Edge
- Pacific Rim Arts Society
- West Coast Multiplex Society

=> *Other Reports*

11.5 Mayor Mayco Noël

- Alberni-Clayoquot Regional District Board
- Airport Committee
- Ucluelet Health Centre Working Group
- West Coast Committee
- Barkley Community Forest
- Coastal Community Network
- DFO Fisheries Committees for Groundfish & Hake
- Groundfish Development Authority
- Regional Fisheries Committee
- Ucluelet Chamber of Commerce

=> *Other Reports*

12. REPORTS

- | | | |
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| 12.1. | Cheque Listing - November 2018
<i>Marlene Lagoa, Deputy Municipal Clerk</i>
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| 12.2. | 2019 Council Meeting Schedule
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| 12.3. | Fire Year Financial Plan Meeting Schedule (2019-2023)
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12.4. Development Permit & Development Variance Permit; 1714 Peninsula Road 55 - 85
John Towgood, Planner 1

(Public input opportunity on the requested variances)

[R-4 DP18-13 1714 Peninsula Report](#)

12.5. Zoning Bylaw Amendment Application (506) Marine Drive 87 - 100
John Towgood, Planner 1

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13. LEGISLATION

13.1. Third Reading of Zoning Amendment Bylaw No. 1239, 2018 (1672 Cedar Road) 101 - 104
Bruce Greig, Manager of Community Planning

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[L-2 Bylaw No. 1238, 2018](#)

14. OTHER BUSINESS

15. QUESTION PERIOD

16. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE INAUGURAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, November 6, 2018 at 7:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemp, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Marlene Lagoa, Deputy Municipal Clerk

Regrets:

1. CALL TO ORDER

1.1 Mayor-Elect Noël called the meeting to order at 7:30 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council would like to acknowledge the Yuułuʔiłʔatḥ First Nations on whose traditional territories the District of Ucluelet operates.

3. PRAYER

3.1 *Samantha Touchie, Culture & Heritage Assistant*
Yuułuʔiłʔatḥ Government - Ucluelet First Nation

Samantha Touchie led a prayer in the traditional language of Yuułuʔiłʔatḥ First Nation.

4. APPROVAL OF AGENDA

4.1 November 6, 2018 Regular Council

2017-001 **It was moved by Councillor McEwen and seconded by Councillor Cole**
 THAT Council approve the November 6, 2018 Regular Agenda as presented.
CARRIED.

5. OATHS OF OFFICE

- 5.1 Councillor Rachelle Cole**
- 5.2 Councillor Jennifer Hoar**
- 5.3 Councillor Lara Kemp**

5.4 Councillor Marilyn McEwen**5.5 Mayor Mayco Noël**

The newly elected members of Council swore their oath of office as prescribed by the *District of Ucluelet Oath of Office Bylaw No. 1178, 2014*.

6. REPORTS**6.1 2019 Council Appointments**

- 2017-002 **It was moved by Councillor McEwen and seconded by Councillor Kemps**
THAT Council appoint to the Alberni-Clayoquot Regional District Board Mayor Mayco Noël as representative and Councillor Marilyn McEwen as alternate.
CARRIED.
- 2017-003 **It was moved by Councillor Hoar and seconded by Councillor Kemps**
THAT Council appoint to the 2019 Vancouver Island Regional Library Board Councillor Marilyn McEwen as representative and Councillor Jennifer Hoar as alternate.
CARRIED.
- 2017-004 **It was moved by Councillor Kemps and seconded by Councillor McEwen**
THAT Council delegate signing authority for the District of Ucluelet to Mayor Mayco Noël and Councillor Marilyn McEwen.
CARRIED.

7. MAYOR'S INAUGURAL ADDRESS

Mayor Noël presented his Inaugural Address.

8. WELCOME OF NEW MAYOR & COUNCIL

Suzanne Williams, Interim Director of Operations
Yuułu?if?ath Government - Ucluelet First Nation

Suzanne Williams read a welcoming letter on behalf of Ucluelet First Nation President Les Doiron.

9. ADJOURNMENT

Mayor Noël adjourned the meeting at 7:58 PM.

CERTIFIED CORRECT: Minutes of the Inaugural Council Meeting held on Tuesday, November 6, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road,

Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, November 27, 2018 at 7:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Marlene Lagoa, Deputy Municipal Clerk
 Bruce Greig, Manager of Community Planning
 Donna Montheith, Director of Finance
 John Towgood, Planner 1

Regrets:

1. CALL TO ORDER

1.1 Mayor Noël called the meeting to order at 7:30 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3. ADDITIONS TO AGENDA

3.1 1. Addition of Agenda Items under No. 14. OTHER BUSINESS

- **14.1 Westcoast Community Resources Society**
- **14.2 Small Craft Harbour Recognition Program**
- **14.3 Committee Appointments**

2. Addition of Agenda Item No. 16. CLOSED SESSION

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

4. APPROVAL OF AGENDA

4.1 November 27, 2018 Regular Agenda

2017-001 **It was moved by Councillor McEwen and seconded by Councillor Hoar**
 THAT Council approve the November 27, 2018 Regular Agenda as amended.
CARRIED.

5. ADOPTION OF MINUTES

5.1 November 13, 2018 Regular Minutes

- Update Council names on cover page

2017-002 **It was moved by Councillor McEwen and seconded by Councillor Hoar**
 THAT Council approve the November 13, 2018 Regular Minutes as amended.

CARRIED.

6. UNFINISHED BUSINESS

6.1 There was no unfinished business.

7. MAYOR'S ANNOUNCEMENTS

- 7.1
- The Fireman's Ball was held on Saturday, November 24th.
 - Congratulations to Firefighter Jonathan Clayton, who received the Firefighter of the year award.

8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

G. Becker, resident, asked that Mayor and Council use the microphones, or a lapel mic, as he has difficulty hearing them during meetings.

8.2 Delegations

Rebecca Hurwitz and Faye Missar, Clayoquot Biosphere Trust

Re: Vital Signs 2018 Research

- Regrets from Geoff Lyons who was not able to be present.
- Presented an overview of the bi-annual Vital Signs report.
- The Vital Signs report has statistical data on the social, environmental, and economic issues facing west coast communities including the Districts of Ucluelet and Tofino.
- Expressed an interest in co-hosting a vital conversation with the District and the community.

Denise Stys-Norman, Tourism Ucluelet

Re: Tourism Ucluelet's Annual Tactical Plan

- Provided a bit of background on Tourism Ucluelet for the new Councillors including their funding sources.
- Presented and overview of the 2019 budget and key focus areas. Highlights included: encouraging visitors to stay an extra day and play; working on bringing in diverse groups for conferences and retreats; working on increased media tourism; working with Tofino and Parks on joint advertising; working with Fishing BC; and continuing with strategic print and marketing.
- Commented on the excellent relationship with the District and Chamber.

- Collaboration with the District includes: umbrella program, new banners for next spring, marathon and Ukee Days, Emergency Network group, and overtime improving continuously open dialogue.

9. CORRESPONDENCE

9.1 **Congratulations Letter**
Hon. John Horgan

9.2 **Congratulations Letter**
MP Gord Johns

9.3 **Congratulations Letter**
Chief Superintendent Sean Sullivan

- Mayor noted that Sgt. Mancini will be bringing a report to Council at a future meeting.

9.4 **Congratulations Letter**
Paul Hasselback, Medical Health Officer

2017-003 **It was moved by Councillor McEwen and seconded by Councillor Hoar**
THAT Council invite Dr. Hasselback to a Council meeting at his convenience to make a presentation.

CARRIED.

9.5 **Congratulations Letter**
Reverend Gary Gordon

9.6 **Open House Invitation**
Alberni Community and Women's Services Society

2017-004 **It was moved by Councillor McEwen and seconded by Councillor Kemps**
THAT Councillor Cole attend the Alberni Community and Women's Services Society's Open House.

CARRIED.

9.7 **Disc Golf Request**
Myles Morrison

2017-005 **It was moved by Councillor McEwen and seconded by Councillor Kemps**
THAT Council refer the letter from Myles Morrison regarding the disc golf request to the Recreation Commission.

CARRIED.

10. INFORMATION ITEMS

10.1 **Upscheek Tashii Trail Update**
Helen Davis, Field Unit Superintendent - Parks Canada

- Mayor Noël had a meeting with Parks staff before the announcement.
- They are going to allow electric bikes on the trail. That is going to increase transportation options in town.

10.2 Pacific Rim Whale Festival Press Release Pacific Rim Whale Festival

- Councillor McEwen provided background on the press release encouraging people to participate in the survey.

10.3 Hwy 4 - Kennedy Hill Traffic Interruptions Emil Anderson Construction (EAC) Inc.

11. COUNCIL COMMITTEE REPORTS

11.1 Councillor Rachelle Cole *Deputy Mayor October - December 2019*

Coastal Family Resource Coalition

- Met today to discuss harm reduction strategies for the community.
- Going to switch harm reduction focus from narcotics to alcohol.

11.2 Councillor Jennifer Hoar *Deputy Mayor July - September 2019*

Ucluelet & Area Historical Society

- Meeting held November 19th and discussed preparations for the craft fair.
- Open House December 4th regarding Amphitrite lands.

11.3 Councillor Lara Kempes *Deputy Mayor April - June 2019*

Education Liaison - PACs

- Met last week and discussed safety on the road during drop-off and pick-up.
- Will be sending letter to Council on road safety concerns.
- Christmas Craft day will be December 18th.

Ucluelet & Area Child Care Society

- There is a need for more childcare spaces for children

under 3 years of age.

- Discussed the lease agreement that needs to be updated with the District.
- Daycare is partnering with the Chamber for Breakfast with Santa on December 15th.

11.4 Councillor Marilyn McEwen
Deputy Mayor November 2018 - March 2019

Vancouver Island Regional Library Board

- They have a new website that will be launched November 30th.

Food Bank on the Edge

- Putting Christmas Hampers together on December 21st.

11.5 Mayor Mayco Noël

Ucluelet Chamber of Commerce

- Attended presentation last night on reducing the use of plastics.

=> Other Reports

- On Sunday local stakeholders gathered together to discuss the possible DFO closure and prepare one last message to share with them.

12. REPORTS

12.1 Resolution Tracking *Marlene Lagoa, Deputy Municipal Clerk*

- Bruce Greig, Manager of Community Planning, responded to Council's enquiry on the status of the Housing Assessment.
- The District is discussing doing a joint Request for Proposals with Tofino.
- An update was provided on the Marine Drive portion of the Wild Pacific Trail.

12.2 2019 Council Calendar Discussion *Marlene Lagoa, Deputy Municipal Clerk*

Highlights of Council's discussion included:

- Recording and webcasting of council meetings;
- Availability of Council members to attend an afternoon meeting due to work schedule;
- Fire Brigade has asked that the meetings be moved to a time that does not conflict with Tuesday evening practice; and
- Council members to contact staff following the meeting with general meeting availability.

12.3 Appointment of Financial Officer and Tax Collector
Marlene Lagoa, Deputy Municipal Clerk

2017-006

It was moved by Councillor McEwen and seconded by Councillor Cole

THAT Council approve recommendation 1 of report item, "Appointment of Financial Officer and Tax Collector" which states:

1. *THAT Council appoint Donna Monteith as the Financial Officer and Collector (of taxes) as prescribed in the Community Charter, effective November 27, 2018.*

CARRIED.

12.4 Grants in Aid Policy Report
Donna Monteith, Director of Finance

2017-007

It was moved by Councillor Cole and seconded by Councillor Kemps

THAT Council approve recommendation 1 of report item, "Grants in Aid Policy Report" which states:

1. *THAT Council adopt the proposed Grants in Aid Policy.*

CARRIED.

12.5 Online Accommodation Platform (OAP) Revenues
Mark Boysen, Chief Administrative Officer

- Denise Stys-Norman, Executive Director with Tourism Ucluelet, clarified the difference between the collection of funds from AirBnB compared to other travel booking websites, and how it can be directed towards affordable housing initiatives.

2017-008

It was moved by Councillor McEwen and seconded by Councillor Hoar

THAT Council approve recommendation 1 of report item, "Online Accommodation Platform (OAP) Revenues" which states:

THAT Council direct staff to request Provincial permission for newly collected OAP MRDT revenues to be directed to the District of Ucluelet's Affordable Housing Reserve Fund.

CARRIED.

12.6 Development Permit; 257 Boardwalk Boulevard
John Towgood, Planner 1

- Bruce Greig, Manager of Community Planning, provided an

overview of both development applications – 257 Boardwalk Boulevard and 255 Boardwalk Boulevard - as they are neighbouring properties and used the same designer.

- The two buildings are similar in form but use different materials.
- Mr. Greig responded to Council's questions on the commercial zoning in the area for nightly rentals as a primary use with an accessory residential unit being acceptable.
- Mr. Greig clarified the request is for a development permit to allow the owner to construct these buildings.

2017-009

It was moved by Councillor Cole and seconded by Councillor Hoar

THAT Council approve recommendation 1 of report item, "Development Permit; 257 Boardwalk Boulevard" which states:

1. *THAT Council approve Development Permit DP18-11 for the construction of a 1-unit Resort Condo with an accessory basement storage unit on the property at 257 Boardwalk Boulevard: Strata lot A, Section 21, Clayoquot District Strata Plan VIS6124.*

CARRIED.

12.7 Development Permit; 255 Boardwalk Boulevard

John Towgood, Planner 1

2017-010

It was moved by Councillor Cole and seconded by Councillor Hoar

THAT Council approve recommendation 1 of report item, "Development Permit; 255 Boardwalk Boulevard" which states:

1. *THAT Council approve Development Permit DP18-12 for the construction of a 1-unit Resort Condo with an accessory basement storage unit on the property at 255 Boardwalk Boulevard: Strata lot B, Section 21, Clayoquot District Strata Plan VIS6124.*

CARRIED.

13. LEGISLATION

13.1 Council Remuneration Bylaw

Marlene Lagoa, Deputy Municipal Clerk

- Mark Boysen, CAO, provided an overview of the bylaw and the benefit of developing a council remuneration policy to provide more clarity on reimbursement for attending meetings.
- Mayor Noël shared information on the past practice of Council.
- Covered meetings included: all council committee liaison meetings, meetings that are not open to the public, conventions and training, and attendance at a meeting or event that is approved by resolution at a council meeting.
- Meetings not covered included any meeting advertised by the District.
- Council was unclear about the additional public meetings that

were advertised such as budget.

2017-011

It was moved by Councillor McEwen and seconded by Councillor Cole
THAT Council approve recommendation 1 of legislation item, "Council Remuneration Bylaw" which states:

1. *THAT Council direct staff to develop a policy that clarifies Council authorization for remuneration under the Council Remuneration, Benefits and Expenses Reimbursement Bylaw No. 1226, 2017.*

CARRIED.

13.2 Single-Use Shopping Bag Bylaw
Marlene Lagoa, Deputy Municipal Clerk

2017-012

It was moved by Councillor Hoar and seconded by Councillor Cole
THAT Council approve recommendation 1 and 2 of legislation item, "Single-Use Shopping Bag Bylaw" which states:

1. *THAT Council direct staff to coordinate with the District of Tofino, Surfrider Pacific Rim Chapter, and the Ucluelet Aquarium, in development a proposed bylaw to restrict the distribution of single-use plastic shopping bags and plastic straws.*
2. *THAT Council direct staff to bring back a bylaw that restricts the distribution of single-use plastic shopping bags and plastic straws within the District of Ucluelet for Council's consideration.*

CARRIED.

13.3 Adoption of Zoning Amendment Bylaw No. 1225, 2018, and Approval of DVP18-02 and DP18-03 for the Development of a Mixed Commercial/Multi-Family Building at 590 Marine Drive (The Wave)
John Towgood, Planner 1

- Bruce Greig, Manager of Community Planning, provided an overview of the application and bylaw process of reading, giving notice, and holding a public hearing for the new Council.
- Mr. Greig provided clarification on the parking variance and noted there is no change to the number of parking spaces only their location on site.

2017-013

It was moved by Councillor McEwen and seconded by Councillor Hoar
THAT Council approve recommendation A, B and C of legislation item, "Adoption of Zoning Amendment Bylaw No. 1225, 2018, and Approval of DVP18-02 and DP18-03 for the Development of a Mixed Commercial/Multi-Family Building at 590 Marine Drive (The Wave)" which states:

THAT Council, with regard to a development of a mixed commercial / multi-family residential building containing 7 townhomes on Lot B, District Lot 281, Clayoquot District, Plan VIP82211:

- A. *adopt Zoning Amendment Bylaw No. 1225, 2018;*
- B. *approve the issuance of Development Variance Permit DVP18-02; and,*

C. approve the issuance of Development Permit DP18-03.

CARRIED.

13.4 Kennedy Lake Water Supply Loan Authorization

Mark Boysen, Chief Administrative Officer

- CAO Mark Boysen provided an overview of the Kennedy Lake Water Supply Loan Authorization Bylaw.
- He noted the bylaw needs to receive third reading to support the funding application that has been submitted to the Province.

2017-014

It was moved by Councillor Cole and seconded by Councillor McEwen

THAT Council approve recommendation 1 of legislation item, "Kennedy Lake Water Supply Loan Authorization" which states:

1. *THAT the Council give first, second and third readings to Kennedy Lake Water Supply Loan Authorization Bylaw No. 1240, 2018.*

CARRIED.

14. OTHER BUSINESS

14.1 Westcoast Community Resources Society

2017-015

It was moved by Councillor Kemps and seconded by Councillor Hoar

THAT Council provide a letter of support for the Westcoast Community Resources Society's application to the Community Gaming Grant for funding the Community Outreach program.

CARRIED.

14.2 Small Craft Harbour Recognition Program

2017-016

It was moved by Councillor McEwen and seconded by Councillor Hoar

THAT Council nominate Harbour Manager Kevin Cortes for the Small Craft Harbours Pacific Region's Individual Distinction Award.

CARRIED.

14.3 Committee Appointments

2017-017

It was moved by Mayor Noël and seconded by Councillor McEwen

THAT Mayor Noël be appointed to the Groundfish Development Authority and Coastal Community Network.

CARRIED.

15. QUESTION PERIOD

15.1 There were no members of the public who wished to speak.

16. CLOSED SESSION

16.1 Procedural Motion to Move In-Camera:

2017-018

It was moved by Councillor Kemps and seconded by Councillor Cole

THAT the meeting be closed to the public in order to address an agenda item under Section 90(1) sub-sections (e), (g), and (i) of the Community Charter.

CARRIED.

16.2 Mayor Noël suspended the regular meeting at 9:28 PM and moved in-camera at 9:45 PM.

17. ADJOURNMENT

17.1 Mayor Noël adjourned the in-camera meeting at 10:11 PM and resumed the regular meeting.

Mayor Noël adjourned the regular meeting at 10:11 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, November 27, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO



DISTRICT OF UCLUELET

Request to Appear as a Delegation

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

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

Please arrive by 7:20 p.m. and be prepared for the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor Noël.

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

Requested Council Meeting Date: December 11, 2018

Organization Name: Barkley Community Forest Corporation

Name of person(s) to make presentation: Terry Smith, Board Chair

Topic: Distribution of Funds to Partners

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

Please describe:

To deliver a cheque to the District.

Contact person (if different from above): _____

Telephone Number and Email: _____

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

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



DISTRICT OF UCLUELET

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Requested Council Meeting Date: _____

Organization Name: _____

Name of person(s) to make presentation: _____

Topic: _____

Purpose of Presentation:

- Information only
- Requesting a letter of support
- Other (provide details below)

Please describe:

Contact person (if different from above): _____

Telephone Number and Email: _____

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)
 PowerPoint Presentation

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



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Requested Council Meeting Date: December 11th

Organization Name: RCMP

Name of person(s) to make presentation: Sgt. Steven Mancini

Topic: General Update / Discussion

Purpose of Presentation:

- Information only
- Requesting a letter of support
- Other (provide details below)

Please describe:

Requested by Council to provide an update regarding policing.

Contact person (if different from above): _____

Telephone Number and Email: XXXXXXXXXX Steven.Mancini@rcmp-grc.gc.ca

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)
 PowerPoint Presentation

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



Ref: 317203

November 30, 2018

Dear Mayors, Chairs, Councillors and Directors,

As the Seniors Advocate for British Columbia, I am very pleased to extend my sincere congratulations to each of you on your recent election to local government.

Whether you are newly elected or returning to serve as a municipal leader, the impact of your contributions to the quality of life in communities across British Columbia will be immense and will directly affect your constituents on a daily basis. This is particularly the case regarding the most vulnerable of our citizens, which often includes seniors.

My office, the first of its kind in Canada, was established in 2014 to monitor and analyze seniors' services and issues in BC, and recommend solutions to systemic challenges to government and service providers. Our monitoring spans five key areas: health care, housing, income supports, personal supports and transportation. All of these areas are of direct concern and consequence to local government. Whether allocating municipal funds for walkability corridors, sidewalk repairs and curb cuts, and transportation to regional health care, or developing policy around accessibility, age-friendliness and social inclusivity, municipal governments play a significant role in improving the lives of seniors in British Columbia.

Seniors are a rapidly growing demographic in Canada. Here in British Columbia, seniors currently comprise 19% of our total population (920,000 of 4.8M) and we expect to see a continued rise in the population over 65 in the years ahead. Seniors are forecast to constitute 25% of British Columbians by 2031 (1.4M of 5.63M). Research consistently shows that being a partner in helping seniors age well and in place is a solid investment economically and socially.

Please feel free to contact my office at any time as we work together to improve the lives of British Columbian seniors. [Please also check out our website for additional information.](#)

Thank you again for your commitment to municipal leadership. I wish you my very best for the duration of your term.

Sincerely,

Isobel Mackenzie
Seniors Advocate
Province of British Columbia

Subject: Letter from the Auditor General for Local Government (AGLG) to New Councils and Boards

From: Lebedoff, April

Sent: November-29-18 10:47 AM

Subject: Letter from the Auditor General for Local Government (AGLG) to New Councils and Boards



**AUDITOR GENERAL FOR
LOCAL GOVERNMENT**

ACCESSIBILITY • INDEPENDENCE • TRANSPARENCY • PERFORMANCE



**BRITISH
COLUMBIA**

November 29,
2018

To: Mayors and Councillors
Chairs and Directors of Regional District Boards
Chairs and Directors of Greater Boards

Please accept my congratulations on your election and best wishes for your new term in office. The beginning of a new term is always an exciting time, full of possibilities and opportunities for local governments and their communities.

As you may be aware, the mandate of the Auditor General for Local Government is to assist local governments across B.C. by providing objective information and relevant advice that will assist in local governments' accountability to their communities for the stewardship of public assets and the achievement of value for money in their operations.

We accomplish this through performance audits, which are quite different from the financial audits you may be more familiar with. Performance audits can be valuable tools for local governments as they point out areas relating to the audit topic that could be improved while – equally importantly – also providing assurance in areas where a local government already has good practices.

In our reports, we try to highlight such good practices and recommend them to other local governments. This is why our audit reports are relevant to more than just the local government being audited, as we are always looking for opportunities to provide useful advice to local governments of varying sizes and other characteristics. Our AGLG Perspectives booklets have a similar goal, offering a variety of best practices for a wide range of local governments to consider.

I am pleased that we have received a great deal of positive feedback from local governments and other stakeholders on the work that we have done in recent years and hope that you will also find our reports and recommendations to be useful in your work.

We anticipate the release of a performance audit on the topic of Emergency Management in Local Governments and a Perspectives booklet related to the topic of Local Government's Role in Ensuring Clean Drinking Water in the short term and I would encourage you to review each one once released. All of our audit reports and Perspectives booklets are published on our website at www.aglg.ca under the 'Publications' tab.

Success for our office almost always depends on collaboration and engagement with elected officials and local government staff. I look forward to working with you and welcome any questions or feedback that you may have, or opportunities to meet with your Council or Board to share the work that we do.

Sincerely,

Gordon Ruth, FCPA, FCGA
Auditor General for Local Government
201 - 10470 152nd Street, Surrey, BC V3R 0Y3
Phone: 604-930-7100 | Fax: 604-930-7128



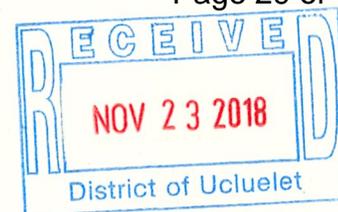
ACCESSIBILITY • INDEPENDENCE • TRANSPARENCY • PERFORMANCE

cc: Chief Administrative Officers

201 – 10470 152nd Street
Surrey, BC V3R 0Y3

Phone: 604-930-7100
Fax: 604-930-7128

www.aglg.ca



November 15, 2018

Ref: 242156

Mayor Mayco Noel
and Members of Council
District of Ucluelet
PO Box 999
Ucluelet BC V0R 3A0

Dear Mayor Noel and Councillors:

I am writing to congratulate you on your recent election. As you know, good local government depends on people willing to stand for office and serve their communities. Whether this is your first time as an elected official, or you are returning to office for another term, your contribution to public service is appreciated.

Our government is committed to working with local governments in making life more affordable, improving services people count on, and building a strong, sustainable economy that works better for everyone.

As a former municipal councillor, I recognize the opportunities, challenges and choices elected officials face every day. I fully appreciate that these roles are often difficult, with success determined both by the strength of your organizations and by the relationships elected colleagues build among themselves, with local government staff and with members of the public. Paramount to each local government's success is also the standard set by each elected official in conducting themselves with honesty and integrity.

As you are forming, I encourage you to review the attached document, Foundational Principles of Responsible Conduct, developed by a working group from the Union of BC Municipalities (UBCM), the Ministry of Municipal Affairs and Housing and the Local Government Management Association (LGMA). The four foundational principles - integrity, accountability, respect, and leadership and collaboration - can be used to guide the conduct of both individual elected officials and the collective council or board.

I also encourage you to explore the Working Group's Model Code of Conduct that sets out shared principles and standards of conduct to help local councils and boards start developing their own code of conduct. A Companion Guide is available to facilitate a local council or board's conversations as they go through the process. These materials are available on the UBCM website.

.../2

Ministry of Municipal Affairs
and Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC V8V 1X4

<http://www.gov.bc.ca/mah>

Mayor Noel
and Members of Council
District of Ucluelet
Page 2

If you have questions about responsible conduct or other topics of education, training and advice for elected officials and local government staff, I encourage you to contact partner organizations such as the Local Government Leadership Academy, the UBCM and the LGMA. The Ministry of Municipal Affairs and Housing can also advise and support local governments to better serve their communities. In this context, I would like to introduce or re-introduce you to Jacqueline Dawes, Deputy Minister, who can be contacted at: Jacquie.Dawes@gov.bc.ca, and Tara Faganello, Assistant Deputy Minister, Local Government Division, who can be contacted at: Tara.Faganello@gov.bc.ca.

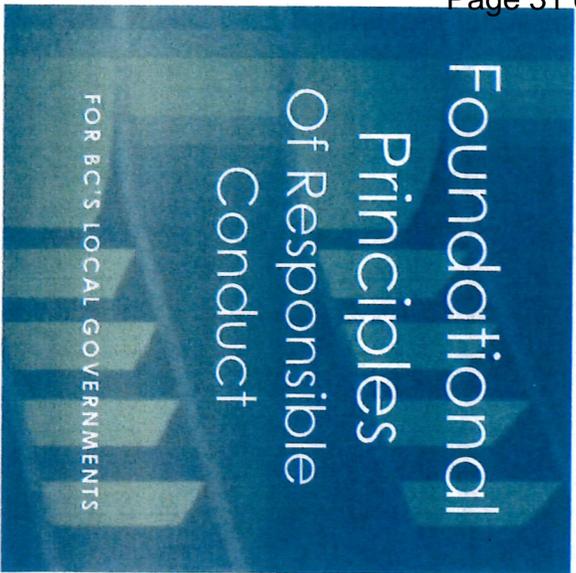
Thank you again for your commitment to public service. I look forward to working with you to make life better for all the people of British Columbia.

Sincerely,

A handwritten signature in black ink, appearing to read 'Selina Robinson', written over a light blue horizontal line.

Selina Robinson
Minister

Enclosure



- ## Key Foundational Principles
- ◇ INTEGRITY
 - ◇ ACCOUNTABILITY
 - ◇ RESPECT
 - ◇ LEADERSHIP & COLLABORATION

PRODUCED BY THE WORKING GROUP ON RESPONSIBLE CONDUCT

January 2018

What are foundational principles?

This document outlines four key foundational principles -- *integrity, accountability, respect, and leadership & collaboration* -- to guide the conduct of local government elected officials in B.C.

The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public.

These principles are intended to guide both the conduct of individual elected officials and the collective behaviour of the local government council or board. The principles are also meant to guide local governments in fulfilling their corporate functions and responsibilities to their communities.

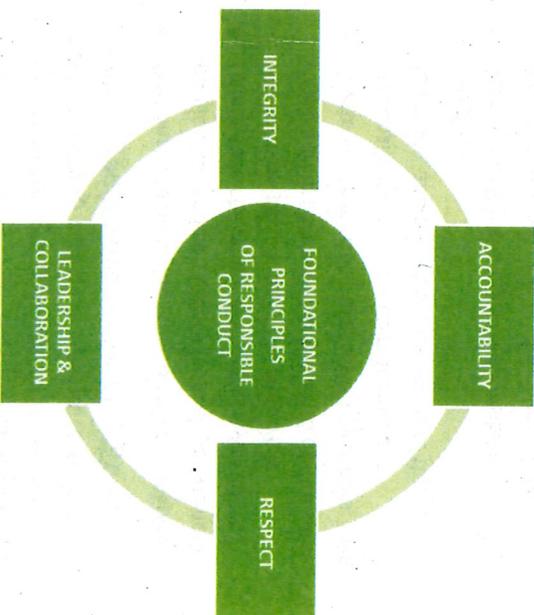
Responsible conduct at all of these levels is key to furthering a local government's ability to provide good governance to its community.

"The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public."

How do the principles "fit" with legal obligations?

It is the duty of elected officials to understand and abide by all legal requirements that apply to elected officials and local governments¹, and nothing in this document should be interpreted as taking precedence over such legal obligations.

Local government elected officials should interpret the principles described below in accordance with the responsibilities and obligations set out in B.C.'s local government legislation, other applicable legislation, the common law and the policies and bylaws of the local government.



¹ Many legal obligations apply to elected officials and local governments, including but not limited to rules about: ethical standards such as conflict of interest; open meetings; protecting confidential information; workplace safety such as harassment; and expenditure of local government funds.

Integrity: being honest and demonstrating strong ethical principles.

- Be truthful, honest and open in all dealings.
- Behave in a manner that promotes public confidence in local government, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Uphold the public interest, serving citizens diligently to make decisions in the best interests of the community.
- Ensure alignment between stated values and actions, including following through on commitments, engaging in positive communication with the community, and correcting errors in a timely, transparent manner.

Accountability: an obligation and willingness to accept responsibility or to account for one's actions.

- Be transparent in how an elected official individually, and a council/board collectively, conducts business and carries out their duties.
- Ensure information is accessible, and citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- Accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for the decisions they make in fulfilling their roles as council/board members.
- Listen to and consider the opinions and needs of the community in all decision making, and allow for discourse and feedback.

Respect: having due regard for others' perspectives, wishes, and rights; displaying deference² to the offices³ of local government, and the role of local government in community decision making.

- Treat every person, including other members of council/board, staff and the public, with dignity, understanding and respect.
- Show consideration at all times for colleagues and staff, including by honouring people's values, beliefs, ideas, roles, contributions and needs.
- Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- Value the role of diverse perspectives and debate in decision making.
- Act in a way that is respectful of the roles and responsibilities of the offices of Mayor/Chair and Councillor/Director.
- Value the distinct roles and responsibilities of local government staff and the community in local government considerations and operations, and commit to foster a positive working relationship between staff, the public and elected officials.
- Call for and expect respect from the community towards elected officials and staff, and their roles and responsibilities within the local government system.

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.

- Demonstrate behaviour that builds and inspires public trust and confidence in local government.
- Calmly face challenges and provide considered direction on the issues of the day, while empowering colleagues and staff to do the same.
- Create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority.
- Accept that it is the equal responsibility of the individual elected official, the council/board as a collective, the community and stakeholders to work together to achieve common goals.
- Be an active participant in ensuring the foundational principles are followed in all local government dealings (e.g., including among elected officials, between council/board members and staff, with community members, with other orders of government, in the decisions of a council/board, and in services and other activities of the local government).



LGMA



BRITISH COLUMBIA

² Displaying deference is acting in a way that is respectful of both the tradition and legacy enshrined in the various local government positions, as well as their intended functions.

³ 'Offices' of local government refers to the roles/responsibilities of the various roles and positions within the local government system, such as Mayor, Chair, Councillor or Director.

The Working Group on Responsible Conduct is a joint initiative between the UBCM, LGMA and the Ministry of Municipal Affairs & Housing. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.



中华人民共和国驻温哥华总领事馆
The Consulate General of the People's Republic of China in Vancouver

November 12, 2018

Mayco J Noel, Mayor,
District of Ucluelet
PO Box 999, Ucluelet, BC

Dear Mayor Mayco J Noel,

On behalf of the Consulate General of the People's Republic of China in Vancouver, I am writing to congratulate you on your election to the Mayor of District of Ucluelet.

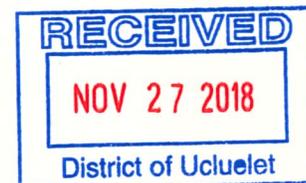
In 1970, Canada became one of the first western countries to establish diplomatic ties with the People's Republic of China. Since then, the relationship between our two countries have been developing in all respects. As Canada's Pacific Gateway, the Province of British Columbia has always played a leading role in the development of relationships with China. I strongly believe that we have a lot potentials to tap in for cooperation which will be mutually beneficial to District of Ucluelet and China. I look forward to an opportunity to meet you in the future to explore and share our common interests.

Again, congratulations and wish you great success as Mayor of District of Ucluelet.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tong Xiaoling'.

TONG, Xiaoling
Consul General of the People's Republic of China in Vancouver



November 22, 2018

His Worship Mayco Noel
 Mayor of the District of Ucluelet
 PO Box 999
 Ucluelet BC V0R 3A0

Dear Mayor Noel and Council:

The Province has started issuing licences for the retail sale of non-medical cannabis, and we are currently in the process of assessing the applications that have been submitted to us.

Our previous consultations with local governments before the recent municipal elections indicated local governments wanted to ensure that the needs of your communities were considered as part of the licensing process. We would like to take this opportunity to explain the important role local governments have in cannabis licensing.

It is up to each municipality to determine if and where non-medical cannabis can be sold, and whether it is sold in private or government stores, or a mixture of both.

Once an application is received by the provincial government and it is deemed to contain the required information, the Province will notify the respective local government of the area where the proposed store is located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the Province cannot issue a licence unless the local government gives a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence.

If the local government makes a recommendation to deny the application then the Province may not issue the licence, and if a recommendation in favour of the application is made, then the Province has discretion whether or not to issue the licence, but must consider the local government's recommendation in the decision whether to issue a licence.

.../2

Mayor and Council
Page 2

The Province will notify local governments about applications in the order that they are confirmed as complete. This ensures that you will have all the information you need to begin your process of making a recommendation.

We would also like to remind local governments that they may delegate the recommendation decision to staff.

We invite you to review the enclosed Local Government's Role in Licensing Cannabis Retail Stores for detailed information that will help you navigate the recommendation process. If after reviewing this information you have any questions, please contact Joshua Huska, Licensing Manager, by email at Joshua.Huska@gov.bc.ca.

Thank you for your consideration in this important new process.

Yours truly,



David Eby, QC
Attorney General



Mike Farnworth
Minister of Public Safety
and Solicitor General

Enclosure

pc: Chief Administrative Officer



Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores

If you have any questions about this document, please contact the Liquor and Cannabis Regulation Branch toll-free at 1-866 209-2111, or email cannabisregs@gov.bc.ca. NOTE: This document will be updated from time to time as additional information surrounding the regulatory framework for cannabis retail sales becomes available. (Last updated 28 September, 2018)

Non-medical cannabis retail licence

The province will be issuing licences for non-medical cannabis retail stores. A cannabis retail store must be a standalone business. This licence requires input and a positive recommendation from a local government in whose area the proposed store is located.

The province recognizes the importance of ensuring carefully regulated access to non-medical cannabis in all areas of the province, including rural areas.

As a first step, the province will open opportunities to apply for regular retail licences. Once the regional distribution of retail non-medical cannabis stores is known, the province will consider issuing licences to service rural or remote areas that are not sufficiently served by existing retail cannabis stores.

The role of local governments in the cannabis retail store licensing process

Applicants for a non-medical cannabis retail store licence must submit a licence application to the LCRB. When an application is received, the LCRB will notify the local government of the area where the proposed store will be located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the LCRB cannot issue a licence unless the local government gives the LCRB a positive recommendation that the licence be issue)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence. Note that:
 - if the local government chooses to make a comments and recommendation on the licensee's application to the LCRB, it must gather the views of residents
 - if it makes a recommendation to deny the application then the LCRB may not issue the licence
 - if it makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence, but must consider the local government's recommendation.

Local Governments (municipalities, regional districts or Islands Trust local trust committees) have some or all of the following regulatory powers in respect of cannabis retail store licences:

- Impose restrictions in its zoning bylaws regarding the location of cannabis retail stores
- Regulation of business (municipalities only): by terms and conditions in its business licensing bylaw, a municipality may limit the hours that cannabis retail stores can operate or impose other conditions such specifications regarding signage
- Charge the applicant fees if choosing to assess an application.

The above process applies to all relocations of existing cannabis retail stores.

Gathering residents' views

If the local government decides to consider the notice of application and to provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area if the location of the proposed store may affect nearby residents. It may gather resident's views by using one or more of the following methods:

- Receiving written comment in response to a public notice of the application
- Conducting a public hearing in respect of the application
- Holding a referendum, or
- Using another method the local government considers appropriate.

It is up to the local government to determine the area, relative to the licensee's application, where resident's views must be gathered.

Please note: Gathering the views of residents of the area/providing a recommendation to the LCRB must be unique to each provincial licence application. In other words, past recommendations cannot be used in a new licensing process. Each individual application must be considered separately by the local government.

What must the local government's recommendation include?

The recommendations and comments the local government provides to the LCRB must:

- be in writing (this may or may not be in the form of a resolution)
- show that the local government has considered the location of the proposed store
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents if the local government has gathered residents' views, and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments.

What if the local government does not want to provide a recommendation?

If a local government does not want to accept the notice of application and provide a recommendation for the proposed retail location, they should notify the LCRB. A licence for a cannabis retail store will not be issued without a positive recommendation from a local government. If a response is not received, LCRB will not consider the application any further.

What if the recommendation does not meet the regulatory requirements?

If the recommendation does not meet the regulatory requirements, the LCRB will ask the local government to provide new or amended comments that address outstanding issues.

How long does the local government have to provide comments?

Unlike in the process for liquor licensing, local governments are not required to provide a recommendation on a cannabis retail store application within a specific time period. Please note that delays in the application process can have a significant impact on the applicant. If the applicant is the reason for the delay, please notify the LCRB. If the applicant is not trying to move an application forward, the application can be cancelled.

Can the local government recommend approval subject to certain conditions?

In some circumstances, the local government can recommend that the LCRB approve the application as long as certain restrictions (e.g. hours of operation) are placed on the licence. In these situations, the recommendation should clearly explain the rationale for placing restrictions.

If the local government intends to request that the LCRB impose terms and conditions on a licence, prior to sending such a recommendation the local government should consult with the LCRB so that the LCRB can determine whether it has the authority to impose the requested terms and conditions before finalizing their conditional recommendation.

The local government may also have the ability to impose other operating rules on the proposed store through the terms and conditions of the applicant's business licence, zoning or bylaw. The local government is responsible for enforcing these rules.

Floor Plans

Applicants must submit a floor plan with their licence application for approval so the LCRB can identify store features such as sales, storage and delivery areas. Unlike for some kinds of liquor licence applications, local governments are not required to provide occupant load stamps or approve the applicant's floor plans as part of the provincial licensing process for cannabis retail stores.

A municipal council or regional district board can delegate authority to their staff to provide comments and a recommendation to the LCRB

A municipal council or regional district board may delegate its powers and duties to provide comments and a recommendation to the LCRB regarding a cannabis retail store licence application. If a council or board has delegated this authority, a cannabis retail store applicant may ask for comments and recommendations made by delegated staff to be reconsidered by the local government.

Council as defined in the Vancouver Charter:

A Council, as defined in the *Vancouver Charter*, choosing to delegate to its staff must establish procedures for a reconsideration of comments and recommendations made by delegated staff, including how a cannabis retail store applicant may apply for reconsideration. In undertaking a reconsideration, the Council will have the same authority as it delegated to staff.

Right of reconsideration:

Delegated local government staff must advise the cannabis retail store licence applicant that the applicant has the right of reconsideration of the staff's recommendation by the council or board.

How local governments inform the LCRB of delegation:

A local government that has delegated authority to staff should send a copy of the delegation to the LCRB at Cannabis.Licensing@gov.bc.ca.

Revised
September
2018



STAFF REPORT TO COUNCIL

Council Meeting: DECEMBER 11, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 1630-01

SUBJECT: CHEQUE LISTING – NOVEMBER 2018

REPORT NO: 18-122

ATTACHMENT(S): APPENDIX A – NOVEMBER 2018 CHEQUE LISTING

RECOMMENDATION(S):

There is no recommendation. This report is provided for information only.

PURPOSE:

The purpose of this report is to provide Council with a monthly listing of all cheques disbursed.

BACKGROUND:

Finance staff have provided a detailed list of the cheque run for November 2018 (Appendix A).

POLICY OR LEGISLATIVE IMPACTS:

The cheque listing has been reviewed to ensure compliance with the *Freedom of Information and Protection of Privacy Act*. The names of individual's shown on the cheque listing are either employed with the District or contracted for the delivery of goods and services.

OPTIONS REVIEW:

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

Respectfully submitted: Marlene Lagoa, Deputy Municipal Clerk

Mark Boysen, Chief Administrative Officer

APPENDIX A

District of Ucluelet
Cheque Listing
November 2018

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
027858	2018-11-09	45R27	CONNECT ROCKET COMMUNICATIONS INC.	2646	NOV/18 MONTHLY SUBSCRIPTION	214.87	214.87
027859	2018-11-09	AF501	ASSOCIATED FIRE & SAFETY	20384 20480	UVFB BOOTS FIRE LINE TAPE	566.95 165.57	732.52
027860	2018-11-09	AG815	AG SURVEYS	18-181 18-184	CEDAR RD PARKING LOT SURVEY ELEVATION SURVEY	2551.5 1155	3706.5
027861	2018-11-09	ahi01	ALLES HOLDINGS INC	11	ANDERSON CONTRACT SERVICES OCT22-NOV2	1008	1008
027862	2018-11-09	ASP01	ASPLUNDH	1843-2051	TREE TOPPING	2835	2835
027863	2018-11-09	B9394	BOYSEN MARK	122468	BOYSEN-NANAIMO MILEAGE	194.4	194.4
027864	2018-11-09	BLO01	BLOCK, JACQUELYN	122484	ZUMBA OCT/18	36.8	36.8
027865	2018-11-09	BP940	BLACK PRESS GROUP LTD.	33554929	OCT/18 ADS	1718.73	1718.73
027866	2018-11-09	CBT67	CLAYOQUOT BIOSPHERE TRUST	122491	VITAL SIGNS 2018 SPONSORSHIP	1000	1000
027867	2018-11-09	CE004	CORPORATE EXPRESS CANADA INC	48823542 48818038	FILING CABINETS WALL FILE POCKET PW	940.78 18.51	959.29
027868	2018-11-09	CIBC2	CIBC MORTGAGES & LENDING SERVICING OP	770003449.012	REFUND OF EFT BATCH 619214	720.68	720.68
027869	2018-11-09	CK608	KASSLYN CONTRACTING	D644 D643	D644 D643	650.02 350.41	1000.43
027870	2018-11-09	CN411	CITY OF NANAIMO	122495	UVFB EXAM #1 REWRITE	36.75	36.75
027871	2018-11-09	CUPE1	CUPE LOCAL #118	10/18	CUPE DUES-OCT/18	2086.88	2086.88
027872	2018-11-09	DFC01	DUMAS FREIGHT COMPANY	62433	FOUR STAR WATERWORKS	129.22	129.22
027873	2018-11-09	DJ002	DRAESEKE JAN	122482	CHI GONG OCT/18	163.59	163.59
027874	2018-11-09	DP725	PAYNE DAVID	122496	PAYNE-MIERC QUALICUM BEACH	151.2	151.2
027875	2018-11-09	ECO77	ECONICS INNOVATIONS INC.	INV-0109	WATERWORTH ANNUAL SOFTWARE/SERVICE FEE	5484.15	5484.15
027876	2018-11-09	EL048	ERIK LARSEN DIESEL CO. LTD.	716414 716434 716424	BOBCAT REPAIRS GREASE NIPPLES TRANSMISSION FLUID-UVFB	1403.94 28 92.74	1524.68
027877	2018-11-09	FC000	JOHNSON COURTNEY	122487	YOUTH CONTRACT SEP/OCT 18	1380	1380
027878	2018-11-09	FC186	FREUNDLICH CONSULTING, CPA	9131	CONTRACT CFO OCT 15-25	1386	1386
027879	2018-11-09	FOU17	FLAG OUTLET	43069	CANADA/BC FLAGS-UVFB	223.95	223.95
027880	2018-11-09	FS004	FOUR STAR WATERWORKS LTD.	53461	SEWER PIPE/WATER BOX/LIDS	617.72	617.72
027881	2018-11-09	FSC10	FOUR STAR COMMUNICATIONS INC	48116	OCT/18	149.95	149.95
027882	2018-11-09	FW050	FAR WEST DISTRIBUTORS LTD	323008 323190 323376 323508	CLEAN SWEEP SUPPLIES GRBG BAGS/HAND SOAP/PPR TOWEL-UCC CLEAN SWEEP PW YARD ICE MELT	378.01 222.62 488.44 777.41	1866.48
027883	2018-11-09	GE395	GALLOWAY ELECTRIC	1100 1101 1097 1102 1093 1087 1103	HELEN RD LIFTSTATION STREETLIGHT REPAIR-MULTIPLE SITES HELEN RD LIFTSTATION PW YARD ELECTRICAL REEF POINT LIFTSTATION ELECTRICAL 847 MARINE DR STREETLIGHT REPAIR KENNEDY LAKE WATER TESTING	78.75 1104.98 157.5 557.82 98.44 270.35 4561.17	6829.01
027884	2018-11-09	GPC25	GREATPACIFIC CONSULTING LTD	774	PROJECT REM2018 1005-006	8999.88	8999.88
027885	2018-11-09	GS361	GODIN SYLVIE	122489	SPECIAL EFFECTS FALL 2018	312	312
027886	2018-11-09	GW178	GREY WHALE DELICATESSEN	992658	UEN MEETING SNACKS	126.95	126.95
027887	2018-11-09	gwi01	GWILT, AMY	122490	SWIM SESSION A FALL/18	760	760
027888	2018-11-09	HC279	HUBER CHANTAL	122485	YOGA OCT/18	62.63	62.63
027889	2018-11-09	HOU01	HOULE ELECTRIC LIMITED	340763	SUPPLY/INSTALL VFD CONTROLS/WELLFIELD	54930.23	49437.21

APPENDIX A

District of Ucluelet
Cheque Listing
November 2018

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
027890	2018-11-09	HS002	HOGAN, SARAH	122486	DANCE FIT OCT/18	140.46	140.46
027891	2018-11-09	HWK01	HEARTWOOD KITCHEN LIMITED	2785	ELECTION STAFF MEALS	327.1	327.1
027892	2018-11-09	IB275	ISLAND BUSINESS PRINT GROUP LTD	167772	SHIPPING DOCUMENTS-PW	141.12	141.12
027893	2018-11-09	ICT01	ICOMPASS TECHNOLOGIES	19052	ANNUAL RENEWAL-LGM/MT/COUNCILVIEWS	1077.65	1077.65
027894	2018-11-09	IH002	CONNECT HEARING	PSIN0245719	UVFB INDUSTRIAL HEARING TEST	466.2	466.2
027895	2018-11-09	JDC01	JD CUSTOM FABRICATION	181001	ALUMINUM TABLE/CABINET FABRICATION	2513.71	2513.71
027896	2018-11-09	JRS01	J.ROBBINS SAND & GRAVEL LTD.	3259	SAND	1379.69	1379.69
027897	2018-11-09	K9286	KEMPS KIM	122479	KEMPS-WORK BOOTS	245.28	245.28
027898	2018-11-09	L9401	LINDSAY, RICHARD	122494	UVFB HALLOWEEN HOWL PIZZA	58.65	58.65
027899	2018-11-09	LB200	LONG BEACH PLUMBING & HEATING LTD	7353 7351	LYCHE-LEAK REPAIR/KEY OUTSIDE BIB UCC-PROPANE LEAK REPAIR	387.66 99.75	487.41
027900	2018-11-09	MA952	MAXXAM ANALYTICS	VA1193029 VA1192524 VA1190194	SEWER TESTING B895557 WATER TESTING B896067 B893580	319.2 252 252	823.2
027901	2018-11-09	MISC	FRANCIS, DANIELLE	122480	FRANCIS-WPT MAINTENANCE SUPPLIES	46.85	46.85
027902	2018-11-09	MISC	TOUCHIE, SAMANTHA	122492	TOUCHIE-INAUGURAL PRAYER HONORARIUM	75	75
027903	2018-11-09	MS170	REVENUE SERVICES OF BC	11/18	NOV/18	1537.5	1537.5
027904	2018-11-09	NL318	NORTHERN LIGHTS FIREWORKS LTD	27345	HALLOWEEN FIREWORKS DISPLAY	3000	3000
027905	2018-11-09	NP156	NORTH PACIFIC REPAIR	127921 127922	LAGOON METAL DOOERS INSTALL REPAIRS TO 1-TON #10	645.4 1360.71	2006.11
027906	2018-11-09	PI110	PUROLATOR INC	439560955 439632282	MAXXAM MAXXAM	42.66 84.46	127.12
027907	2018-11-09	PR099	PACIFIC READY MIX CO. LTD.	1009	ALDER PARK CONCRETE	277.76	277.76
027908	2018-11-09	PSD25	PUBLIC SECTOR DIGEST INC (THE)	10261 10262 10435	SOFTWARE-ASSET MGMT/PLANNING SOFTWARE-ASSET MGMT/PLANNING SOFTWARE-ASSET MGMT/PLANNING	4466.01 4480 4480	13426.01
027909	2018-11-09	R9348	ROPER RUSSEL	122493	ROPER-COUNCIL PHOTOS HONORARIUM	150	150
027910	2018-11-09	RCL01	ROYAL CANADIAN LEGION	122497	REMEMBRANCE DAY WREATHS (X2)	200	200
027911	2018-11-09	RD205	ACRD	117-2/18	F1095 HUB PYMT	78430.3	78430.3
027912	2018-11-09	RD205	ACRD	141-2/18	F-1130 INTEREST	6650	6650
027913	2018-11-09	RD205	ACRD	7333	CANNON PARK SIGNAGE GARBAGE	80	80
027914	2018-11-09	RK125	ROSENE KAT	122488	TERRY FOX 2018	150	150
027915	2018-11-09	RL068	RIVERA LYVIER	122483	CARDIO OCT/18	158.15	158.15
027916	2018-11-09	SBR01	SONBIRD REFUSE & RECYCLING LTD.	33828 33827 33826 33825 33823 33824 33822	OCT/18 GARBAGE UVFB & UAC OCT/18 GARBAGE UCC OCT/18 GARBAGE PW OCT/18 GARBAGE WHISKEY DOCK OCT/18 GARBAGE SCH OCT/18 GARBAGE 52 STEPS OCT/18 RECYCLING TRANSFER FEE LYCHE	77.35 231.7 784.56 250.81 1368.32 398.98 45.26	3156.98
027917	2018-11-09	si604	SHU IAN	122481	PURPLE DRAGON	2482.4	2482.4
027918	2018-11-09	SJ004	S & J SERVICES	277233 277231 277232 277234 277235	OCT/18 PW OCT/18 LYCHE OCT/18 FIREHALL OCT/18 UAC OCT/18 AQUA	315 1386 138.6 315 651	2805.6
027919	2018-11-09	SS419	SOLIDARITY SNACKS	96 97	COMMUNITY CPR OPEN HOUSE SNACKS ELECTION WORKERS SNACKS	214.2 52.5	266.7

APPENDIX A

District of Ucluelet
Cheque Listing
November 2018

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
027920	2018-11-09	TS002	TRAN SIGN 1999 LTD.	55829	CREW/SIGNAGE/EQUIPMENT FOR ROADWORKS	961.22	961.22
027921	2018-11-09	TSC19	TRANSPARENT SOLUTIONS CORP	10038	CLEARMAIL DEC/18	20.95	20.95
027922	2018-11-09	TU428	TOURISM UCLUELET	08/18	AUG/15 MRDT	63859.16	63859.16
027923	2018-11-09	UC141	UCLUELET CHAMBER OF COMMERCE	001	ECONOMIC DVLPMNT WEB TOOL 1ST INSTLMNT	10000	10000
027924	2018-11-09	UI923	UKEE INFO TECH	10796	IT SUPPORT OCT/18	6032.28	6032.28
027925	2018-11-09	UMC10	UCLUELET MEDICAL CENTER	6065	UVFB MEDICAL EXAM	50	50
027926	2018-11-09	up459	UCLUELET PETRO-CANADA	2866	FORD F-150 ENGINE ISSUE DIAGNOSIS	285.6	285.6
027927	2018-11-09	UR849	UCLUELET RENT-IT CENTER LTD	31668 31653 31335	HILTI CUTTING DISK CHAINSAW CHAIN OCT/18 PORTABLES	111.1 23.41 1545.6	1680.11
027928	2018-11-09	WC345	WURTH CANADA LTD	23298935 23288421 23284695 23286565	EYE WASH CABLE TIES LOCK SPRAY/RUBBER CARE/GLOVES FIRST AID KITS/EYE WASH	15.28 83.73 227.1 628.72	954.83
027929	2018-11-09	WF001	WFR WHOLESALE FIRE & RESCUE LTD.	113481	FIREHOSE	2311.77	2311.77
027930	2018-11-09	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	68500B 66811A 66878A 67463A 67878A 68729A 68758A 68857A 68935A 69084A 69211A	COROPLAST EPOXY FOR CEMETARY TARPS FOR SOIL AT ALDER PARK TUGWELL FIELD POLY WHITE MARKING PAINT GAS CYLINDER/RAT TRAP/STEELWOOL RECIP SAW BLADES DRILL BITS/ADHESIVE/SCREWS DECK CLEANER UAC HALL DOOR HANDLE STORM CAPS	26.55 36.86 55.06 958.9 44.52 50.39 96.89 52.34 42.45 27.65 29.34	1420.95
027931	2018-11-09	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	69497A 69265A 69220A	BOLTS/WOOD FOR UVFB GEAR RACK MAIN ST DOCK NAILS CAUTION TAPE-UCC	52.04 129.08 21.26	202.38
027932	2018-11-09	XC300	XPLORNET COMMUNICATIONS INC	INV24267397	NOV/18	55.99	55.99
027933	2018-11-13	M9412	MONTEITH DONNA	122498	MONTEITH-MOVING EXPENSES	1052.35	1052.35
027934	2018-11-26	r9348	ROPER RUSSEL	122501	ROPER-PLAYGROUND INSPECTION VICTORIA	405.36	405.36
027935	2018-11-26	US398	UCLUELET SECONDARY SCHOOL	122503	POINSETTIAS LYCHE/UCC	130	130
027978	2018-11-26	ACE92	ACE COURIER SERVICES	14237648	YOUNG ANDERSON/ICET	51.93	51.93
027979	2018-11-26	ag495	ALBERNI GLASS & MIRROR 2003 LTD	34839	GLASS REPLACED UCC LIBRARY	449.74	449.74
027980	2018-11-26	AHI01	ALLES HOLDINGS INC	12	ANDERSON CONTRACT SERVICES NOV 5-16	1008	1008
027981	2018-11-26	B2365	BOWERMAN EXCAVATING LTD	11852.	CEDAR RD VALVE PROGRESS CLAIM #5	7402.5	6399.75
027982	2018-11-26	CE004	CORPORATE EXPRESS CANADA INC	48844599 48989193 49011616	CLIPBOARDS RETURNED OFFICE SUPPLIES OFFICE SUPPLIES	-92.7 709 93.39	709.69
027983	2018-11-26	CK608	KASSLYN CONTRACTING	D645 D646	D645 D646	2659.05 939.67	3598.72
027984	2018-11-26	CT002	CLEARTECH INDUSTRIES INC	770486	SODIUM HYPOCHLORITE	818.66	818.66
027985	2018-11-26	DC001	DOLAN'S CONCRETE LTD.	82426	ROAD MULCH FOR PAVING	447.44	447.44
027986	2018-11-26	FS004	FOUR STAR WATERWORKS LTD.	53466	GERBRANDT WATER CONNECTION PARTS	3681.41	3681.41
027987	2018-11-26	fw050	FAR WEST DISTRIBUTORS LTD	323644	UCC BATHROOM SUPPLIES	457.14	457.14
027988	2018-11-26	GB059	GIBSON BROS. CONTRACTING LTD.	19797	GRAVEL-WPT	1147.79	1147.79
027989	2018-11-26	GE395	GALLOWAY ELECTRIC	1088	UVFB BAY DOOR OPENER LABOUR/MATERIAL	692.31	692.31

APPENDIX A

District of Ucluelet
Cheque Listing
November 2018

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
027990	2018-11-26	GW178	GREY WHALE DELICATESSEN	992659	UVFB-CRITICAL INCIDENT MGMT COURSE	407.1	620.1
				992663	UEP TRAINING	121	
				992664	UCLUELET EMERGENCY NETWORK MTG	92	
027991	2018-11-26	HRPR7	HOLISTIC EMERGENCY PREPAREDNESS	1172	EOC LOGISTICS/MANAGEMENT	4649.94	7594.91
				1175	UEP CONTRACT SESSION #1	2944.97	
027992	2018-11-26	IC130	INFOSAT COMMUNICATIONS	364535	NOV/18	65.12	65.12
027993	2018-11-26	IH002	CONNECT HEARING	PSIN0245721	STAFF HEARING TESTS	296.1	296.1
027994	2018-11-26	JD79	J & D WEAVER HOLDINGS LTD	648200	TOOL CHESTS-PW	302.38	302.38
027995	2018-11-26	JDC01	JD CUSTOM FABRICATION	181101	EMERGENCY KIOSK SOLAR PANEL INSTALL	1607.53	2518.2
				181102	EMERGENCY KIOSK BENCHES	910.67	
027996	2018-11-26	JRS01	J.ROBBINS SAND & GRAVEL LTD.	3313	ROAD MULCH FOR PAVING	632.59	632.59
027997	2018-11-26	LB002	LB WOODCHOPPERS LTD.	311423	PARKS EQUIPMENT MAINTENANCE	483.78	492.41
				311522	AIR FILTER COVER	8.63	
027998	2018-11-26	LB454	LADYBIRD ENGRAVING & WEB CREATIONS LTD	1539	NAME PLATES-COUNCIL	80.64	97.44
				1535	UKEE DAYS PLAQUE-SAIL BAIL	16.8	
027999	2018-11-26	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	12/18	DEC/18 LEASE	250	250
028000	2018-11-26	LY001	YOUNG ANDERSON	110201	1190080	1417.82	5593.21
				110202	1190134	1010.19	
				110203	1190145	895.4	
				110204	1190157	688.52	
				110205	1190160	377.28	
				110206	1190161	1204	
028001	2018-11-26	MA952	MAXXAM ANALYTICS	VA1196057	WATER TESTING B8A0322	252	1080.45
				VA1194985	WATER TESTING B898422	252	
				VA1195058	SEWER TESTING B898416	319.2	
				VA1193660	SEWER TESTING B896128	257.25	
028002	2018-11-26	MISC	MISSAR, FAYE	122500	MISSAR-PIZZA FOR REC COMM MTG	70	70
028003	2018-11-26	MISC		12927		1065.58	1065.58
028004	2018-11-26	NP156	NORTH PACIFIC REPAIR	127953	TOMMYGATE LIFT ARM REPAIR	154.35	154.35
028005	2018-11-26	PC285	PETTY CASH - LYVIER RIVERA	09/18	SEPT/18 PETTY CASH	99.9	165.55
				10/18	OCT/18 PETTY CASH	13.9	
				11/18	NOV/18 PETTY CASH	51.75	
028006	2018-11-26	PI110	PUROLATOR INC	439698124	MAXXAM	169.39	169.39
028007	2018-11-26	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF10/18	OCT/18 D639-D643	558.65	558.65
028008	2018-11-26	SP010	SUPERIOR PROPANE	22041640	TANK RENTAL-UAC HALL	169.58	169.58
028009	2018-11-26	SS419	SOLIDARITY SNACKS	100	COUNCIL INAUGURAL MEETING	151.73	218.41
				101	CLIMATE ACTION MEETING	66.68	
028010	2018-11-26	t9267	TARON BRENT	122502	TARON-WATER TREATMENT 1	868.02	868.02
028011	2018-11-26	U0148	UBCM	UBCM-1037	UBCM 2019 CALENDARS	90.53	90.53
028012	2018-11-26	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71130185	#2 PREMIUM GAS/MOTOR OIL	105.89	3368.94
				5623	CARDLOCK OCT/18	2396.54	
				C01082469	ELECTIONS SNACKS	121.09	
				C01082599	RETURN LYSOL CLEANING SUPPLY	-20.12	
				71121531	#2 PREMIUM GAS	97.2	
				71125569	#2 PREMIUM GAS	84.54	
				71126151	#1 REGULAR GAS	125	
				71127018	#2 PREMIUM GAS	89.56	
				C01042356	FOLDING TABLE-PARKS	79.51	
				C01095414	HALLOWEEN HOWL-PUMPKINS IN THE MIST	249.73	
				C01044221	AFTERSCHOOL PROGRAM	40	
028013	2018-11-26	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01096469	YOUTH ROOM COURT SNACKS	38.62	497.01
				C01082468	MILK/CLEANING SUPPLIES-LYCHE	76.68	
				C01083392	YOUTH MEAL AND MOVIE	44.9	
				C01049992	AFTERSCHOOL PROGRAM	33.18	
				C01084625	COFFEE/CLEANING SUPPLIES-LYCHE	79.05	

APPENDIX A

District of Ucluelet
 Cheque Listing
 November 2018

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
				C01085580	SNACKS-UCC	41.97	
				C01086902	AFTERSCHOOL PROGRAM	30.88	
				C01090190	YOUTH SNACKS	43.08	
				C01048656	AFTERSCHOOL PROGRAM	36.29	
				C01049852	YOUTH SNACKS	42.13	
				C01097535	P-TRAP WOMENS BTHRM UCC	30.23	
028014	2018-11-26	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01124239	AFTERSCHOOL PROGRAM	38.14	38.14
028015	2018-11-26	UR849	UCLUELET RENT-IT CENTER LTD	31768	GRAVEL REMOVAL-STORM DRAINS	2693.6	2693.6
028016	2018-11-26	uv146	UCLUELET VOLUNTEER FIRE BRIGADE	Q4/18	Q4/18	2100	2100
028017	2018-11-26	WC345	WURTH CANADA LTD	23315594	HIGH PRESSURE NOZZLE-PARKS	56.12	56.12
028018	2018-11-26	WCC28	WESTCOAST CONNECT	1881	13570 OCEANSIDE ELECTRONICS	12.18	12.18
028019	2018-11-26	ZW172	ZONE WEST ENTERPRISES LTD	57597	UVFB-SHIRTS AND PINS	208.04	208.04



STAFF REPORT TO COUNCIL

Council Meeting: DECEMBER 11, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 0530-01

SUBJECT: 2019 COUNCIL MEETING SCHEDULE

REPORT NO: 18-123

ATTACHMENT(S): APPENDIX A – 2019 COUNCIL MEETING SCHEDULE

RECOMMENDATION(S):

1. **THAT** Council adopt the proposed 2019 council meeting schedule as presented.
2. **THAT** Council direct staff to give notice of the 2019 meeting schedule in accordance with the *Community Charter*.
3. **THAT** Council direct staff to update the *District of Ucluelet Council Procedures Bylaw No. 1166, 2014* to reflect the new meeting schedule.

PURPOSE:

The purpose of this report is for Council to consider and adopt a council meeting schedule for 2019.

BACKGROUND:

At the November 27, 2018 Regular Council Meeting, Council discussed scheduling options for regular meetings of Council in 2019. A proposed 2019 council meeting schedule, based on Council's direction to staff, is attached as Appendix A.

In accordance with s. 127 of the *Community Charter*, a Council must provide notice of the date, time and place of regularly scheduled meetings of Council. The *District of Ucluelet Council Procedures Bylaw No. 1166, 2014* (Council Procedures Bylaw) stipulates that the schedule must be prepared annually on or before January 15th and notice given on or before January 30th.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

The proposed council meeting schedule for 2019 will result in fewer late evening meetings for both staff and elected officials.

Public Hearings will be scheduled, as needed, on the fourth Tuesday of the month beginning at 4 PM. Public Hearings that are expected to take longer than 30 minutes may be scheduled at a different date and time.

FINANCIAL IMPACTS:

There are no direct financial impacts if Council were to approve the staff recommendations.

POLICY OR LEGISLATIVE IMPACTS:

The *Council Procedures Bylaw* will need to be updated to reflect any changes to the regular meeting schedule. An update of the *Council Procedures Bylaw* is underway to reflect amendments to the *Community Charter* since 2014. It is best practice to regularly review the *Council Procedures Bylaw*, particularly at the beginning of a new Council's term.

OPTIONS REVIEW:

1. THAT Council adopt the proposed 2019 council meeting schedule as presented. **(Recommended)**
2. THAT Council direct staff to give notice of the 2019 meeting schedule in accordance with the *Community Charter*. **(Recommended)**
3. THAT Council direct staff to update the *District of Ucluelet Council Procedures Bylaw No. 1166, 2014* to reflect the new meeting schedule. **(Recommended)**
4. THAT Council provide alternative direction to staff.

Respectfully submitted: Marlene Lagoa, Deputy Municipal Clerk
Mark Boysen, Chief Administrative Officer



2019 COUNCIL MEETING SCHEDULE

Meetings will be held in the George Fraser Community Room at the Ucluelet Community Centre located at 500 Matterson Drive, Ucluelet, B.C.

DATE	TIME	MEETING TYPE
January 8	2:30 PM	Regular Meeting
January 22	4:30 PM	Regular Meeting
February 12	2:30 PM	Regular Meeting
February 19	4:30 PM	Harbour Authority Meeting
February 26	4:30 PM	Regular Meeting
March 12	2:30 PM	Regular Meeting
March 26	4:30 PM	Regular Meeting
April 9	2:30 PM	Regular Meeting
April 23	4:30 PM	Regular Meeting
May 14	2:30 PM	Regular Meeting
May 21	4:30 PM	Harbour Authority Meeting
May 28	4:30 PM	Regular Meeting
June 11	2:30 PM	Regular Meeting
June 25	4:30 PM	Regular Meeting
July 9	2:30 PM	Regular Meeting
August 13	2:30 PM	Regular Meeting
September 10	2:30 PM	Regular Meeting
September 17	4:30 PM	Harbour Authority Meeting
October 8	2:30 PM	Regular Meeting
October 22	4:30 PM	Regular Meeting
November 12	2:30 PM	Regular Meeting
November 19	4:30 PM	Harbour Authority Meeting
November 26	4:30 PM	Regular Meeting
December 10	2:30 PM	Regular Meeting

Convention Dates

AVICC April 12 - 14, 2019

FCM May 30 - June 2, 2019

UBCM September 23 - 27, 2019



STAFF REPORT TO COUNCIL

Council Meeting: DECEMBER 11, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DONNA MONTEITH, DIRECTOR OF FINANCE

FILE NO: 1700-02

SUBJECT: FIVE YEAR FINANCIAL PLAN MEETING SCHEDULE (2019-2023)

REPORT NO: 18-124

ATTACHMENT(S): APPENDIX A - FIVE YEAR FINANCIAL PLAN (2019 – 2023) MEETING SCHEDULE

RECOMMENDATION(S):

1. **THAT** Council approve the Five-Year Financial Plan Meeting Schedule for the years 2019 to 2023 as presented.

PURPOSE:

The purpose of this report is to seek approval from Council on the proposed meeting plan outline to complete the 2019 to 2023 Financial Plan.

BACKGROUND:

In accordance with Section 165 of the *Community Charter*, a municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted. The annual property tax bylaw must be adopted before May 15th each year.

The financial planning period is five (5) years and must set out the objectives and policies of the municipality in relation to each of the funding sources and the distribution of property tax values for each of the classes that are subject to tax, as well as permissive tax exemptions.

Further, under Section 166 of the *Community Charter*, a council must undertake a process of public consultation regarding the proposed financial plan before it the bylaw can be adopted.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

The time requirements for holding special council meetings to discuss the 2019-2023 Financial Plan is attached as Appendix A.

OPTIONS REVIEW:

1. **THAT** Council approve the Five-Year Financial Plan Meeting Schedule for the years 2019 to 2023 as presented. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Donna Monteith, Director of Finance
Marlene Lagoa, Deputy Municipal Clerk
Mark Boysen, Chief Administration Officer

APPENDIX A

District of Ucluelet Five-Year Financial Plan (2019 – 2023)**Meeting Schedule (DRAFT)****December 19, 2019, Wednesday, 1 – 5pm**

- CFO PowerPoint Presentation – Overview of “Municipal Budgeting”.
- CAO Overview of department operations and staffing (in-camera).

January 16, 2019, Wednesday, 1 – 5pm

- CFO Report on District Operating Budgets:
 - ✓ General, Water & Sewer.
- Review of Projects by department:
 - ✓ Public Works.

January 30, 2019, Wednesday, 1 – 5pm

- Review of Projects by department:
 - ✓ Planning & Development.
 - ✓ Parks & Recreation, Emergency Services.
 - ✓ Harbour, Corporate Services, Finance.

February 20, 2019, Wednesday, 1 – 5pm

- Operating and Projects Discussion.

March 6, 2019, Wednesday, 1 – 5pm

- If needed.

Draft Budget Complete**March 2019, 5pm – 8pm**

- Public Presentation

March 26, 2019, Tuesday, Regular Council Meeting

- Five Year Financial Plan Bylaw - 1st, 2nd & 3rd Reading

April 9, 2019, Tuesday, Regular Council Meeting

- Five Year Financial Plan Bylaw - Final
- Tax Rates Bylaw - 1st, 2nd & 3rd Reading

April 23, 2019, Tuesday, Regular Council Meeting

- Tax Rates Bylaw - Final Reading

NOTE: Bylaw's MUST be passed no later than May 15, 2019

All meetings are held in the George Fraser Room at the Ucluelet Community Centre



STAFF REPORT TO COUNCIL

Council Meeting: DECEMBER 11, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: 3060-20-DP18-13 & 3090-20-DVP18-05
FOLIO NO: 167.000

SUBJECT: DEVELOPMENT PERMIT & DEVELOPMENT VARIANCE PERMIT;
1714 PENINSULA ROAD

REPORT: 18 - 125

ATTACHMENT(S): APPENDIX A – DEVELOPMENT VARIANCE PERMIT DVP18-05
APPENDIX B – DEVELOPMENT PERMIT DP18-13
APPENDIX C – APPLICATION
APPENDIX D – EXCERPT SERVICE COMMERCIAL (CS-2) ZONING

RECOMMENDATION(S):

1. **THAT** Council defer consideration of the application for a Development Variance Permit and Development Permit for 1714 Peninsula Road at this time, noting the proposal does not meet the Official Community Plan Bylaw guidelines for form and character for Development Permit Area #1 (Village Square), specifically guideline #10 that extensive blank walls be avoided; **and,**
2. **THAT** Council encourage the applicant to explore the feasibility of relocating the proposed Motel accommodation units to the rear of the property, with direct access from Larch Road.

PURPOSE:

To provide Council with information on a proposed Development Variance Permit (“DVP”) and Development Permit (“DP”) for the proposed renovation and addition to an existing building to add four accommodation units on the property at 1714 Peninsula Road; Lot B, District Clayoquot Plan 23074, PID 003-274-829 (the “**Subject Property**”).

BACKGROUND:

The subject property is zoned “CS-2 Service Commercial” and is located within the Official Community Plan (OCP) designated “Development Permit Area No.1 - Village Square” (**Figure 1**). The property, which contains Norwood’s restaurant, is currently accessed from Peninsula Road but extends through to Larch Road.



Figure 1 – Site Plan

The applicant is requesting a DP and a DVP to renovate an existing garage (see **Figure 2**) to create two ground-floor motel rooms and add a second storey containing two more units. The final result would be a standalone four-unit motel building.



Figure 2 – Site Image

DISCUSSION:

This proposed Development and Development Variance Permit application is assessed on:

- Official Community Plan's (the "OCP") DP Area No.1 (Village Square) policies for;
 - Revitalization of an area in which a commercial use is permitted; and
 - Establishment of objectives for the form and character of development in the resort region;
- Zoning Bylaw requirements;
- Fire Department review;

OCP, Revitalization of an area in which a commercial use is permitted:

Revitalization of an area involves the infill, rebuilding and replacement of Ucluelet's existing commercial built environment with the goal of creating a form and character that befits the community's core areas. With the proposal located to the rear of the Norwood's building and in the middle of the subject lot, Staff do not consider that revitalization is a key component of this application. However, the addition of a small motel to the subject property may increase the success and stability of the existing businesses fronting Peninsula Road and in that way, this proposal supports the revitalization of the area.

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

The Village Square Development Permit Area is intended to create a high quality and unified character that celebrates the community's history, culture, and natural landscape. A key strategy of the OCP is to create a vibrant and mixed-use Village Square by concentrating new retail, service and office development in the area, complemented by specific residential uses. Some key guidelines for the area are:

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

2. Where adjoining properties have uses of different intensity (e.g. single family next to multi-family residential) or different types (e.g. residential next to commercial) an appropriate architectural, building and landscaping transition must be provided;

6. Building frontage design (any building elevation facing a public street) and associated public realm enhancement must create an attractive pedestrian environment. Considerations include:

- i. Easily identifiable building entrances;*
- ii. Narrow commercial storefronts; and*
- iii. Concentrating signage at pedestrian eye level.*

10. The extensive use of blank walls (defined as any linear run of wall without fenestration or variation in its vertical plane for a given length), regardless of the material used, must be avoided. The visual impact of blank walls should be softened through the use of one or more of the following:

- i. Architectural detailing or facade articulation;*
- ii. Graphic or artistic illustration;*
- iii. The inclusion of doors and or windows; and*
- iv. The design of integrated public seating and or planters integrated into the façade.*

11. Properties fronting Peninsula Road and Main Street must be designed to create a consistent and unified streetscape in terms of scale, massing and character;

With the proposal located to the rear of the Norwood's building and in the middle of the property, this application will have minor form and character impact from the frontage of the property, but the proposal will be noticeable from the frontage of the Army Navy and Airforce (ANAF) property (see **Figure 3**).

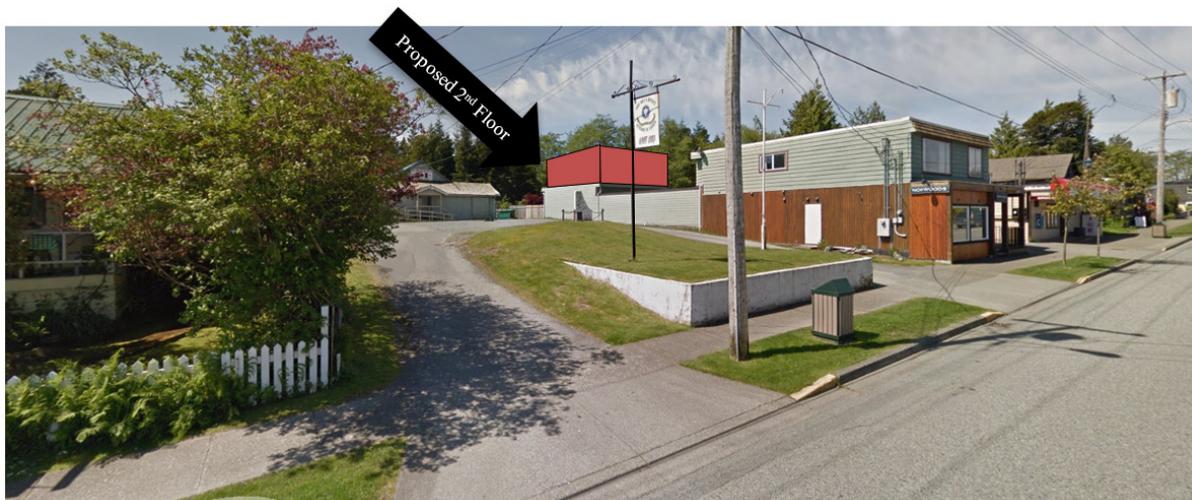


Figure 3 - Streetscape

This view, from the sidewalk across the open space in front of the ANAF, is the focus of how the proposal will affect the form and character of the area. It should be noted that if the ANAF were to re-develop then this proposal would have much less impact on the street, but Council should consider how the proposal will affect the public realm until such re-development occurs.

The applicant is proposing to utilize an existing garage structure to create a two-storey, four-unit motel building. This garage structure is currently built 300mm (11") from the property line between the ANAF and the subject property (**Figure 4**).

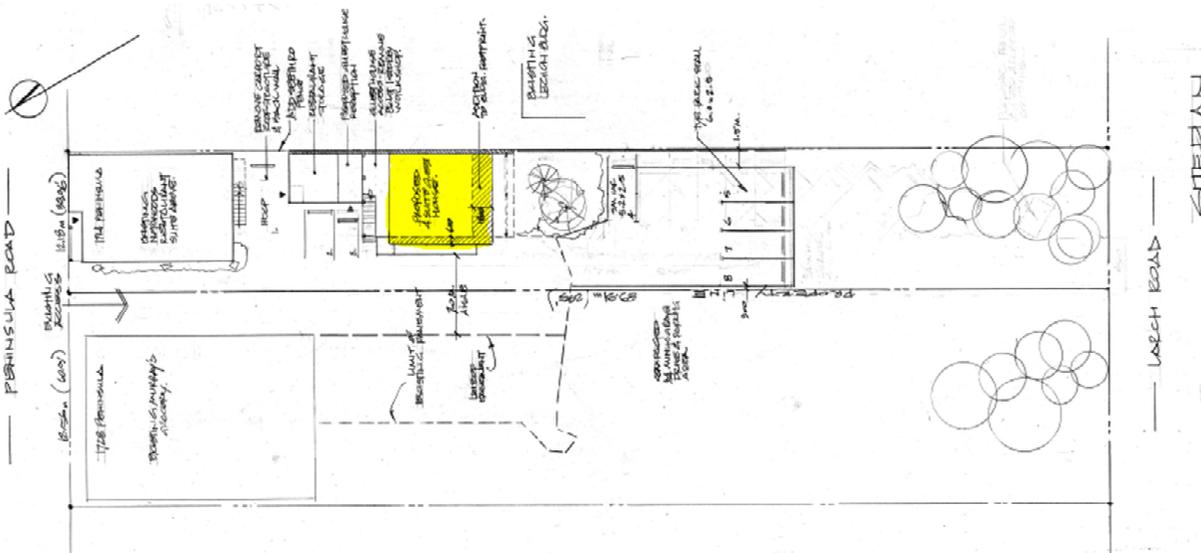


Figure 4 – Proposed Site Plan

Any change of use (from garage use to the motel use), the rebuilding of an existing structure or the construction of a new second storey close to a property line will require non-combustible construction. To meet this building code requirement the applicant is proposing a cinder block wall (see **Figure 5**).

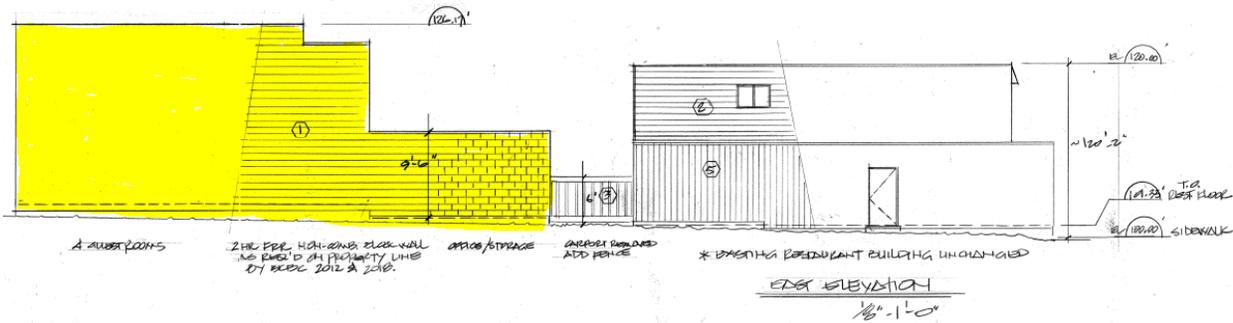


Figure 5 – Southeast Elevation

The proposed unarticulated two-storey block wall is clearly discouraged by the current OCP Guidelines:

10. The extensive use of blank walls (defined as any linear run of wall without fenestration or variation in its vertical plane for a given length), regardless of the material used, must be avoided.

It is important to note that there can be valid reasons to have zero interior yard setbacks in commercial areas. In intense commercial areas a continuous pedestrian streetscape is desirable, and many communities throughout BC have zero interior yard setbacks on their main commercial streets:



Figure 6 – Smithers



Figure 7 – Qualicum Beach

Our current OCP does not specifically consider a zero setback at an interior property line but the new draft, OCP Bylaw No. 1236, does:

[draft] F.I.8. *Zero setbacks from side property lines is supported to create a continuous pedestrian streetscape. Gaps between buildings are to be minimized; therefore, avoid placing buildings in the middle of open cleared sites. Shared driveways accessing parking and service areas at the rear of buildings is encouraged.*

The above draft guideline is meant to support developments striving to minimize gaps between buildings at the street frontage. This aims at improving the pedestrian experience along the sidewalk. A good example of an existing street frontage gap (the sort to be avoided or improved over time) is found between Davison Plaza and the Peninsula Motel (**Figure 8**). Referring to figure 6 and 7 compared to figure 8, one can note the difference in the street aesthetic and pedestrian experience.



Figure 8 – Davison Plaza

The proposal for 1714 Peninsula Road is not contemplating a zero setback at the sidewalk frontage. The zero setback is located closer to the middle of the lot, and therefore Staff do not consider the rationale for zero setbacks to be directly relevant to this application. Staff understand that the applicant wishes to utilize the existing garage building for cost savings. Keeping the proposed motel

building as close to the property line as possible would give extra room on the opposite side of the building for a wider drive aisle. Looking at the broader community impact, however, staff cannot support a two-storey unarticulated wall. Instead, the applicant is encouraged to look at ways of reducing the impact of the proposal. Expanding a shared access lane with the neighboring property and locating the motel building toward the rear (Larch Road frontage) of the property would be a better fit for the proposed uses on this site, in the context of the neighbouring land uses and building locations (**Figure 9**).



Figure 9 – Possible location of Motel use toward Larch Road

Locating the motel near Larch Road would reduce the potential for conflict with the noise coming from ANAF's front doors and parking lot after events. The Motel use fronting Larch Road would be a good transition between the commercial and residential neighborhoods. As this commercial block does not have a designated back lane running parallel to Peninsula Road behind the storefronts, it struggles with loading, parking, garbage pickup and generally has too many access points from

Peninsula Road. By sharing access between properties (see **Figure 10**) and connecting these driveways through to Larch Road, these properties would create more functional loading, better parking access, reduced need for onsite turnarounds, better garbage pickup, and would minimize the area and expense of internal lanes. It is important to note the area dotted in black in the Figure 9, above, is outside the control of the applicant and staff would be supportive of a half lane serving this development, with the other half being released as the neighboring property develops.

Particularly during the summer months, Peninsula Road is very busy – the constraints of the roadway and limited alternatives for access become apparent during the high season. Moving forward it is important to consider and plan for increased vehicle and pedestrian traffic in this area of town.

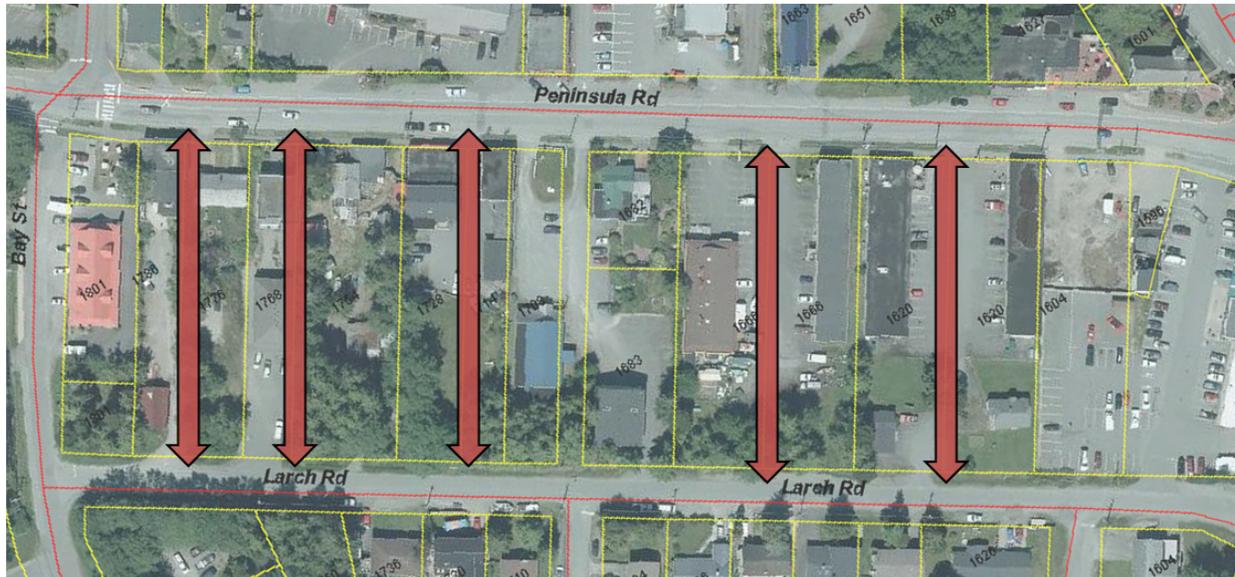


Figure 10 – take advantage of double frontage to create shared access and circulation as these properties re-develop.

Zoning Bylaw Requirements:

The subject Property is located in the Service Commercial CS-2 zone. This zone is intended to provide convenient shopping opportunities for those travelling in vehicles and those commercial uses which, due to their service nature, may require larger lot areas. Vibrancy is added with mixed uses including residential and tourist commercial accommodation. The application proposes the primary use of “CS-2 1.1. (1) (c) Motel” with “Motel” defined as:

“Motel” means a building, or group of buildings on the same lot, providing four (4) or more separate guest rooms or dwelling units with the entrance to each room being to the outside of the building, for commercial tourist accommodation use only, functioning from an on-site staffed office, and with on-site parking in close proximity to each guest room or dwelling unit;

This application does not meet the following zoning requirements and would require the approval of the following variances to Ucluelet Zoning Bylaw No. 1160, 2013:

- Section CS-2.6.1 (c) requiring the interior side yard setback for a principle building is reduced from a minimum of 1.5m (5 ft) to 0.0m (0 ft) on the southeast property line for a proposed 4-unit 2-storey motel building renovation/addition;

- Section 503.2 (2) requiring a setback of parking lots from the lot line be reduced from a minimum of 1.5m (5 ft) to 0.3m (1 ft); and,
- Section 504.3 (1) requiring the minimum width for the drive aisle accessing 90-degree parking stalls be reduced from 7.5m (25 ft) to 5.0m (16.5 ft).

From the information supplied, this development would appear to meet all other zoning requirements. Further review and confirmation of zoning compliance will be done at the building permit stage when more detailed drawings are submitted.

The required statutory notification has been completed for the requested DVP; during the consideration of this agenda item, Council should provide an opportunity for the public to provide input on the requested variances.

Fire Department Review

The Ucluelet Fire department have reviewed this application. They have concerns with access and their ability to turnaround onsite. With the Murray's Grocery property being open in the middle of the lot and the ANAF property having an open parking lot, the fire apparatus would have room to maneuver, stage and turnaround. Their concern is if these lots were to develop, they would lose this room to maneuver, to stage and to turn around. They have indicated to Planning Staff that an addition access off of Larch Road would be preferable as it would give the fire department two directions of approaches to fight the fire and remove the need to for a turnaround.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Staff time will be required to monitor and review the progress of this application.

FINANCIAL IMPACTS:

Development Cost Charges will be charged for the motel on a per unit basis, and a building permit fee will be charged based on construction value. The value of the property will increase with the proposed improvements, increasing the municipal tax base. Water and sewer fees will be collected based on metered usage. These additional revenues are expected to offset the incremental increase in municipal services and infrastructure.

POLICY OR LEGISLATIVE IMPACTS:

Other than the OCP and Zoning requirements there are no other policy or legislative impacts.

SUMMARY:

Staff recognize that the applicant is making this proposal in an attempt to create a successful business, and that the proposal is designed to fit their anticipated budget. Staff must also highlight for Council the relevant guidelines and provide advice on how the application relates to best planning principles. This application, with its request to construct an unarticulated two-storey wall with a zero setback visible from Peninsula Road, does not match the adopted DP guidelines. Therefore, staff cannot support the application as it is currently configured.

OPTIONS REVIEW:

1. **THAT** Council defer consideration of the application for a Development Variance Permit and Development Permit for 1714 Peninsula Road at this time, noting the proposal does not meet the Official Community Plan Bylaw guidelines for form and character for Development Permit Area #1 (Village Square), specifically guideline #10 that extensive blank walls be avoided; and,

(Recommended)

2. **THAT** Council encourage the applicant to explore the feasibility of relocating the proposed Motel accommodation units to the rear of the property, with direct access from Larch Road.

(Recommended)

3. That Council approve Development Variance Permit DVP18-05 and Development Permit DP18-13 for the renovation and addition to a one-storey accessory building to create a two-storey, four-unit motel building located at 1714 Peninsula Road;
4. That Council defer consideration pending receipt of further information to be identified by Council; or,
5. That Council refuse the permit application, citing the specific OCP guidelines Council considers the proposal does not meet.

Staff cannot recommend approval of the application in its current form, since the proposed development does not meet the intent of the Village Square Area DP guidelines. Deferring the application would afford the applicant an opportunity to submit revised plans without triggering the need to submit a completely new application package and fee. Alternatively, and subject to public comment on the requested variances, Council could determine whether there would be a significant impact on neighbouring properties, or on the overall form and character of the area, and could consider issuing the requested permits.

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



DEVELOPMENT VARIANCE PERMIT DVP18-05

Pursuant to section 498 of the Local Government Act, 2015:

1. This Development Variance Permit is issued to:

WILLIAM JOSEPH PAYNE, PO BOX 729, UCLUELET, BC, V0R 3A0

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

Lot B, District Lot 282, Clayoquot District Plan 23074, PID 003-274-829 (1714 Peninsula Road)

3. This Development Variance Permit is issued subject to compliance with all the bylaws of the District of Ucluelet, except as specifically varied or supplemented by this Permit.
4. This Permit authorizes the following variances to the District of Ucluelet Zoning Bylaw No. 1160, 2013 on the Lands, as shown on Schedule A:
 - Section CS-2.6.1 (c) requiring the interior side yard setback for a principle building is reduced from a minimum of 1.5m (5 ft) to 0.0m (0 ft) on the southeast property line for a proposed 4-unit 2-storey motel building renovation/addition;
 - Section 503.2 (2) requiring a setback of parking lots from the lot line be reduced from a minimum of 1.5m (5 ft) to 0.3m (1 ft); and,
 - Section 504.3 (1) requiring the minimum width for the drive aisle accessing 90-degree parking stalls be reduced from 7.5m (25 ft) to 5.0m (16.5 ft).
5. The work authorized by this Permit may only be carried out:
 - a. in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development variance permit.
 - b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.
6. The above variances are granted for the proposed structures and use of the land as shown on Schedule A. Should the building or parking areas be later removed or destroyed, this Development Variance Permit shall cease to apply and the zoning requirements in effect at the time shall apply.



- 7. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
- 8. This Permit is NOT a Building Permit.

AUTHORIZING RESOLUTION passed by the Municipal Council on the day of , 2018.

IN WITNESS WHEREOF this Development Variance Permit is hereby executed and issued by the Municipality the day of , 2018.

THE DISTRICT OF UCLUELET
by its authorized signatories:

Dianne St. Jacques – Mayor

Mark Boysen – Corporate Officer

OWNER
by its authorized signatory:

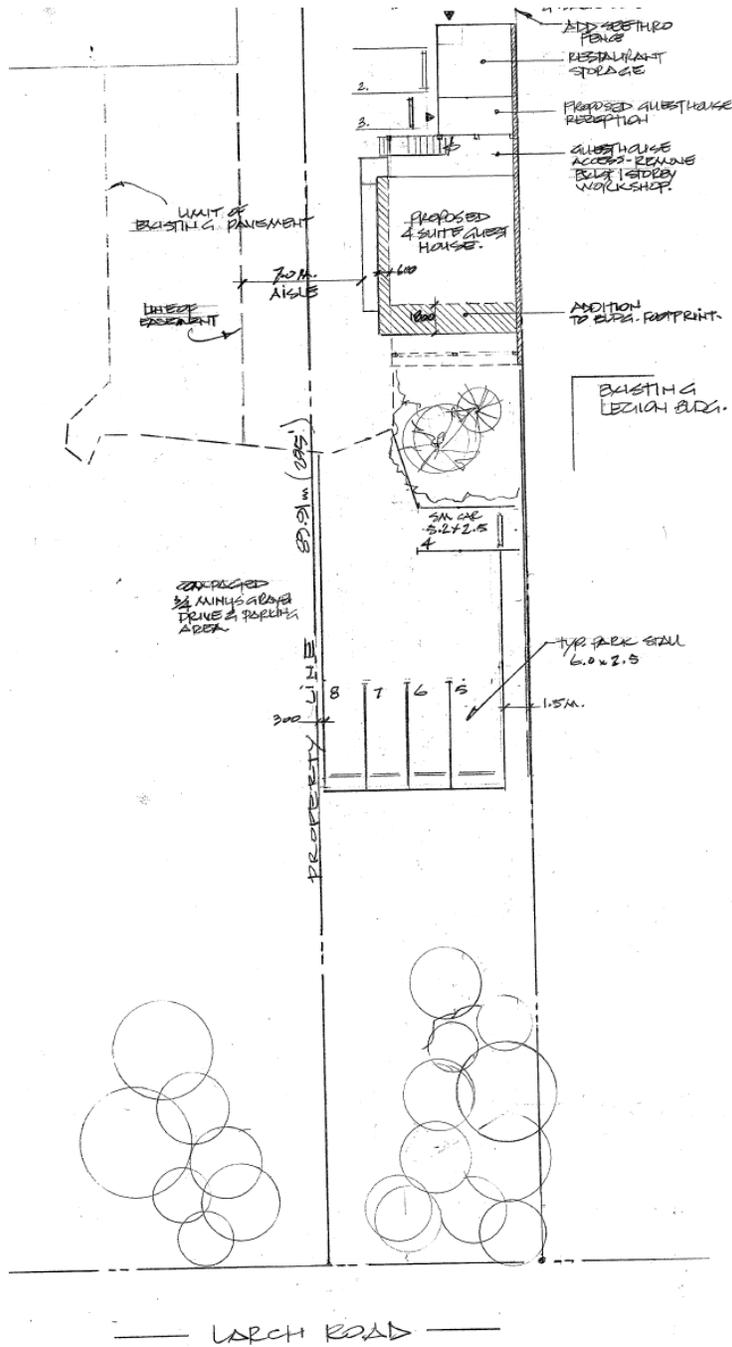
Name:

ISSUED the day of , 2018.

Bruce Greig - Manager of Community Planning



SCHEDULE A – Site Plan



SITE PLAN
SCALE: 1:200



DEVELOPMENT PERMIT DP18-13

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

1. This Development Permit is issued to:

WILLIAM JOSEPH PAYNE, PO BOX 729, UCLUELET, BC, V0R 3A0

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

Lot B, District Lot 282, Clayoquot District Plan 23074, PID 003-274-829 (1714 Peninsula Road)

3. This Development Permit is issued subject to compliance with all bylaws of the District of Ucluelet.

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

- a. Renovation of a garage accessory building including the addition of a second storey to create a total of 4 motel units.
- b. A cinder block wall
- c. A gravel parking lot for 4 spaces

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

5. The work authorized by this Permit may only be carried out in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.
6. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. This Permit is NOT a Building Permit.
8. **Schedules "A"** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.

AUTHORIZING RESOLUTION passed by the Municipal Council on the day of , 2018.



IN WITNESS WHEREOF this Development Permit is hereby executed and issued by the Municipality
the day of , 2018.

THE DISTRICT OF UCLUELET
by its authorized signatories:

Dianne St. Jacques – Mayor

Mark Boysen – Corporate Officer

OWNER
by its authorized signatory

Owner, by its authorized signatory

ISSUED the day of , 2018.

Bruce Greig - Manager of Planning

Schedule A

Appendix C

Warren Barr & Lily Verney-Downey

PO Box 1116, 1116 Abraham Drive,

Tofino, BC, V0R 2Z0

250-266-2149 or 250-534-9081

Wednesday, November 21, 2018

Dear Ucluelet Mayor and Council,

We (Warren and Lily) have been living and working in Tofino at the Wickaninnish Inn for the last 8 years and are excited to be making the move to Ucluelet and taking the big step of becoming property owners and business owners within the community. Warren has been working as the Executive Chef and Lily as the Restaurant Manager at the Wickaninnish Inn, and we are very excited to be purchasing Norwood's Restaurant from Richard Norwood and building on the amazing business he has created. This has been a dream and career goal for both of us for a very long time, and we are thrilled to be able to make this a reality in the place we have come to call home.

Please find attached subject for your review a development permit application for 1714 Peninsula Road. This application is for the proposed renovation and extension of the existing two door garage and office buildings located on the middle of the property.

We propose to add a second storey to the garage and renovate the existing floor to create four guest rooms (two on the ground floor, two on the second floor) for short term, nightly rentals. Each guest room would be designed for double occupancy, each with an ensuite bathroom and basic amenities, such as tea/coffee facilities, but no kitchenette or cooking facilities. These guest rooms would be accessed from an exterior stairwell and the current office/storage building would be used to create an office/reception area and additional storage. These guest rooms would fall under the 'motel' designation, which is allowable in the zoning bylaw for this property.

No changes would be made to the street front building which is currently a 36 seat restaurant (Norwood's) and a three bedroom apartment above, which using as staff housing for ourselves and up to two seasonal employees (4 employees total). Our five-year plan is to buy our own home in Ucluelet with an additional suite to be used for long term staff housing to accommodate our growing business needs, at which point the apartment above the restaurant would be used as a caretaker suite for the property with the additional bedrooms used for seasonal staff. The two buildings are currently attached by a carport, which would be removed to create separation between the buildings. A fence would be put in along the property line where the carport was, with climbing plants growing up the fence and a planter in the area between the two buildings, to grow herbs and flowers to be used in the restaurant. The low roofed area of the office building will also have additional planters on the roof for growing herbs and flowers to be used in the restaurant and rooms, and to enhance the street view of the property.

The concept for the property is a 'restaurant and rooms' idea, which is based on a more European model of fine dining restaurants that also have a small number of guest rooms for their restaurant guests. The model works to support the restaurant business with the guests staying in the rooms and to support the 'motel' business with guests joining for dinner who do not wish to drive afterwards. Our aim is to create a destination restaurant and rooms, drawing people to Ucluelet with the restaurant and having them stay to enjoy the beautiful location and thriving town. We would like to create unique, stylish guest rooms at an affordable price point that are located in the village centre, encouraging visitors to explore the area on foot or by bike and leave their cars in the parking provided. We believe that the relaunch of this renowned restaurant and addition of the guest rooms will help to raise awareness of Ucluelet as a destination and will attract the type of guest who are looking for unique experiences and adventures. We are excited to partner with the many local companies in Ucluelet who are already catering to these types of guests and would be looking to support the existing local economy of eco tourism, charter fishing, guided hikes, water sports and nature watching.

The proposal includes parking for the four guest rooms plus the four existing parking spaces for Norwoods Restaurant and the apartment.

We have used the first draft of the 2018 proposed Official Community Development Plan form and character guidelines when making decisions regarding construction style and material. We aim to maintain the feel of the existing property, using cedar siding and hardy board on the addition with a covered, wooden exterior staircase and entranceway. The wood will be stained to match the front of the property and the hardy board will be painted in a West Coast tone to reflect the fishing village feel.

The proposed 2018 OCP states that minimal and zero setbacks from property lines should be encouraged in the village core. The existing building is constructed 11 inches from the property line, which does not provide the required two hour burn wall (that would usually exist when built the standard 5 feet from the property line). We are proposing the addition of an uninterrupted cinderblock wall along the side of the building along the property line, to ensure compliance with the building code. We understand and appreciate that large, uninterrupted walls are not cosmetically pleasing or within the OCP guidelines, however feel that with the setback from the road and the proposed design elements, this will not create an eyesore for the village and will not have a negative impact on pedestrian traffic in the area. The alternative would be to demolish and rebuild 5 feet from the two property lines, which given the narrow width of the property is not feasible. We plan to paint the wall in the same style as the rest of the buildings on property, in keeping with the fishing village feel. From the street view, the wall will be broken up as the view will include the front perspective of the wooden staircase, railings and doorways into the guest rooms, plus the planters on the low roof of the office building with year round greenery (hardy herbs will be used such as rosemary, thyme and bay laurel).

Water and sewer would come from the existing connection for 1714 Peninsula Road, which has been confirmed to have the capacity for this addition with Ucluelet public works department.

The roof of the existing 'Norwoods' building is a flat roof and we would propose to mirror this with a flat roof on the new building. This is to ensure there is consistency between the buildings and avoid extending the cinderblock wall beyond what is necessary.

We would do our utmost to maintain as much of the existing green space as possible on the back of the property. There is a small wooded area at the very rear of the property backing onto larch road which consists of hemlock and fir trees, salal bushes, blackberries, moss and grass. This will be left mostly untouched and the area directly behind the existing building, which contains a Japanese maple and an apple tree will also be left as is. We propose to add more planter boxes of edible herbs, greens and flowers to be used in the restaurant and to beautify the property, with some climbing flowers such as honeysuckle, clematis, climbing roses and sweetpeas along the railings of the balconies. The focus of the landscaping would be on edible plants and flowers and maintaining the existing local flora and fauna.

Eventually we plan to add a bear proof, screened garbage storage at the back of the property, to be accessed from Larch Road. Initially, we will be sharing garbage with Ian Riddick at Hartwood Restaurant, reducing traffic of garbage pickup.

We feel that this property will offer diversity and character to the village square area, including a restaurant, guest rooms, residential unit and small area of landscaped green space. We are very excited to work with our neighbours on community projects and make our property part of the heart of the community.

We look forward to working with you all on this.

All the Best,

Warren Barr & Lily Verney-Downey

The proposal includes parking for the four guest rooms plus the four existing parking spaces for Norwoods Restaurant and the apartment.

We have used the first draft of the 2018 proposed Official Community Development Plan form and character guidelines when making decisions regarding construction style and material. We aim to maintain the feel of the existing property, using cedar siding and hardy board on the addition with a covered, wooden exterior staircase and entranceway. The wood will be stained to match the front of the property and the hardy board will be painted in a West Coast tone to reflect the fishing village feel.

The proposed 2018 OCP states that minimal and zero setbacks from property lines should be encouraged in the village core. The existing building is constructed 11 inches from the property line, which does not provide the required two hour burn wall (that would usually exist when built the standard 5 feet from the property line). We are proposing the addition of an uninterrupted cinderblock wall along the side of the building along the property line, to ensure compliance with the building code. We understand and appreciate that large, uninterrupted walls are not cosmetically pleasing or within the OCP guidelines, however feel that with the setback from the road and the proposed design elements, this will not create an eyesore for the village and will not have a negative impact on pedestrian traffic in the area. The alternative would be to demolish and rebuild 5 feet from the two property lines, which given the narrow width of the property is not feasible. We plan to paint the wall in the same style as the rest of the buildings on property, in keeping with the fishing village feel. From the street view, the wall will be broken up as the view will include the front perspective of the wooden staircase, railings and doorways into the guest rooms, plus the planters on the low roof of the office building with year round greenery (hardy herbs will be used such as rosemary, thyme and bay laurel).

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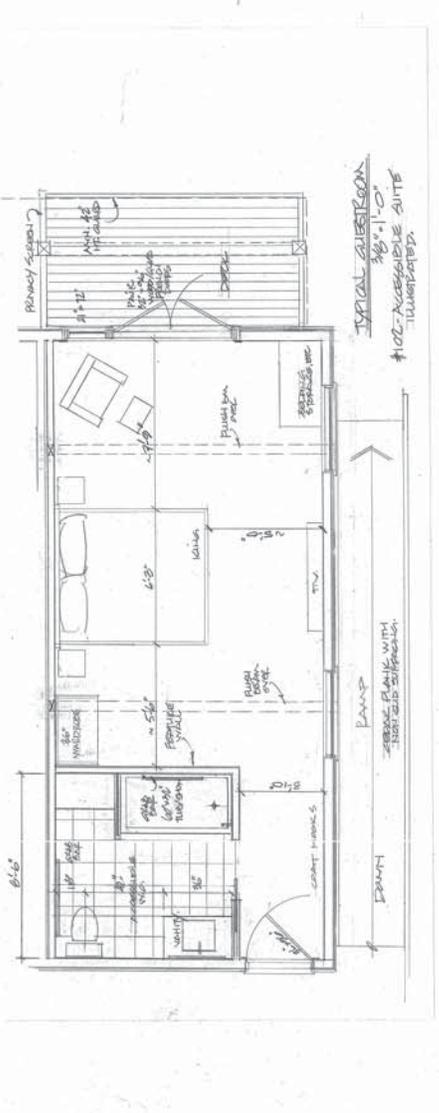
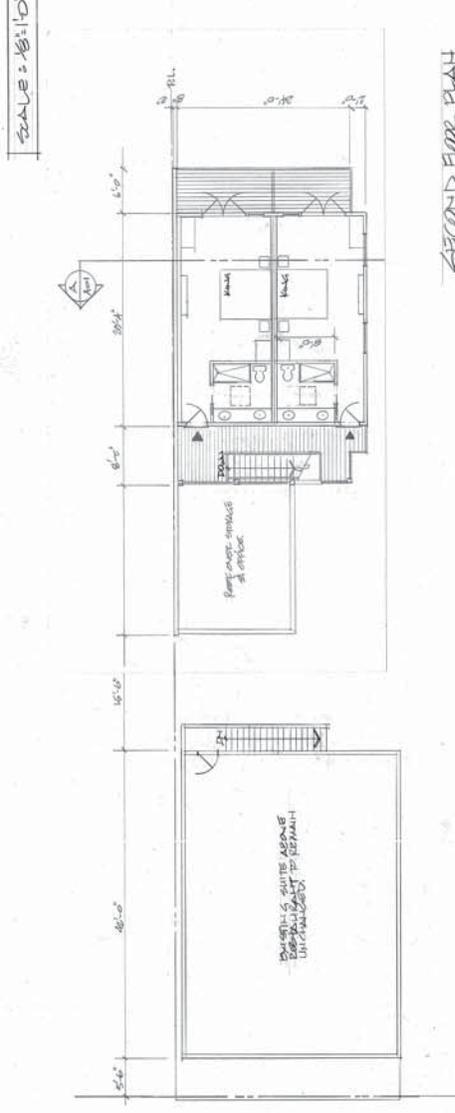
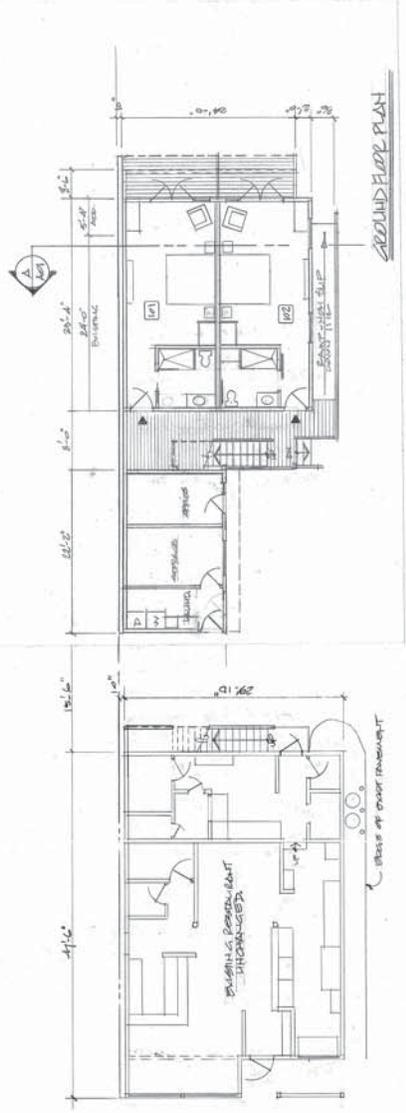
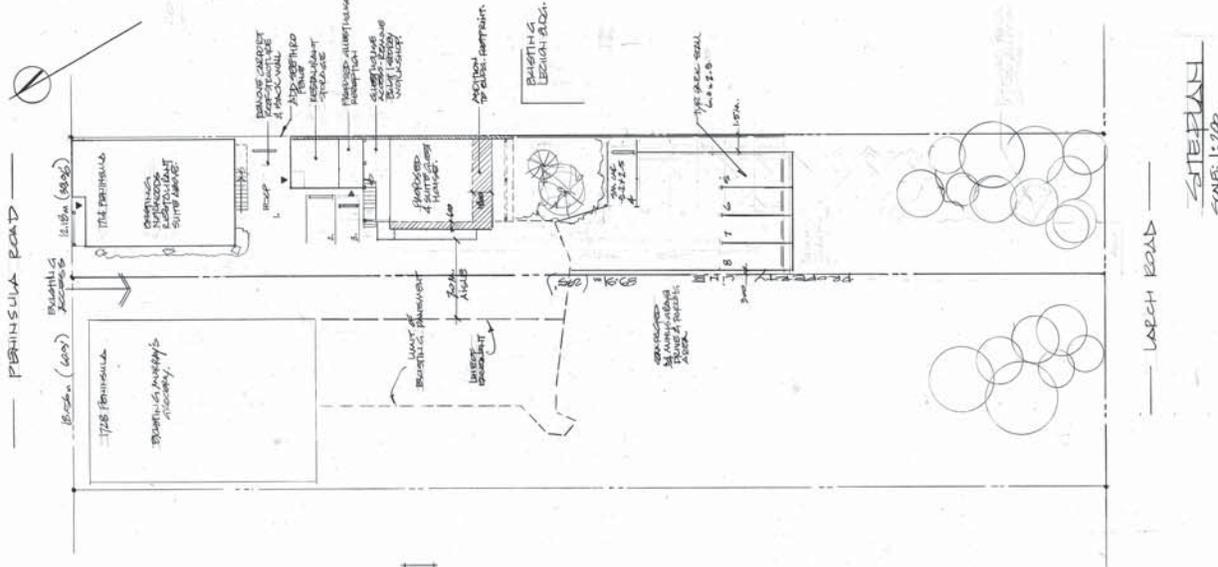
All the Best,

Warren Barr & Lily Verney-Downey

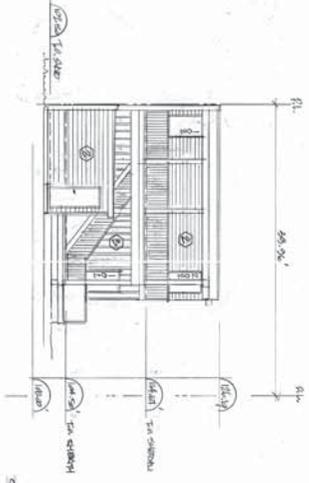
Proposed Renovations and Additions
To 1714 Peninsula Road, Uchewat, BC

DATE: 12/16/2020	PROJECT: 1714 PENINSULA ROAD
SCALE: AS SHOWN	CLIENT: THE PENINSULA RESTAURANT
DESIGNER: L. ANDERSON	ARCHITECT: L. ANDERSON ARCHITECTURE
1011 Eglar Ave. Vancouver, BC V7T 1C2	Phone: 604-925-4383
Website: www.lindersonarchitecture.com	Email: linderson@lindersonarchitecture.com

PROJECT NOTES:
 SCOPE:
 Proposed renovations and additions at the Norwoods Restaurant Property to the existing Garage and storage building (to create a Four room restaurant building) including:
 Additional parking is proposed bringing capacity Up to 19 stalls, including 1 handicapped stall and 2 small car stalls.
 LEGAL DESCRIPTION:
 Lot R. 10, 322
 Claycoot District
 Plan 23074
 PID 003-221-784
 Site Area = 1095.1 sqm. (11788 sq.ft.)
 Site Coverage = 252.8 sqm. (2721 sq.ft.)

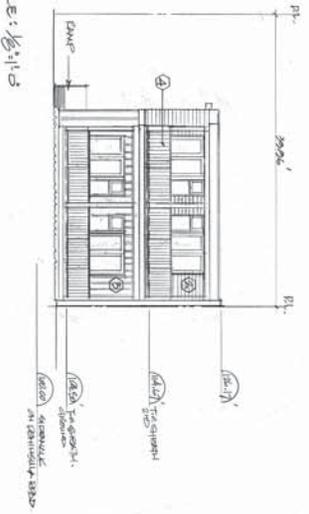


NORTH ELEVATION - GUEST HOUSE ADDN



SCALE: 1/8"=1'-0"

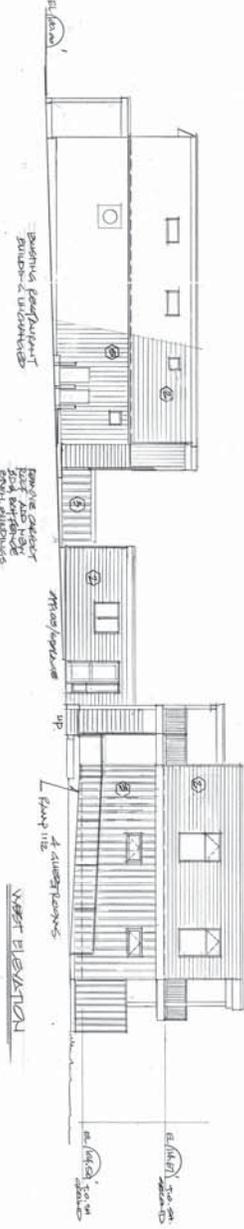
SOUTH ELEVATION - GUEST HOUSE ADDN



EAST ELEVATION



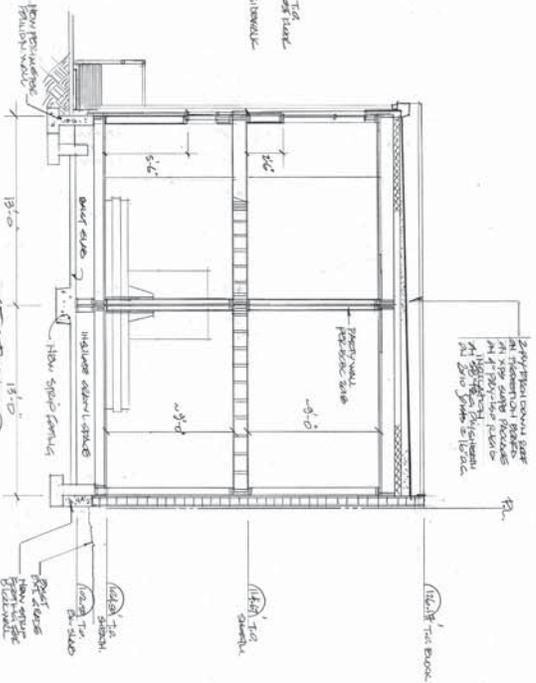
WEST ELEVATION



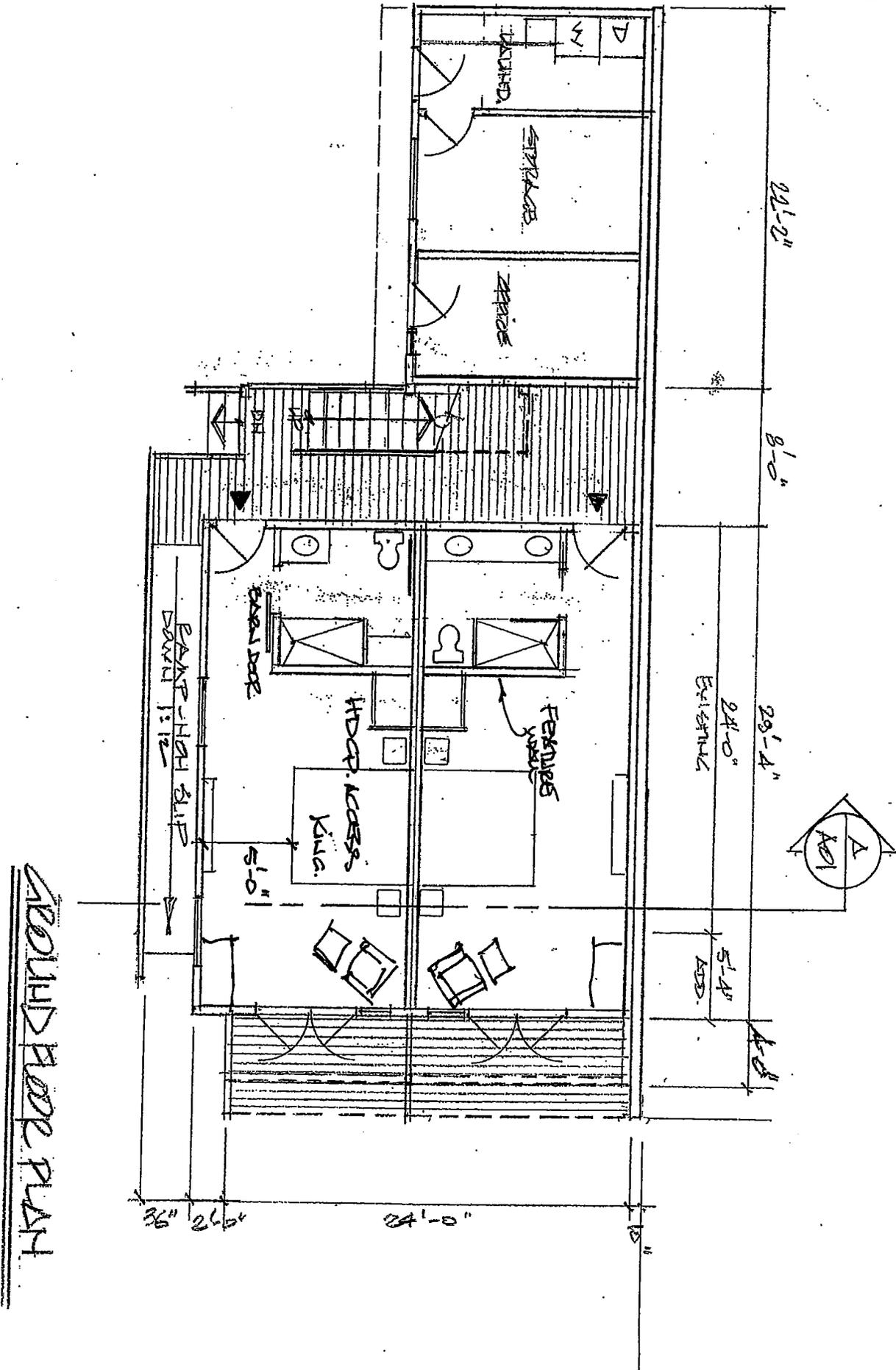
EXTERIOR FINISHES

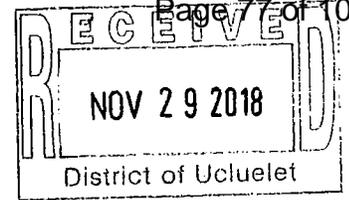
1. GRC STUCCO
2. HAZEL LAMINATED - HAZEL FINISH
3. STAINLESS STEEL - HAZEL FINISH
4. WOOD FINISH - HAZEL FINISH
5. STAINLESS STEEL

SECTION A



<p>Leith Anderson Architecture 1011 Esplanade Avenue, West Vancouver, B.C. V7T 1G2 T. 604-925-4383 F. 604-925-5709 a mail: leith@leithanderson.com Website: www.leithanderson.com</p>		<p>Proposed Renovations and Additions To 1714 Peninsula Road, Ucluelet, BC</p>	
<p>DATE: A.S. DRAWN: A.S. DATE: 10/16/16 CHECKED: A.S.</p>	<p>SCALE: A.S. TITLE: DEVELOPMENT PERMIT & DEVELOPMENT VARIANCE PERMIT; 1714 PENINSULA ROAD JO...</p>	<p>CONTRACT NO. PROJECT NO. SHEET NO.</p>	<p>DATE: 10/16/16 TIME: 10:00 AM</p>





Ucluelet District Office
PO Box 999, 200 Main Street
Ucluelet, BC
VOR 3A0

November 26, 2018

Attention: Ucluelet Mayor & District Council

RE: Development Permit for 1714 Peninsula Road, Pluvio Restaurant & Rooms

Dear Mayor Noel and Councillors,

I am delighted to provide a letter of support for the development application put forward by Warren Barr and Lily Verney-Downey in regard to improvements they wish to make to their newly acquired property located at 1714 Peninsula Road.

As we all know, Richard Norwood began a very successful restaurant which has become a landmark and destination in our community. While we wish Richard well as he embarks on his next chapter, it is exciting to see accomplished professionals purchase the property. It is even more gratifying that they want to build on the past success of Norwood's and take it a step further.

Having reviewed their plans as a real estate professional, I fully support their vision for the property.

Regards,

Judy Gray, CCIM - CRES

RE/MAX Mid-Island Realty
109-1917 Peninsula Road
PO Box 195, Ucluelet, BC VOR 3A0



Suite 103.1801 Bay Street . PO Box 195
Ucluelet . BC . Canada . VOR 3A0
e info@judygray.com w www.judygray.com

December 5th, 2018

Re: Letter of support for proposed development permit for 1714 Peninsula Road

Dear Mayor and Council,

I've had the good fortune to work alongside of Lily Verney-Downey and Warren Barr for many years at the Wickaninnish Inn. They've always had a very clear vision and goal of one day owning and operating their own restaurant and small Inn and have been committed to achieving this through hard work and determination. I'm truly excited that they've chosen Ucluelet as the place to invest in that lifelong dream. I know they are looking forward to becoming active and engaged members of our community while working hard to grow their new business.

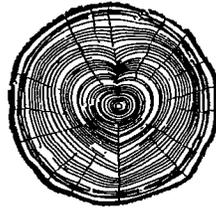
I would like to extend my support of the proposed development permit to be approved so they can expand the existing building to include guest suites. They have done a considerable amount of research and planning to minimize the impact on the neighbouring properties by adding on to the already existing garage and designing it in keeping with the existing building architecture and esthetics while adding infrastructure to ensure safety measures are in place for the neighboring property. I believe that after considering all other alternatives, this is the best and most viable option for this property and should be approved.

I think it's also important to note that Lily and Warren are not just making an investment in our community but that they will be making Ucluelet their home for many, many years to come. They are ready to do their part as members of our community and have a vested interest in making not just their business but the community as a whole the best that it can be. By supporting Lily and Warren by approving this development permit we are also investing in our future as a community and I am confident that investment will have a great return to benefit us all in the future.

Thank you,

Jeannette Garcia

929 Amphitrite Place



Heartwood Kitchen
food outfitter

Heartwood Kitchen
1682 Peninsula Road
Ucluelet, BC
V0R 3A0

December 2, 2018

RE: Permit application for 1714 Peninsula Road

Dear Ucluelet Mayor and Counsel,

This is a letter of support for the development permit application that has been submitted for 1714 Peninsula Road by Lily Verney-Downey and Warren Barr.

We at Heartwood kitchen are delighted that Lily and Warren are bringing their talents to Ucluelet, selecting to make Ucluelet the destination of this dream project affirms what we all already know about Ucluelet as our town continues to attract top talent. The restaurant and rooms concept in our opinion will add vibrancy to our neighborhood. We welcome the idea of visitors that are based in the core and retail and restaurants will all benefit from the increase in local visits.

Warren and Lily have personally and professionally engaged us with their plans and we support this application. Our team is excited to engage with our new neighbors and we know that the impact on community events & engagement will be well supported by Pluvio restaurant and rooms to the benefit of us all.

Regards,

Ian Riddick
Heartwood kitchen
feast@heartwoodfood.com
250.726.2200

250.266.2571 tofinosoapco@gmail.com 1333 Edwards Place Ucluelet, BC www.tofinsoapcompany.com

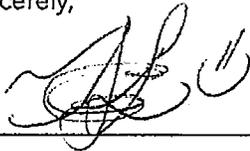
November 25, 2018

Dear Mayor and Council ,

It is with excitement that I am writing this letter in support of the improvements to 1714 Peninsula Road proposed by Warren Barr and Lily Verney-Downey. I have known Warren and Lily professionally for the better part of a decade, I believe their genuine community mindedness will be a welcome addition to Ucluelet.

I fully support the efforts put forth by Warren and Lily as they seek approval to bring their vision to fruition. I have absolute confidence that the proposed improvements will be an asset both aesthetically and economically to our thriving community.

Sincerely,



Angela-Mare L'Heureux

Tofino Soap Company

Dec 1, 2018

Shawna Flynn

[REDACTED]
[REDACTED]
Ucluelet BC
V0R 3A0
[REDACTED]

Dear,
Ucluelet Mayor and Council,

I am writing in support of Warren Barr and Lily Verney-Downey's proposal for a well thought out design and drastic upgrade to the existing buildings and property at 1714 Peninsula Rd.

When I heard that Richard Norwood was moving on from the coast and Norwoods restaurant was for sale I was very concerned that our only fine dining restaurant in Ucluelet would be no longer as it is hard to replace the Norwoods team's talent and commitment to good food and wine. When mutual friends told me the news that Warren and Lily had purchased the property I was deeply relieved and excited that they would without a doubt uphold the high standards of fine dining and breath new life into the property and buildings that are located in the center of town.

As a long time fine dining lover, house painting company owner that has been in the building industry on the coast for 13 years and educated in organic landscape design I know what this project will take to execute for Lily and Warren and I am confident that they will make it happen.

This new venture for her and Warren has been a dream of theirs for a long time and they have worked very hard in the industry on the coast with great success.

I'm super thrilled to have these two friends of mine join our community and bring incredible talent, passion and experience with them.

This proposal of fine dining experience with accommodation will enrich our tourism industry the economic growth or our community and benefit locals for our often craved fine dining options.

I would implore you to accept this proposal.

Shawna Flynn

November 27, 2018

Dear Mayor, council, neighbours and friends

I would like to submit this letter of support for Warren and Lily and their development permit application for 1714 Peninsula road in Ucluelet.

Having lived and worked in this community for almost 20 years and being a business owner for most of that time, I cannot think of two better people to take over and make improvements to the above-mentioned property and business. During the time I have known them, Warren and Lily have seemed very community oriented as well as forward thinking and environmentally aware. I have read over the letter they have sent to mayor and council and am 100% behind their application.

Richard Norwood

Chef/owner of Norwoods Restaurant.

CS-2 Zone - SERVICE COMMERCIAL

This Zone is intended for convenient shopping opportunities for those travelling in vehicles and those commercial uses which, due to their service nature, may require larger lot areas. Vibrancy is added with mixed uses including residential and tourist commercial accommodation.

CS-2.1 Permitted Uses:

CS-2.1.1 The following uses are permitted, but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

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

CS-2.1.2 For Peninsula Road and Main Street, and for properties fronting either, *Mobile Vending* is also a *principal permitted use*.

CS-2.2 Lot Regulations

CS-2.2.1 Minimum Lot Size:

~~(October 2017)~~

- (1) Hotel: 1,000 m² (¼ acre)
 - (2) Motel: 1,000 m² (¼ acre)
 - (3) All other uses: 800 m² (8,600 ft²)
- CS-2.2.2 Minimum Lot Frontage: 15 m (50 ft)
 - CS-2.2.3 Minimum Lot Width: N/A
 - CS-2.2.4 Minimum Lot Depth: N/A

CS-2.3 Density:

CS-2.3.1 Maximum Number

- (1) Mixed Commercial/Residential: 4 residential dwelling units per 1,000 m² (¼ acre) lot area
- (2) Accessory Residential Dwelling Unit: 1 per 250 m² (2,700 ft²) non-residential gross floor area

- CS-2.3.2 Maximum Floor Area Ratio: 0.60
- CS-2.3.3 Maximum Lot Coverage: 50%

CS-2.4 Maximum Size (Gross Floor Area):

CS-2.4.1 Principal Building:

- (1) Restaurant: 40 seats or 167 m² (1,800 ft²)
- (2) Other: N/A

CS-2.4.2 Accessory Buildings: N/A

CS-2.4.3 Despite any other section of this Bylaw, an *Accessory Residential Dwelling Unit* in this Zone must not be less than 42 m² (450 ft²) gross floor area and must not exceed 90 m² (970 ft²).

CS-2.5 Maximum Height:

- CS-2.5.1 Principal Buildings & Structures: 8.5 m (28 ft) or 2 ½ storey
- CS-2.5.2 Accessory Buildings & Structures: 5.5 m (18 ft)



STAFF REPORT TO COUNCIL

Council Meeting: December 11, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FOLIO NO: 114.812 **FILE NO:** 3360-20-RZ18-04

SUBJECT: ZONING BYLAW AMENDMENT APPLICATION (506 MARINE DRIVE)

REPORT NO: 18-126

ATTACHMENT(S): APPENDIX A –APPLICATION
APPENDIX B – JANUARY 23RD, 2018, STAFF REPORT

RECOMMENDATION:

1. **THAT** Council direct staff to prepare a Zoning Amendment Bylaw to remove the standalone Vacation Rental of an entire single-family dwelling from the permitted uses under the Vacation Rental (VR-2) regulations.; and,
2. **THAT** Council direct staff whether to prepare a site-specific Zoning Amendment Bylaw to permit the short-term rental of the main house on the property at 506 Marine Drive under the amended Vacation Rental (VR-2) regulations.

PURPOSE:

To provide Council with information on an application to amend Zoning Bylaw No. 1160, 2013, (the “**Zoning Bylaw**”) to change the regulations for the Vacation Rental (VR-2) use to allow the principal dwelling unit (i.e., the main house) of a Single Family Dwelling (**SFD**) to be rented as short term rental (**STR**) contingent on a secondary suite or carriage house on the property being occupied by a full-time and present resident. It is also requested that the amended VR-2 use then be permitted on Lot 2, District Lot 281, Clayoquot District Plan VIP80321, 506 Marine Drive (the **Subject Property**”). See Figure 1 below:

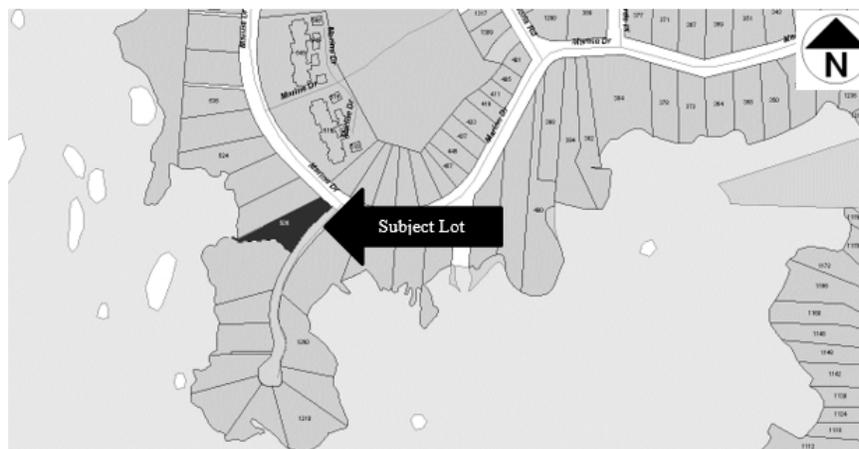


Figure 1 – Subject Property

BACKGROUND:

On January 23rd, 2018, Council was requested to approve an amendment to Zoning Bylaw No.1160, 2013 (the “Zoning Bylaw”) that would have applied the unamended VR-2 use on the subject property. Staff recommended that request not proceed. The following is the summary from the January 23rd report:

“The subject property has an existing built form which includes a secondary suite, which retains a residential component on the property. This proposal would offer something unique to Ucluelet’s visitor accommodation sector. Planning Staff also consider that, given the location, this proposal would likely result in minimal impact to the neighborhood. That being said, the current lack of long-term housing availability, the Short-Term Rental (STR) strategy currently being implemented, and the current bylaw enforcement of illegal VR-2 type STR’s (entire homes) are important elements of the current context to the request to rezone this property. The historical context where the VR-2 use was considered by Council and subsequently removed is also an important element to consider. Given the current housing challenges, from a community perspective the subject lot is currently in the optimum housing form as a Single-Family Dwelling with Secondary Suite and therefore staff recommend that this application not proceed at this time.

Should Council support the application proceeding at this time, staff recommend that the zoning amendment bylaw include a clause to remove the use of a standalone single-family dwelling as a short-term vacation rental within the VR-2 designation.

The role and impact of vacation rentals is very much a current and evolving issue within the community of Ucluelet. As noted below, a further option is to table this application until the District’s housing policies have perhaps been clarified as the current OCP review and Short-Term Rental Strategy progress further.”

After consideration at the January 23rd meeting, Council determined the application would not proceed. The January 23rd, 2018, report is attached in its entirety (**see Appendix B**) and provides important context for this application. The applicant reapplied on May 31st, 2018, to again rezone their property to VR-2 but with the difference that they are now proposing that the VR-2 zone be modified to remove the allowance for a VR-2 zoned property to be a 100% short-term rental.

DISCUSSION:

Modification of the VR-2 Use

The applicant is requesting that a modified version of VR-2 be applied to their property with amendments aimed at removing the standalone STR. The following are the possible configurations to Vacation Rental (VR-2) as written with Single Family Dwelling indicated as SFD, Secondary Suite indicated as SS and Vacation rental indicated as VR:

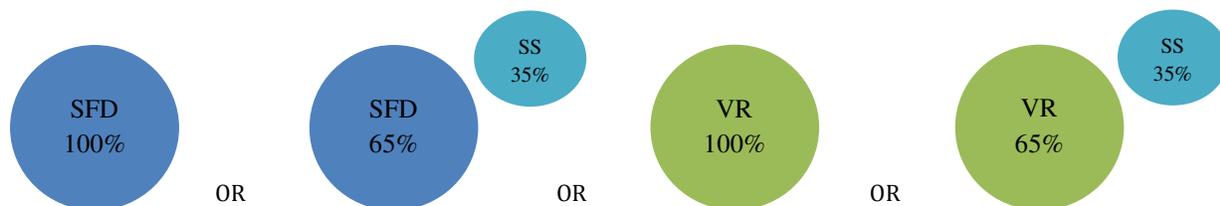


Figure 2 - Bubble Diagram for permitted uses under current VR-2

As indicated above, the VR-2 use allows for a SFD, a SFD with a SS (if a SS is allowed in the zone), a standalone VR in the entire house or a standalone VR in the entire house along with a long-term resident in a secondary suite. It is important to note that under this designation both SFD and SS require a full time and permanent resident while VR does not.

The applicant is proposing to remove the standalone whole-house VR use so that the allowable use configurations would be as follows:

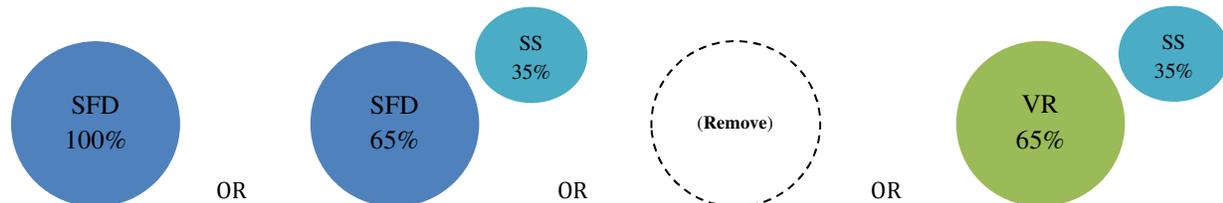


Figure 3 - Bubble Diagram for proposed uses under VR-2

The proposed change reduces what Staff consider the most negative element of the current VR-2: the short-term rental of a whole house. In the past, Vacation Rentals and Bed and Breakfasts (**B&B**) have been introduced into the Ucluelet residential zones as a way of helping with the mortgage or as a modest supplemental income. With the advent of online bookings and rental management these types of STR are becoming more lucrative and prevalent – and with that success the community is experiencing side effects such as:

- VR units that were being used for residential are now being used for STR;
- Secondary suites are being modified to fit the definition of B&B and these important residential units are being removed from residential use and put in the STR market;
- Upward pressure on home prices because of the income generated from a successful B&B or VR;
- Conflict with the purely residential uses within the immediate neighbourhood.

There are currently no active or lawfully non-conforming VR-2 uses in Ucluelet, but VR-2 uses have been contemplated for future development in the zoning bylaw for both the CD-5 and CD-6 zones (the previous zoning designations applied to areas of the Weyerhaeuser and Onni lands). The specific lots for these potential VR-1's and VR-2's do not yet exist, but currently the zoning would permit these vacation rental uses on lots in future subdivisions within the CD-5 and CD-6 zones.

As indicated in the January 23rd staff report, Staff support the removal of the stand-alone whole house VR use within the VR-2 zone. Keeping any VR rental tied to having a permanent resident on site in a secondary suite would maintain a component of long-term housing and keep a degree of oversight on the property when guests are occupying the main dwelling.

Applying the Modified VR-2 use to the property at 506 Marine Drive

The modified VR-2 would reduce the impact compared to the current VR-2 use. As mentioned in the January 23rd staff report, the subject property would offer a unique setting for a VR and vacation stays in the large high-end home would be unique in the market. The neighbourhood already has a large presence of STR type accommodation and this added use would have a minor affect to the identity of area. However, Staff must recognize the housing issues presently facing the community and cannot support any rezoning that would shift a property to have more commercial potential.

The applicant has stated that the house would only be rented as a VR when the owner would be on holidays, and that the suite on site would be occupied year-round. In this scenario there is little impact to the property's residential use. Zoning designations remain in place beyond current ownership, however, and decisions on land use should therefore consider the long-term community impacts. Should the requested zoning amendment be approved, the applicant or the next owner of the property could decide to not live on site and rent the home year-round as a STR. Even though the house is at the higher end of the housing spectrum, this would represent a loss of a residential unit within the overall housing supply in Ucluelet.

Staff consider the further commercialization and loss of residential uses within Ucluelet's existing neighbourhoods to be a real and pressing problem, and therefore have difficulty in supporting any application which moves in that direction.

ZONING:

The proposed building size and configuration is not proposed to change therefore setbacks, height and density requirements would not be affected. The parking requirement for the unit will also stay the same. Should Council support the current request amendment, staff will prepare a Zoning Amendment Bylaw and provide a future staff report describing the details of how the changes would apply to this and potentially other properties.

Note the applicant is requesting that Carriage House be added to the list of permitted uses on their property to address the non-conforming construction of their secondary suite. Staff consider this unnecessary, as the suite was constructed under a valid building permit at the time. The addition of cottage or carriage house accessory dwelling units within residential zones is an issue which will be addressed separately in the near future.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Should the application proceed, staff time will be required to prepare and process this Zoning Bylaw Amendment including giving notice of a Public Hearing. Staff suggest that there is an element of housekeeping to remove the standalone vacation rental from the VR-2 use in the Zoning bylaw, which should proceed whether or not the current application is advanced by Council.

FINANCIAL IMPACTS:

There may be a change to how the assessment class affecting the taxation for a property whose zoning designation allows a principal commercial use. Exactly how the BC Assessment Authority would treat the proposed uses is not clear – staff have sought clarification on this point and consider this to be an important consideration if zoning changes were to be applied broadly. Staff hope to have further detail to provide when bringing forward bylaw amendments in the future.

SUMMARY:

The proposed zoning amendment for 506 Marine Drive would, in isolation, likely have little impact on the character or function of the neighbourhood. The change to the permitted use of the property would have some impact on the property's value and could have an incremental effect on the overall community housing supply. Council could consider directing staff to prepare a zoning

amendment bylaw for the current application; if so directed, this would include holding a future public hearing to seek community input on the proposed zoning change.

In the larger community context, Council has already directed that staff bring forward options for possible amendment to residential zoning to better suit the needs of the community (e.g., supply and affordability), including the balance of residential uses among various forms of vacation rentals. A housekeeping zoning amendment to remove the standalone vacation rental from VR-2 is suggested by staff, and would be one small improvement to the housing regulations in the zoning bylaw. At the same time, Council should be aware that staff are also working on a current joint application from a number of property owners seeking changes to the VR-1 zoning regulations; that application engages similar issues to this application for VR-2 and could be brought forward at the time bylaw amendments are presented to Council to enable a comprehensive discussion of the details and the expected community impacts.

OPTIONS REVIEW:

1. **THAT** Council direct staff to prepare a Zoning Amendment Bylaw to remove standalone Vacation Rental of an entire single-family dwelling as a permitted use under the Vacation Rental (VR-2) regulations.; and,
(Recommended)
2. **THAT** Council direct staff whether to prepare a site-specific Zoning Amendment Bylaw to permit the short-term rental of the main house on the property at 506 Marine Drive under the amended Vacation Rental (VR-2) regulations.
(Recommended)
3. THAT Council defer the current request, and seek further information from the applicant;
or,
4. THAT Council reject the requested zoning amendment at this time.

Respectfully submitted: John Towgood, Planner 1
Bruce Greig, Manager of Planning
Mark Boysen, Chief Administrative Officer

Appendix A

May 30, 2018

To Mayor and Council & Planning

Hand delivered

RE: rezoning application for 506 Marine Drive to VR2 – vacation rental- amended as below.

To whom it may concern,

We are wishing to apply for a varied version of the VR2 zoning. We rent our secondary suite (carriage house) on a full-time basis and are happy to continue doing so. We are finding the costs of maintaining our home more and more cumbersome as we age.

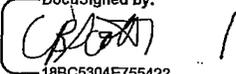
We currently pay \$1000.00 per month for property taxes and \$500.00 per month for insurance and wish to travel more as we get on in life. Carl will be 72 and Judy will be 60. We love our home and enjoy having large family gatherings. If we were able to offer our home for rental while we travel then we would be better able to afford to keep our place and work less. We do not want to sell our home.

As a growing tourist community there is more need for this type of occasional accommodation. We have been living with two homes with similar grandfathered zoning and the Ridge complex across the street for the past ten years. We have not had any reason to complain about noise or nuisance and do not believe the occasional rental of our home will be of any nuisance. This neighbourhood is mixed already, and we very much enjoy living here with this mix.

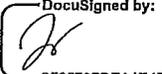
We have worked with staff after our previous failed application to amend the VR2 zone to see if it would fit better in the community. Our request is to take the current VR2 zone, remove all references to VR 100% without the need for a permanent full time resident and add a new category "CH – Carriage House" so that a full-time occupant must be onsite in either a secondary suite or a carriage house. With the last revision of the zoning by-law our secondary suite no longer conforms and is now considered a carriage house. This would bring our home into conformity and allow for the occasional nightly rental in the main house.

We thank-you for consideration of our application.

Best to you,

DocuSigned by:

18BC5304E755422...

Carl Scott

DocuSigned by:

259572FDEA1E4B5...

Judy Gray



STAFF REPORT TO COUNCIL

Council Meeting: January 23rd, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

From: John Towgood, Planner 1 **Ref No:** RZ17-08 **Folio No:** 114.812 **File No:** 3360-20
Report No: 18-XX
Subject: Application to amend Zoning Bylaw No. 1160, 2013, to change the principal use on the property at 506 Marine Drive from Single Family Dwelling to Vacation Rental (VR-2).
ATTACHMENT(S): APPENDIX A –APPLICATION

RECOMMENDATION:

1. **THAT** the request to Amend Zoning Bylaw No. 1160, 2013 to change the principal use on Lot 2, Plan VIP80321, District 09 (506 Marine Drive) from Single Family Dwelling to Vacation Rental VR-2 not be approved at this time.

PURPOSE:

To provide Council with information on an application to amend Zoning Bylaw No 1160, 2013 (the “**Zoning Bylaw**”), to change the principal use on Lot 2, Plan VIP80321, District 09, 506 Marine Drive (the “**Subject Lot**”) from Single Family Dwelling to Vacation Rental VR-2.

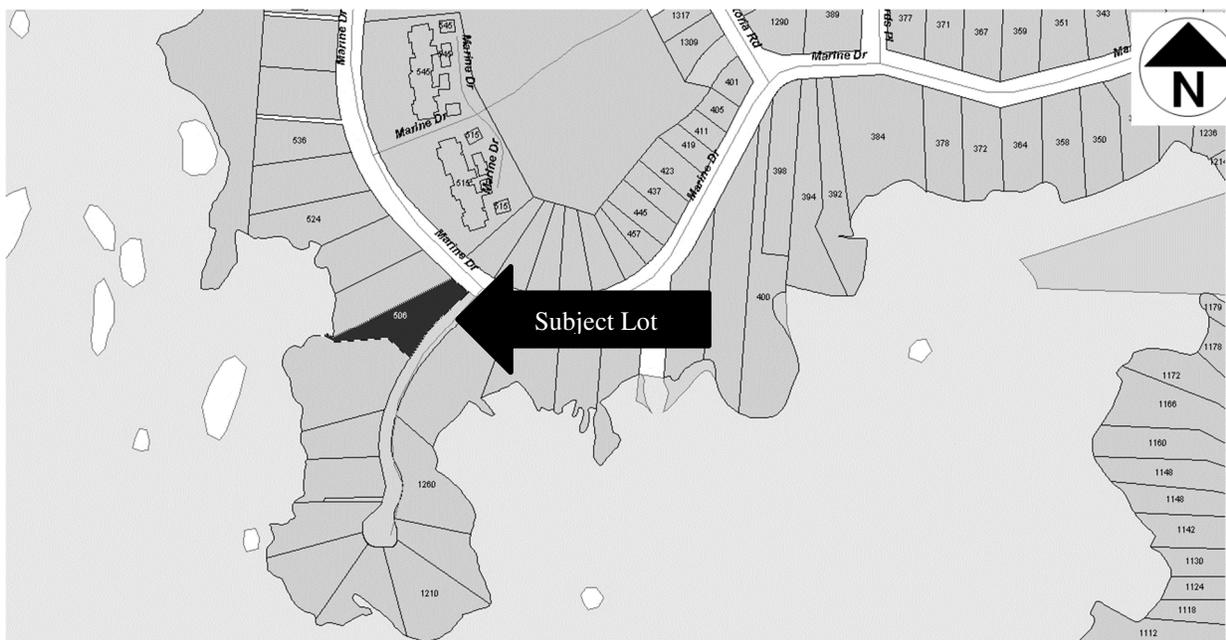


Figure 1 - Subject Lot.

BACKGROUND:

An application has been received to amend Zoning Bylaw No 1160, 2013 (the "Zoning Bylaw"), to change the principal use on the subject lot from *Single Family Dwelling* to *Vacation Rental VR-2*.

The Subject Property

The subject property has the CD-2A.1.1 zoning designation, which currently lists *single family dwelling* as the principal use. The subject lot was created on the 24th of January 2006 and the Single Family Dwelling (**SFD**) and secondary suite (**SS**) on the subject property were given occupancy on March 6th, 2008.



Figure 2 – Street Scape

The Zoning Bylaw

The **Vacation Rental** use was introduced to the zoning bylaw and later modified by the following amending bylaws:

Bylaw 926, January 2004

Bylaw 926 created a new vacation rental use defined as "C-VR" with a specific zone being created as the "C-VR Zone". The C-VR use was also permitted in the following zones CS-1, CS-2, and CS-3. The C-VR zone was not well defined or understood and this zoning format for vacation rentals only lasted 4 months before it was replaced.

Bylaw 941, April 2004

Bylaw 941 removed the C-VR definition and zone and separated the vacation rental use into two separate uses as VR-1 and VR-2. These uses were each given specific zones and defined as follows:

"Vacation Rental" means the use of a single family dwelling for either (1) fully contained suite and (2) B&B rooms or (2) fully contained suites and (1) B&B room. In no case shall there exist more than three units in a single family dwelling.

- (a) *Within the VR-1 zone, the suite(s) and/or B&B rooms may be used for tourist accommodation on a nightly, weekly, or monthly basis when the long-term tenant lessee or owner or an adult member of that person's family is present and residing in the dwelling on a full-time basis.*
- (b) *Within the VR-2 zone, the suite(s) and/or B&B rooms may be used for tourist accommodation on a nightly, weekly, or monthly without the existence of a long-term tenant lessee or owner or an adult member of that person's family.*

Note that the VR-1 description above indicates that *suite(s)* may be used for tourist accommodation only when the long-term resident is present and residing in the dwelling on a full-time basis and that the VR-2 description above indicates that *suite(s)* may be used for tourist accommodation without the existence of a long-term resident present and residing in the dwelling.

In the period of time while this definition and zoning were active after Bylaw 941 was passed, 15 properties were rezoned to VR-1 and one property was rezoned to VR-2. From the business license records, there is no indication that the one property zoned to allow a VR-2 use has operated as a VR-2. From the information gathered for this report there appear to be no active or lawfully non-conforming VR-2 uses in Ucluelet.

Bylaw 1053, April 2007

Bylaw 1053 was the result of community engagement on the vacation rental strategy at the time, and reworked the zoning format. The highlights of this bylaw are as follows:

- Removed the VR-2 zone;
- Deleted VR-1 and VR-2 uses from the CS-1, CS-2, and CS-3 zones;
- Rezoned the single VR-2 zoned property to VR-1; and,
- Further defined “vacation rental” closer to what it is currently in the Zoning Bylaw.

The report presented with the introduction of Bylaw 1053 indicated that Council was interested in creating a moratorium on VR-2 uses, and that the definitions for both VR-1 and VR-2 were being reviewed and updated to create a clearer picture of what these designations exactly allowed.

Current Zoning Bylaw

The vacation rental definition of VR-1 and VR-2 have been tweaked by various amending bylaws since Bylaw 1053. The Current *Vacation Rental VR-2* use is defined in the Zoning Bylaw, which reads as follows:

“Vacation Rental” means the use of an otherwise residential dwelling unit for commercial tourist accommodation, provided in accordance with Section 406 of this Bylaw;

With Section 406 being defined as follows:

“406 VACATION RENTALS

406.1 Where a Zone specifically includes Vacation Rental (VR-1) or Vacation Rental (VR-2) as a permitted use, all the following conditions must be satisfied for the establishment and continued use and operation of the vacation rental:

- (1) The “VR-1” designation restricts the commercial tourist accommodation as:*

- (a) accessory to a permanent residential use and administered by the full-time and present resident occupying at least sixty percent (60%) of the principal building;
- (b) occupying a maximum of two (2) secondary suites; and
- (c) occupying a maximum of forty percent (40%) of the principal building on the lot, and no part of an accessory building or structure.

(2) The "VR-2" designation permits the commercial tourist accommodation to be either an accessory use or a principal use, as follows:

- (a) If accessory, the VR-1 provisions of section 406.1(1) apply fully; and
- (b) If principal,
 - i. only one dwelling unit per lot that is not a secondary suite may be used for commercial tourist accommodation;
 - ii. a secondary suite, if present, must only be used for residential use.

(3) A Vacation Rental must not be located within a building or on a lot that includes a Daycare Centre or other Community Care Facility.

406.2 For greater certainty, notwithstanding other provisions of this Bylaw:

- (1) VR-1 uses are permitted within single family dwellings and duplexes (including their secondary suites), but are not permitted in multiple family residential buildings;
- (2) VR-2 uses are permitted within single family dwellings only, but are not permitted in duplexes, or multiple family residential buildings, or the secondary suite(s) of a single-family dwelling; and
- (3) Bed and Breakfasts, Guest Houses, Guest Cottages, Guest Rooms, Hostels, Hotels, Motels, Mixed Commercial/Residential, and Resort Condo are, or may include, other commercial tourist accommodation and are regulated separately under this Bylaw.

406.3 A valid District of Ucluelet Business License is required in order to register a vacation rental.

406.4 Off-street parking must be provided in accordance with Division 500."

Both Vacation Rental (VR-1) and Vacation Rental (VR-2) uses have been contemplated for future development in the zoning bylaw in both the CD-5 and CD-6 zones. The specific lots for these potential VR-1's and VR-2's have not been created yet, but the zoning would permit these vacation rental uses on lots in future subdivisions within the CD-5 and CD-6 zones.

Short Term Rentals

Council directed Staff in 2016/2017 to review and develop a strategy for achieving bylaw compliance among illegal Short-Term Rentals (**STR**). Additional resources were added to increase bylaw investigation and enforcement in this area. This effort has revealed many instances where entire homes were being rented out as STR's, contrary to the Zoning Bylaw. Staff have been contacting these owners to relay that they are in contravention of the Ucluelet Zoning Bylaw and Business Bylaw. These illegal STR's have developed from many origins or situations. Some of the examples or shades of this STR rental model are as follows:

- An owner is living in the suite and renting out the house;
- An owner is renting the home out on weekends while living in the home weekdays;
- An owner is renting the home while working out of the community and living in the home while not working;

- An owner is spending summer living in the home and renting it over the winter while traveling; and,
- An owner of multiple homes is renting these homes as STR's without spending any substantial time in Ucluelet.

DISCUSSION:

STR's are prevalent in most of Ucluelet's residential neighborhoods. They may allow homeowners to offset their mortgages and may offer a unique accommodation option for visitors. They may increase property values and encourage land development. STR's in residential neighborhoods are not without drawbacks as the vacationing occupants of STR's can cause noise and other disturbances. The addition of a STR in the zoning of a property can add value to the land, which is a positive for the current land owner, but can also make the property less affordable.

Forms of Short Term Rentals

There are various forms of STR's in residential settings. There is a Bed and Breakfast, Guest House, Vacation Rental (VR-1) and Vacation Rental (VR-2). The applicant is requesting Vacation Rental (VR-2) which allows the following SFD, VR and Secondary Suite (SS) configurations:

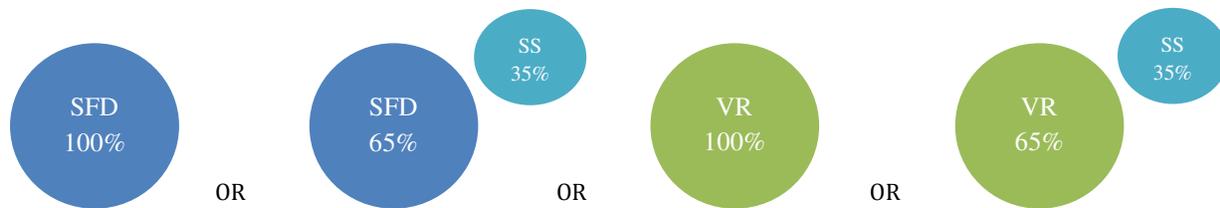


Figure 3 - Bubble Diagram for permitted uses under VR-2

As indicated above, a VR-2 can be used as a SFD, a SFD with a SS (if a SS is allowed in the zone), a standalone VR in the entire house or a standalone VR in the entire house with a secondary suite. It is important to note that under this designation both SFD and SS require a full time and permanent resident while VR does not. For contrast the following are the possible configurations for VR-1 use:

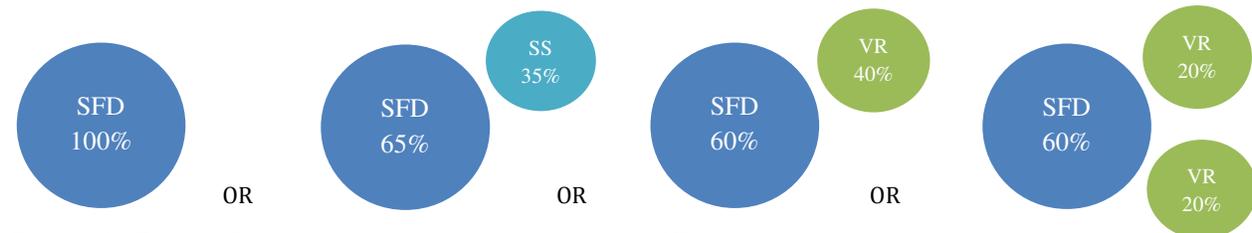


Figure 4 - Bubble Diagram for permitted uses under VR-1

Here it is important to note that at no time is the vacation rental use allowed without a full-time resident within the SFD.

The property's current zoning allows the following:

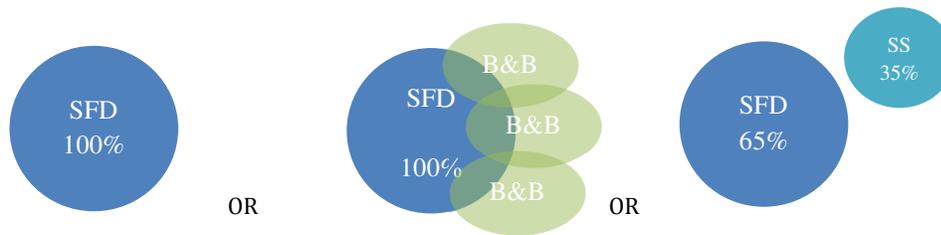


Figure 4 – Bubble Diagram for permitted uses under CD-2A.1

The subject lot is currently built out as a SFD with SS. A secondary suite (housing a long-term tenant) can be considered to have a relatively low impact to the neighborhood whereas a VR-1, with two suites, or a standalone VR-2, could be expected to have a higher impact. A VR-2 use with no permanent residential component would have the biggest impact to the neighborhood as there would be no responsible person present on the property who could be expected to control any noise or disturbance arising from the STR use.

The subject property is already developed with a SFD and a SS and the applicant has stated that they will only rent out the SFD when they travel, and will continue to offer the SS as a full-time rental. It is important to consider that the SS is built and exists as long-term rental accommodation, making it unlikely that there will be no full time residential component on the property if the applicant is successful with this rezoning. This larger waterfront SFD would offer something unique to the accommodation sector and it is not a housing form within Ucluelet's housing inventory which is commonly seen as a legal short-term rental.

VR-2 Zone

Elements of the VR-2 are comparable to VR-1 in many ways. The VR-1 use allows for two suites at 20% of building area (40% of SFD) whereas the VR-2 use can have 65% of the SFD as VR with a possible 35% SS. The difference to the to the community between a single group renting 65% of a SFD vs two groups renting two suites, at 20% each, of a SFD is negligible. The difference between the residential component at 65% of the home in a VR-2 use vs 35% of the SFD as a SS is again negligible. The community is currently in the need of Staff type housing and the smaller space of the SS may be more in line with what the community needs. The element of the VR-2 zone that has the most negative impact with the least benefit would be standalone vacation rental use with no full time residential component. This element could lead to empty streets and uncontrolled commercial use in a residential context. If Council was to support this application Planning Staff would strongly suggest that Council consider removing the standalone vacation rental use of a single-family home as an allowable use moving forward.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Should the application proceed, staff time will be required to prepare and process this Zoning Bylaw Amendment including giving notice of a Public Hearing.

FINANCIAL IMPACTS:

There is no direct financial impact to District operations as a result of this zoning amendment. It should be noted that as with other Bed and Breakfasts and Vacation Rentals with less than 4 units, the subject property as a VR-2 would not be required to pay into the 2% Municipal and Regional District Tax (MRDT). An indirect impact of adding the VR use to this or other properties could be the further inflation of property values.

POLICY OR LEGISLATIVE IMPACT:

The area including the subject property is designated within the Official Community Plan (the “OCP”) proposed land use map as Comprehensive Development (**CD**) which contemplates components of Vacation Rental uses and as such this application could be considered consistent with the OCP.

SUMMARY:

The subject property has an existing built form which includes a secondary suite, which retains a residential component on the property. This proposal would offer something unique to Ucluelet’s visitor accommodation sector. Planning Staff also consider that, given the location, this proposal would likely result in minimal impact to the neighborhood. That being said, the current lack of long-term housing availability, the STR strategy currently being implemented, and the current bylaw enforcement of illegal VR-2 type STR’s (entire homes) are important elements of the current context to the request to rezone this property. The historical context where the VR-2 use was considered by Council and subsequently removed is also an important element to consider. Given the current housing challenges, from a community perspective the subject lot is currently in the optimum housing form as a SFD with SS and therefore staff recommend that this application not proceed at this time.

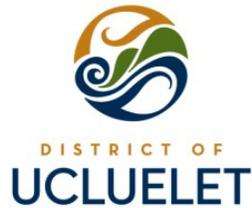
Should Council support the application proceeding at this time, staff recommend that the zoning amendment bylaw include a clause to remove the use of a standalone single-family dwelling as a short-term vacation rental within the VR-2 designation.

The role and impact of vacation rentals is very much a current and evolving issue within the community of Ucluelet. As noted below, a further option is to table this application until the District’s housing policies have perhaps been clarified as the current OCP review and Short Term Rental Strategy progress further.

OPTIONS REVIEW:

1. That the request to Amend Zoning Bylaw No. 1160, 2013 to change the principle use on Lot 2, Plan VIP80321, District 09 (506 Marine Drive) from Single Family Dwelling to Vacation Rental VR-2 not proceed further. (**Recommended**);
2. That Staff be directed to prepare a bylaw amendment which, if adopted, would achieve the requested designation of Vacation Rental VR-2 as a principal use on the subject property and remove the standalone vacation rental use from the zoning bylaw;
3. That Staff be directed to prepare a bylaw amendment which, if adopted, would achieve the requested designation of Vacation Rental VR-2 as a principal use on the subject property;
4. That Council table the current request to seek further information from the applicant; or,
5. That Council table the current request until such time as the Short Term Rental strategy and/or review of District housing policies results in a clear direction on stand-alone STR’s in single family neighbourhoods.

Respectfully submitted: John Towgood, Planner 1
Bruce Greig, Manager of Planning
Mark Boysen, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: December 11, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

FILE NO: 3360-20-RZ18-06

SUBJECT: THIRD READING OF ZONING AMENDMENT BYLAW NO. 1239, 2018
(167 CEDAR ROAD)

REPORT NO: 18-127

ATTACHMENTS: APPENDIX A – EXCERPT FROM NOVEMBER 13, 2018, COUNCIL MEETING
APPENDIX B – ZONING BYLAW AMENDMENT BYLAW NO. 1239, 2018

RECOMMENDATION:

1. **THAT** District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1239, 2018, be given third reading.

PURPOSE:

The purpose of this report is to advance Bylaw No. 1239, 2018, to third reading. The Bylaw received first and second reading at the regular meeting of Council on November 13, 2018, and was the subject of a Public Hearing on December 11, 2018. Upon closure of the Public Hearing, Council is in a position to consider third reading of the bylaw.

OPTIONS REVIEW:

1. THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1239, 2018, be given third reading. (**Recommended**)
2. THAT Council defer the reading of District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1239, 2018, to a future date to be identified.
3. THAT Council abandon District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1239, 2018.

Respectfully submitted: Bruce Greig, Manager of Community Planning
Marlene Lagoa, Deputy Municipal Clerk
Mark Boysen, Chief Administrative Officer

DISTRICT OF UCLUELET

Zoning Bylaw Amendment Bylaw No. 1239, 2018 (1672 Cedar Road)

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

WHEREAS the District of Ucluelet Council by Bylaw No. 1160 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. That Section CS-1.1.3 of Zoning Bylaw 1160, 2013 (the “Zoning Bylaw”) be amended by deleting and replacing this text such that this section reads as follows:

“CS-1.1.3 On the following properties, residential use is also permitted on the first storey provided the building or part thereof also contains commercial use(s) otherwise permitted in this Zone in accordance with the condition so noted below:

(1) PID 007-073-267 Lot 9, District Lot 282, Clayoquot District, Plan 1686 [286 Main Street], the exclusively commercial use on the majority of that first storey and fully occupying the front of the building.

(2) PID 005-117-861 Lot 13, District Lot 282, Clayoquot District, Plan 11055 [1766 Cypress Road], the exclusively commercial use measuring an area not less than 9.7 m² (11 ‘ x 9.5’) at the front of the building.

(3) PID 006-167-926 Lot D, District Lot 282, Clayoquot District Plan VIP4011 [1672 Cedar Road], the exclusively commercial use measuring an area not less than 28m² (15 ‘ x 20’) on the first storey at the front of the building.

2. This bylaw may be cited for all purposes as the “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1239, 2018.

READ A FIRST TIME this **13th** day of **November, 2018**.

READ A SECOND TIME this **13th** day of **November, 2018**.

PUBLIC HEARING held this day of , **2018**.

READ A THIRD TIME this day of , **2018**.

ADOPTED this day of , **2018**.

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1239, 2018.”

Mayco Noël

Mayor

Mark Boysen

Corporate Officer

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

Mark Boysen

Corporate Officer