



REGULAR MEETING OF COUNCIL
Tuesday, November 10, 2020 @ 3:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

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1.	CALL TO ORDER	
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3.	NOTICE OF VIDEO RECORDING	
	Audience members and delegates are advised that this meeting is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.	
4.	ADDITIONS TO AGENDA	
5.	APPROVAL OF AGENDA	
6.	UNFINISHED BUSINESS	
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DISTRICT OF UCLUELET

Request to Appear as a Delegation

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

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

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

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

Requested Council Meeting Date: November 10th

Organization Name: Surfrider Foundation

Name of person(s) to make presentation: Michelle Hall

Topic: Circular Tourism

Purpose of Presentation: * Information only

Requesting a letter of support

* Other (provide details below)

Please describe: My research was written as part of my environmental master's program with Royal Roads University using my extensive experience working for Surfrider Foundation. I develop on upstream solutions for waste management, collaborate with stakeholders to prevent plastic pollution downstream and develop educational programs that focus on ocean conservation and coastline protection. I'm dedicated to my work with Surfrider as well as being part of a community who benefits from having a business in tourism. My objective is to understand opportunities to reform tourism using a circular economy approach.

My research questions focus on identifying key resources for recovery and understanding how stakeholder synergies can develop circular economy (CE) principles for circular tourism.

Which CE principles could reform tourism to sustainability?

What are the key resources that could be recovered for a CE in tourism?

Why is stakeholder synergy imperative in a CE?

I conducted a literature review on the topic including real-world examples of destinations using the circular economy model as a tool for sustainability. It is incredible what is happening

globally for circular tourism! Using Tofino as a case study, and research from DoT, ACRD, CBT, Tourism Tofino and Surfrider I put together recommendations for a transition that can develop into a roadmap for tourism communities to follow.

I am excited to discuss this more with you all and invite you to ask any questions. I have presented to the ACRD (Councillor Cole was a participant and recommended I formally request to present to DoU). I will be facilitating with the CBT for the LVI alumni discussion on regenerative tourism, as well as presenting at VIU to the BA sustainable tourism cohort. There is so much talk of building back better for tourism, and I believe there are many opportunities to do that sustainably, equitably and regenerate socioecological systems for Tofino and the region. The circular economy is a journey and that will keep evolving with many stakeholders collaborating for systemic change

Contact person (if different from above):

Telephone Number and Email: mhall@canada.surfrider.org / 250 522 0142

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.



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

October 30, 2020

Mayor Mayco Noel
District of Ucluelet
PO Box 999, 200 Main Street
Ucluelet, BC V0R 3A0
Original sent: mnoel@ucluelet.ca

Dear Mayor Noel,

Re: Appointment to the 2021 Vancouver Island Regional Library Board

It is time to consider your 2021 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

In appointing your representative, the *Library Act* (August 12, 2020), section 17 (2) states:

“All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board.”

The term of office is January 1 to December 31. Reappointment of sitting members is encouraged for continuity, with no more than 8 consecutive years served.

The *Library Act*, section 55, reimbursement of expenses states: “(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses.”

Please submit the following items by December 7, 2020 for both your Trustee and Alternate:

1. Certified copy of the Resolution (by provincial legislation)
2. Financial Statement of Disclosure (original or copy from the municipality/district for 2021)
3. VIRL 2021 Appointment form
4. Electronic File Transfer (EFT) form (for travel expense reimbursement)

By December 7, 2020, please return completed forms to Mariah Patterson, Executive Assistant, mpatterson@virl.bc.ca. Please call 250-729-2310 or [email](mailto:mpatterson@virl.bc.ca) if you have any questions.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS
Executive Director

CC: Mark Boysen, CAO, District of Ucluelet

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney North Saanich Sooke Sooke South Cowichan Taisno Tofino Ucluelet Union Bay Woss



DISTRICT OF TOFINO

P.O. Box 9, 121 Third Street, Tofino, B.C. V0R 2Z0

T: 250.725.3229 | F: 250.725.3775 | Email: egoatcher-bergmann@tofino.ca | Website: tofino.ca

November 4, 2020

File No. COM-03 Federal Gov.

To Whom it May Concern,

Re: Resolution to Support Local Journalism

At the Council meeting held October 27, 2020, the following resolution was passed regarding the above noted topic.

Resolution No. 316/20

WHEREAS Canada's federal government acknowledged in its 2019 budget (p. 173) that "A strong and independent news media is crucial to a well-functioning democracy.";

WHEREAS residents of 190 Canadian communities — including communities on Vancouver Island — lost 250 established news outlets due to closings or mergers between 2008 and 2018, and further lost the essential services provided by roughly 2,000 media workers in 100 communities across Canada due to layoffs in only six weeks from the time the COVID-19 pandemic began;

WHEREAS at least 13 municipal councils — representing more than 1.5 million Canadians — have passed resolutions urging elected representatives of provincial and federal governments to build an ecosystem for robust local journalism to serve all Canadians;

THEREFORE BE IT RESOLVED that the District of Tofino Council recognizes that a healthy, professional news media is essential to the proper functioning of democracy in our district; urges nearby municipal councils and across Canada to recognize that a robust news media is essential to the proper functioning of democracy in their jurisdictions; endorses legislation and regulations to support and rejuvenate news outlets across Canada; and urges the federal government to move quickly to pass legislation to ensure an ecosystem for a healthy news media to serve all Canadians.

AND THAT the resolution be forwarded to the area municipalities; local MPs and MLAs; the Union of BC Municipalities; and the Federation of Canadian Municipalities.

Sincerely,

Elyse Goatcher-Bergmann
 Manager of Corporate Services

PJ. Letter and Backgrounder from Ink-Stained Wretches re. Resolution to Support Local Journalism

*CC. District of Ucluelet Mayor and Council
 Gord Johns, MP for Courtenay-Alberni
 Josie Osborne, MLA-Elect for Mid-Island Pacific Rim
 Union of BC Municipalities
 Federation of Canadian Municipalities*

Resolution to Support Local Journalism Elyse Goatcher-Bergmann, Manager ...



Greetings, District of Tofino Mayor and Council:

On behalf of ink-stainedwretches.org, composed of a group of former newsroom employees, I ask that you please consider the accompanying resolution requesting your support in encouraging elected leaders to build an ecosystem in which local journalism can provide vital service to people of the District of Tofino and beyond.

We are not asking council to spend money. Rather, we are asking council to raise its voice.

As of Oct. 6, 2020, 13 municipal councils in Ontario — including Hamilton, Region of Waterloo, Windsor and Kingston — have [passed our resolution](#).

Region of Waterloo councillors, on June 3, 2020, unanimously passed a similar resolution. The wording of the motion regional councillors passed is as follows:

*“**Therefore Be It Resolved** that Waterloo Regional Council recognizes that a healthy, professional news media is essential to the proper functioning of democracy in the region; urges other municipal councils within the region and across Canada to recognize that a robust news media is essential to the proper functioning of democracy in their jurisdictions; endorses legislation and regulations to support and rejuvenate news outlets across Canada; and urges the federal government to move quickly to pass legislation to ensure an ecosystem for a healthy news media to serve all Canadians. And that the resolution be forwarded to the area municipalities, local M.P.s and M.P.P.s and the Federation of Canadian Municipalities and Association of Municipalities of Ontario.”*

As we have outlined in our proposed resolution to your council, and in the accompanying backgrounder document, we are concerned by the fact that communities across Canada have already lost vital services provided by local journalism outlets — and are in serious risk of imminently losing more.

According to the university based journalism website j-source.ca, from 2008 to 2018, 190 communities across Canada lost about 250 established news outlets due to mergers or closures. And more recently, in [six weeks](#) from the time the novel coronavirus pandemic struck in early March, more than 100 media outlets across Canada made cuts; nearly 50 community newspapers shuttered; and about 2,000 workers were laid off.

So we are asking your help to encourage our elected leaders, at the provincial and federal levels, to help build an ecosystem in which local journalism — which is essential to the functioning of a healthy democracy — can thrive.

Thank you for your consideration,

Mirko Petricevic
Co-ordinator
ink-stainedwretches.org



Backgrounder for the District of Tofino Mayor and Council

Re: Proposed resolution supporting local journalism

By: ink-stainedwretches.org

- The name of our group is ink-stainedwretches.org (the same as our URL).
- As of Oct. 6, 2020, 13 municipal councils in Ontario — including Hamilton, Region of Waterloo, Windsor and Kingston — have [passed our resolution](#).
- Our project promotes support for local journalism in ALL FORMS (print, broadcast, digital) not only newspapers.
- Whereas our campaign is a local grassroots effort started in the Region of Waterloo, Ontario, we hope that it will spread across Canada because residents across the country are experiencing a dwindling supply of reliable local journalism.
- We have support from every province and territory in Canada: As of Oct. 6, 2020, our [online petition](#) has been endorsed by more than 800 people from all provinces and territories save Nunavut. (However, an Ottawa-based editor working for a Nunavut news outlet has signed the petition.)
- We have not sought the blessing of media executives because this is a grassroots effort by media workers past and present. Of course, we welcome endorsements from news media executives. But they have their own associations and avenues for advocacy.
- Three possible action items for council:
 - We would be happy if council would write letters encouraging nearby municipal councils to adopt a similar resolution.
 - We would be delighted if council would send letters to the Federation of Canadian Municipalities (FCM) asking them to encourage their members to adopt similar resolutions.
 - And we would appreciate it if council would write and send similar letters of support — to ensure an ecosystem for robust local journalism — to elected leaders including local MLAs, MPs; Steven Guilbeault, minister of Canadian heritage; Chrystia Freeland, federal minister of finance; and Prime Minister Justin Trudeau.

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Requested on behalf of the grassroots group ink-stainedwretches.org



Proposed resolution for the District of Tofino Mayor and Council
Purpose: To support a healthy ecosystem for local journalism
Submitted by ink-stainedwretches.org

Whereas Canada’s federal government acknowledged in its [2019 budget](#) (p. 173) that “A strong and independent news media is crucial to a well-functioning democracy.”;

Whereas residents of 190 Canadian communities — including communities on Vancouver Island — [lost 250 established news outlets](#) due to closings or mergers between 2008 and 2018, and further lost the essential services provided by roughly 2,000 media workers in 100 communities across Canada due to [layoffs](#) in only six weeks from the time the COVID-19 pandemic began;

Whereas at least 13 municipal councils — representing more than 1.5 million Canadians — have [passed](#) resolutions urging elected representatives of provincial and federal governments to build an ecosystem for robust local journalism to serve all Canadians;

Therefore Be It Resolved that the District of Tofino Council recognizes that a healthy, professional news media is essential to the proper functioning of democracy in our district; urges nearby municipal councils and across Canada to recognize that a robust news media is essential to the proper functioning of democracy in their jurisdictions; endorses legislation and regulations to support and rejuvenate news outlets across Canada; and urges the federal government to move quickly to pass legislation to ensure an ecosystem for a healthy news media to serve all Canadians. And that the resolution be forwarded to the area municipalities; local MPs and MLAs; the Union of BC Municipalities; and the Federation of Canadian Municipalities.

District of Ucluelet
PO Box 999
Ucluelet, BC
V0R 3A0



October 26, 2020

Dear Mayor and Council,

In January 2000, with the leadership of local First Nations, communities, and the federal and provincial governments, UNESCO designated the Clayoquot Sound Biosphere Region (CSUBR). This designation is an acknowledgement of our shared values of biodiversity conservation, sustainable development and reconciliation.

The [Clayoquot Sound Biosphere Reserve nomination](#) was a regional initiative supported by the District of Ucluelet and signed by Mayor Bill Irving in 1999. Since that time, First Nations, local, provincial and federal partners have worked together through participation in the Clayoquot Biosphere Trust (CBT). As the organization responsible for the spirit and intent of the UNESCO designation, we work to strengthen the development of all citizens, communities, and the ecosystems on which we all depend, for a future we can all be proud of. The District of Ucluelet has continued to be active in the CBT and has appointed Eric Russcher, Dianne St.Jacques, Don McMillan, Bill Irving, Dario Corlazzoli, Mayco Noel, Geoff Lyons and Rachelle Cole to the board. You can find our current [list of directors](#) and [2019 annual report](#) on our website.

This year we are recognizing the 20th anniversary of the CSUBR and I am writing on behalf of the CBT to seek your support for the continued designation.

Every ten years, UNESCO sites undertake a periodic review to ensure that the high standards of the UNESCO Man and the Biosphere (MAB) program are being met. The MAB Programme established the need for such reviews to ensure that BRs are meeting criteria outlined in the [Statutory Framework of the World Network of BRs](#) (1996). Contributions to the current strategic plans of the MAB Programme ([Lima Action Plan 2016 - 2025](#) and the [MAB Strategy 2015 - 2025](#)) are also considered. Key criteria for Canadian BRs include demonstrating that we are acting according to the [Truth and Reconciliation Commission of Canada's Calls to Action](#), the [United Nations Declaration on the Rights of Indigenous Peoples](#) (UNDRIP), and [UNESCO's Policy on Engaging with Indigenous Peoples](#).

The periodic review is a lengthy process that includes the production of a self-study document, a site-visit by independent reviewers, and the production of a report and recommendation by the reviewers for the Canadian Commission for UNESCO. You can learn more about the guidelines and process for periodic reviews [here](#).

The CBT is currently undertaking the initial self-study and we will be hosting a number of reflection and learning discussions with our staff, board, and partners this fall. Please watch for an invitation to these virtual events via our social media and newsletters. Geoff Lyons and Rachelle Cole have been invited to participate as the director and alternate director appointed to the CBT by the District.

PO Box 67, 316 Main Street, Tofino BC Canada V0R 2Z0
T 250.725.2219 F 250.725.2384

clayoquotbiosphere.org

As a part of this process, we would like to confirm your support for the ongoing Clayoquot Sound UNESCO Biosphere Region designation via a letter of support or a resolution. We are also asking all of the other participating communities, local organizations, researchers and networks for letters of support.

Your letter or resolution will be submitted along with our self-study report to the Canadian Commission of UNESCO, as part of a public document available in 2021.

I am available to discuss further and answer your questions about this process. I can also provide a letter of support template that you can adapt. I hope to receive your letter before November 27, 2020.

Thank you for considering our request, for continuing to participate in the CBT, and your commitment to continue to working together to achieve biodiversity conservation, sustainable development and reconciliation.

Sincerely,

A handwritten signature in black ink that reads "Rebecca Hurwitz". The signature is written in a cursive, flowing style.

Rebecca Hurwitz
Executive Director

INfilm Update, October 24, 2020

A film commission is a “special purpose organization” that contributes to the development of a buoyant, competitive, sustainable economy by developing, coordinating and marketing the film industry and film-related activities in a specific region. Operated and funded by various agencies of Government for the business of facilitating film and television production activity generating revenue for its jurisdiction. Worldwide over 350 governments, at National, State, Provincial, Regional and City Levels, have understood the potential of film & media production as an economic driver. To handle their interests they have each created a Film Commission or Film Office.

The 2019 Vancouver Island Economic Alliance State of the Island report highlighted the Motion Picture Industry sector as one of the top 4 growth industries on Vancouver Island. In 2018 / 2019 the mid and north Island recorded the provinces highest regional economic impact numbers outside of the lower mainland.

Over the period of the last 2 years we have tracked rising production levels throughout our region. A combination of a reputable experienced film commission attracting and facilitating production, 25 years of building key sector relationships, the development of locally accessible skills training programs, British Columbia as a major production hub with Vancouver Island communities supporting the Motion Picture Industry is now a proven economic driver.

The 2019 BC Motion Picture Industry Labour Market Study funded by both the Government of Canada and the Province of BC reported “Proportionate Regional Labour Growth: While most motion picture activity occurs in the Lower Mainland / southwest economic region, increased activity levels have pushed more domestic and some foreign productions into BC's other economic regions with Vancouver Island emerging as a secondary hub.”

2020 started out very strong with a slate of productions prepping for all four seasons. January through early March saw the following:

- January - Amblin Televisions new series, “Resident Alien” - filmed the first part of a 2 part production schedule. The location was Ladysmith with Nanaimo providing accommodations restaurants and local services for the cast and crew.

- February - Amblin Entertainment / Universal Pictures, “Jurassic World 3 Dominion” - filmed near Parksville Qualicum on the boundaries of Electoral Areas F & C and in the Strathcona Regional District near Cambell River.
- February - Paramount Pictures, “Sonic the Hedgehog” shot in the mid Island and the Comox Valley had its worldwide theatrical release.
- February - INfilm and Tourism Vancouver Island sign MOU and partner with Paramount Pictures on a North American Film Tourism Campaign. Plans for several other film tourism campaigns were put on hold while Tourism works through their Covid-19 recovery plan.
- March - Screen Siren, filmed Bell Media sizzle reel.
- March - Hallmarks, Chesapeake Shore opens office in Parksville and begins prep for 10 episodes of its 5th season. Chesapeake Shores films in Qualicum Beach, Parksville, Nanaimo and the electoral areas surrounding the 3 communities.
- March - Amblin Televisions, Resident Alien begins prep to return to film as the industry shut down for Covid-19.

March 13th full stop Covid-19 shuts down all productions filming in BC.

The Province of BC designated the Motion Picture Industry as an essential service, foreign production executives and talent were legally allowed to enter the country if they followed approved isolation protocols. It was the industry itself not government that shut down principle production in order to protect cast, crew and locations. For the following 4 months INfilm and Creative BC like so many organizations continued to work from home based offices. BC’s film industry worked with film studios and pubic health on the development and approval of WorkSafeBC approved Health and Safety back to work protocols. In late June the guidelines were approved. Industry was eager to get back to work although caution was exercised for the next 3 months with smaller independent productions, commercials and documentaries first to begin filming under the new regulations.

Our region began to cautiously open up

- July - Manhattan Beach Studio's announced plans for the new Wellington Film Studios in Nanaimo.
- Summer through fall - History Channels new tv series "Big Timber" returned to filming on exterior locations between Port Alberni and Ucluelet.
- September - Wellington Studios begins to retrofit building.
- September - "Chesapeake Shores" Producer returns to tour new studio and commits to returning to the mid Island Qualicum Beach, Parksville, Nanaimo and the surrounding Electoral Districts in the spring of 2021 to film 10 episodes of the hit series.
- September - Ontario based children's TV series "Miss Persona" filmed an episode of season 3 based out of Nanaimo and Nanoose featuring Canadian children's tv icon Fred Penner, now a resident of the RDN.
- Commercials returned to the Comox Valley and the West Coast.
- October - Amblin Entertainments, "Resident Alien" returned to Ladysmith to complete episodes of its first season with accommodation and services based out of Nanaimo

Tanya Price INfilm's Locations and Special Project Manager

Tanya continued to respond to location leads, the request for locations files slowed a bit after the Covid-19 shutdown but quickly picked up again with most of our clients planning on a very busy 2021. Streaming services are running out of new material. The public has consumed everything they ever wanted to watch as they binged on movies, tv series and documentaries. Companies that produce content have a backlog of projects they want to get into the pipeline. People are used to seeing new content on a regular basis and currently there is none.

The filming hiatus allowed Tanya to work closely with Creative BC staff reviewing our locations and crew databases, updating contacts and deleting old files. She communicated with local government departments who oversee film applications to keep them updated on approved Covid-19 health and safety protocols. Tanya researched and developed a comprehensive list of rural film permits to provide communities with comparisons as they develop or update their own policies. Tanya responded to international Natural History documentary clients guiding them

through new processes to enter the country while observing Covid-19 protocols put in place by both the Government of Canada, the Province of BC and Indigenous Territories.

Joan Miller Film Commissioner Executive Director

2020 began with a slate of productions who selected the Mid North Island as the regional location of choice. Annual face to face meetings with LA studio executives and regular meetings to educate foreign and Canadian producers on the value and benefits of filming in our region has paid off with back to back years of production growth throughout the region. Deep and trusted relationships built over the years has made the difference when productions are weighing options.

INfilm has built a reputation for respectful and professional response to both the productions and the communities we service.

Over the last 25 years Joan served as a Director / VP on the Association of Film Commissions International Board and chaired 8 international film cineposiums. Joan is the current President of the Regional Film Commissions Association of BC as well an active member in the Canadian Film and Television Commissions. Election to these Boards enabled Joan to work with and learn from her peers and colleagues, as well develop respectful relationships with studio executives and producers from coast to coast, continent to continent.

INfilm's 2020 marketing began January in Ottawa with Joan as part of a strong presence from Canadian Film Commissioners at the Canadian Media Producers "Prime Time" conference. For 25 years the Canadian Media Producers Association Prime Time in Ottawa, has been the pre-eminent conference for leaders working in media production, broadcasting, television, and feature film in Canada. More than 600 executives, senior decision-makers, funders, and top producers were in attendance. This conference provided actionable industry intelligence and new business relationships in the global media marketplace. Joan met with the regions MP's at The Parliament Buildings.

Due to the Covid-19 travel restrictions, plans for annual spring and fall LA studio visits were put on hold until travel resumes safely.

Joan as this regions representative of the motion picture industry has been participating on regular Zoom calls with Vancouver Island Coastal Economic Developers Association, Vancouver Island Economic Alliance and Tourism Vancouver Island. These meetings provide a mechanism to communicate as sectors while maneuvering through these unprecedented times. Joan participates on weekly or by-weekly Zoom calls with Creative BC, the Regional Film

Commissions, the Canadian Film and Television Commissions and regular Town Hall Zoom meetings with the Motion Picture Production Industry Association / Council of Film Unions and Guilds.

Skills training / building a qualified local crew

Building a skilled and qualified local crew is a priority for INfilm. Working with post secondary and moving forward leveraging off the success of a pilot film trades training program the next round of courses was scheduled to begin in March 2020. This training dates had to be cancelled until further notice due to Covid 19. This has led us to consider a new option, delivery of the courses online. We partnered with post secondary applying for Federal funding to transition the current curriculum and develop new modules to be delivered online pan Provincially. Like so many deadlines what was to be an eight week decision process by the Federal Government has been delayed due to Covid-19, we have been assured that it is still in the pipeline and will eventually be adjudicated, we are now investigating skills training funding options at the Provincial level.

2021

Industry leaders speak of a healthy 2021 rebound in BC's film and television sector. A large workforce of 40 to 50 thousand Motion Picture Industry crew are returning to work. This will be an important part of the recovery of BC's economy. There is no crystal ball to foresee the future but our region is well positioned to return to the pre-Covid-19 levels of production and continue on a growth path much sooner than many other sectors.

INfilm 2021 funding requests will remain at the 2020 level.

2021 funding partnership requests

Nanaimo Regional District	50,000
City of Campbell River.	50,000
Alberni Clayoquot RD increased to	5,000
Mount Waddington RD	3,000
Creative BC	45,000
Comox Valley Regional District.	20,000
	<u>173,000</u>

Joseph Rotenberg

From: Joseph Rotenberg
Sent: November 2, 2020 12:18 PM
To: Joseph Rotenberg
Subject: RE: E-mail from the Provincial Director of Child Welfare and the Provincial Director of Adoption

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: November 2, 2020 9:14 AM
To: Info Ucluelet <info@ucluelet.ca>
Subject: E-mail from the Provincial Director of Child Welfare and the Provincial Director of Adoption

VIA E-MAIL
 Ref: 254717

His Worship Mayor Mayco Noel
 District of Ucluelet
 E-mail: info@ucluelet.ca

Dear Mayor Noel:

As the Provincial Director of Child Welfare and the Provincial Director of Adoption, we are honoured to once again acknowledge November as Adoption Awareness month. This month of recognition encourages us to reflect on those families in our province who have opened their hearts and lives through adoption. This November is like no other as we face the challenges of a global pandemic – however, the need for adoptive families for children and youth waiting in foster care remains and the work to find those families continues.

Our wish is that growing up in a permanent and loving home is a reality for all children and youth in British Columbia. Unfortunately, there are hundreds of children and youth in foster care still hoping to find a family to call their own. Adoption can provide some of the most vulnerable young people in our communities with families who will provide support and guidance to grow into adulthood and future citizens.

Celebrating November as Adoption Awareness month is not the only way your community can support adoptive parents and those who might choose to adopt in the future. Even in these times of COVID-19 precautions, you can organize an online information session for prospective parents in your community or a virtual celebration for those who are already adoptive parents. You can explore the variety of virtual adoption awareness events happening around our province in November here: <https://www.bcadoption.com/aam>. If you would like more guidance or information on how to champion and raise awareness about adoption, please connect with Ministry of Children and Family Development (MCFD) staff at MCF.AdoptionsBranch@gov.bc.ca.

An important resource for all those involved in adoptions in British Columbia is [The Adoptive Families Association of British Columbia](#), which has been a support for adoptive families in British Columbia for over forty years. You may wish to [connect with the association](#) to learn more about your community's involvement in virtual adoption events, their contact information, as well as contact information for the licensed adoption agencies in British Columbia and more.

[Adopt BC Kids](#) is an online portal that allows citizens of BC to complete an adoption application 24 hours a day, seven days a week. We encourage you to take the time to explore this resource and provide it to any community members who are interested in adopting a child in foster care.

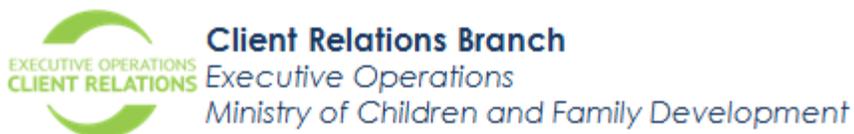
On behalf of MCFD, thank you for leading your communities and supporting both those who have opened their homes and hearts and those who might do so in the future. With your help and support, more children and youth will find their forever homes.

Sincerely,

Cory Heavener
Provincial Director of Child Welfare

Rena Bacy
Provincial Director of Adoption

Sent on behalf of the Provincial Directors by:





STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 10, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, MANAGER OF RECREATION & TOURISM

FILE NO: 1855-03 RMI 2020

SUBJECT: SIGNAGE REMEDIATION

REPORT NO: 20-121

ATTACHMENT(S): APPENDIX A - QUOTE FOR WORK TIDEWATER TIMBERFRAMES

RECOMMENDATION(S):

1. **THAT** Council approve spending up to \$20,000 from 2020 RMI additional funds for remediation work for current signage.

PURPOSE:

To seek Council's approval for the additional spending of up to \$20,000 of 2020 RMI funds for the purposes outlined below. This expenditure was not budgeted for during the 2020 budget process.

BACKGROUND:

In 2020 the District of Ucluelet received surplus funding in addition to the baseline RMI funding of \$361,397 for that year.

RMI communities are being encouraged to use the funding to enhance or remediate current infrastructure and signage as they support the community.

The District of Ucluelet has three wooden signs that are in need remediation work in order to preserve them. Two of these signs were carved by Terry McKinnon and the other was carved by Roy Henry Vickers. These signs truly embody the Ukee grit and reflect Ucluelet's history.

A quote was requested from Tidewater Timberframes who specialize in this type of remediation. The quote is attached as **Appendix A**.

More specifically, the sign remediation would include:

Sign	Work required	Amount
Small Craft Harbour – Terry McKinnon	<ul style="list-style-type: none"> - stripping of sign - remediating and grinding of rotten section - refinishing and painting letters 	\$3,950+
Whale Watching Capital - Roy Henry Vickers	<ul style="list-style-type: none"> - repainting 	\$2,450

	- stripping, sanding, refinishing	
Welcome to Ucluelet – Terry McKinnon	- new roof and re-sheathing - remediating rotten sections - sanding refinishing	\$9,000+
Estimated Cost		\$15,400+

If the proposed expenditure is approved, the remediation work will be carried out by Tidewater Timberframes. This local business specializes in timber frame construction and remediation.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Minimal staff time would be required to oversee this project.

FINANCIAL IMPACTS:

Since this project is funded by additional 2020 RMI funds, there would be no direct financial implication for Ucluelet taxpayers. District Staff have received approval in principle for this project from the RMI Tourism Branch pending Council approval.

OPTIONS REVIEW:

1. **THAT** Council approve spending up to \$20,000 from 2020 RMI additional funds for remediation work for current signage.
2. **That** Council provide alternate direction to staff

Respectfully submitted: Abigail K. Fortune, Manager of Recreation & Tourism

Sign maintenance notes, **suggested remediation** and **Cost Estimate**

Appendix A

Tidewater TimberframesSeptember 29, 2020Small Craft Harbour*Size: 20" high, 10' long, 10" half round thick*

- +Wood Finish peeling off whole sign: *Strip old finish, reapply new product*
- +Rotten Sections on face of sign: Use *penetrating epoxy throughout rotten sections, reshape*
- +General rot on backside of "tree"-it's a live edge half log: *Grind clean*
- +Letters are protruding, relief cut in around letters. *Needs refinishing, painting*

Remediation Cost Estimate: \$3950+, includes disassembly and transport to and from shop. Should also discuss proper sign base for reassembly

Whale Watching Capital Sign, located beside Barkley Cafe/Tourism Ucluelet*5' high, 6' long, 4" thick*

- +Black inset letters fading. *All insets are black and require repainting*
- +Face/wood finish is heavily peeling: *Requires stripping off, sanding, refinishing*
- +Overall wood is in good shape

Remediation Cost Estimate: \$2450, includes disassembly and transport to and from shop, multiple coats of finish

Main "Welcome to Ucluelet" sign on Peninsula Rd*5' diameter log, 20' long. Roof is approx 24' long*

- +Main problem is roof has rotted nearly completely through. OSB sheathing has failed and is about to break in: *Needs re-sheathing/new roof.*
- +Handsplit cedar shakes, on top of rotten sheathing, have rotted and are falling off. *Needs new roofing material*
- +Sign itself: Raised letters, clear coated. Rot behind letters: *Use penetrating epoxy to halt further rot and solidify wood*
- + "Welcome to" sign, main log and posts: *sanding, refinishing*

This is more extensive. A new roof is required. Framing, Cedar shakes roof or other product (metal?)

Remediation Cost Estimate: \$9000+, Depends on roofing material and reframing of structure. Timber upgrade? Refinishing/epoxy work on log sign. Design input/meeting is required onsite.



STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 10, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 0640-30

SUBJECT: QUARTERLY PROJECTS UPDATE – Q3 2020

REPORT NO: 20-123

ATTACHMENT(S): APPENDIX A – 2020 QUARTERLY PROJECT STATUS REPORT TABLE
APPENDIX B – STRATEGIC PLAN TRACKING FOR Q3 2020

RECOMMENDATION(S):

1. **THAT** Council receives this Q3 2020 update on the progress of budgeted Staff projects.

PURPOSE:

The purpose of this report is to provide a quarterly update to Council on the progress of key projects that were approved in the 2020 District of Ucluelet Financial Plan and to provide a check in on the status of 2019-2022 Strategic Plan projects that Council has set for their term in office.

BACKGROUND:

Staff are pleased to provide this Q3 update on the status of departmental projects for 2020 (**Appendix A**). The current overall projects completion status to the end of Q3 is 71%.

Staff have also included Strategic Plan Tracking for 2020 (**Appendix B**) to provide Council with a progress update on actions listed in the 2019-2022 Strategic Plan. Many of these action link to the work in **Appendix A**.

Table 1 below provides a summary of the 2020 projects which will indicate their status over the year.

Table 1: Q1 2020 Status of Departmental Actions.

Department	Recreation & Tourism	Community Planning	Administration	Fire-Emerg Services	Operations	Totals
In Progress	6	3	0	3	5	17
Completed	0	2	1	2	1	6

Respectfully submitted:

Mark Boysen, Chief Administrative Officer

2020 Project Management Tracker

Appendix A



Average Completion:

Project	Project Manager	Estimated Finish	Estimated Budget	Budget Spent	Funding Source	Completion	Status
1 Amphitrite House Project Initiation	Abby Fortune	Dec-21	\$709,000	\$0	Grant	75%	Funding confirmed. Project initiated.
2 Amphitrite Centre Project Planning	Abby Fortune	Dec-20	\$100,000	\$0	Community Forest	75%	Goal to create work plan with Urban systems - start survey work & front counter
3 Harbour Projects	Abby Fortune	Dec-20	\$126,000	\$48,340	Harbour Reserves	75%	Projects have been reviewed & prioritized. Work initiated.
4 Spring Cove Trail	Abby Fortune	Dec-20	\$46,000	\$1,800	RMI	60%	final section to be completed by end of November
5 Wayfinding and Signage	Abby Fortune	Dec-20	\$15,200	\$0	RMI	40%	RMI approval - creating work plan
6 Heritage Signage	Abby Fortune	Dec-20	\$3,000	\$500	RMI	50%	In discussion with consultant.
7 Village Green Design	Bruce Greig	Dec-20	\$150,000	\$72,000	Gas Tax	75%	Updated concept design and costing underway for TDCF grant submission.
8 Peninsula Road Revitalization Design	Bruce Greig	Dec-20	\$145,000	\$45,614	Gas Tax	100%	Design complete. Proceeding with discussions to divest from Province.
9 Flood Risk Assessment & Mapping	Bruce Greig	May-20	\$138,000	\$138,517	Grant	100%	Project complete.
10 Land Use Demand Study	Bruce Greig	Dec-20	\$40,000	\$0	Partnership	50%	Project initiated in partnership with Tofino and ACRD.
11 OCP Adoption	Bruce Greig	Dec-20	\$0	\$0	General	93%	Final draft under development.
12 Health Centre Design	Mark Boysen	Jun-20	\$45,000	\$34,686	General	100%	Final draft being prepared for Council.
13 Tsunami Sirens	Rick Geddes	Jun-20	\$39,400	\$34,800	Community Forest	100%	Installed.
14 Tsunami Kiosk (Tugwell)	Rick Geddes	Jun-20	\$45,573	\$1,400	RMI	50%	Work initiated.
15 Fire Hall Upgrades	Rick Geddes	Jun-20	\$8,000	\$2,800	General	90%	Upgrades completed to stairs, and bathroom/showers.
16 EOC Upgrades	Rick Geddes	Jun-20	\$25,000	\$25,000	Grant	90%	Training remaining.
17 ESS Modernization and Trailer	Rick Geddes	Dec-20	\$25,000	\$24,157	Grant	100%	Purchased and installed.
18 Bay Street Duplex and Pathway Construction	Warren Cannon	Jun-20	\$629,000	\$598,934	Sewer Fees	100%	Sewer pipe connected, Path lighting planned.
19 Cedar Road Hub - Phase 2	Warren Cannon	Jun-20	\$365,500	\$39,369	Gas Tax RMI	80%	Construction complete in November.

Project	Project Manager	Estimated Finish	Estimated Budget	Budget Spent	Funding Source	Completion	Status
Well Upgrade/VFD	Warren Cannon	Dec-20	\$130,000	\$26,400	Water Fees	20%	Design work 90% tender set for December. Completion in 2021.
Sewer/Storm Master Plan	Warren Cannon	Jun-20	\$90,000	\$50,000	Sewer Fees	50%	Sewer 75% Storm 10% complete. Linked to Land Use Project. Complete 2021.
SCADA Water	Warren Cannon	Jun-20	\$55,000	\$10,200	Water Fees	50%	Remaining work linked to VFD project.
SCADA Sewer	Warren Cannon	Dec-20	\$32,000	\$0	Sewer Fees	10%	Will be started in 2021.

2020 Strategic Plan Tracker

Strategic Plan Actions Planned for 2020

Appendix B



Year	Focus Area	Strategy	Activity	Status
2019	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Development bylaw/policy enhancement and modernization	Complete bylaw/policy gap analysis	Gap Analysis initiated, report to Council in early 2021.
2019	2 - COMMUNITY DEVELOPMENT	Development of Health Centre	Conduct feasibility study/business case with Island Health	Project Tracker Action #12.
2019	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Pursue grant for lighthouse/residence	Grant approved and project initiated. Completion in 2021.
2019	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Finalize operations agreement for lighthouse/residence	In discussions with DFO to finalize agreement.
2019	2 - COMMUNITY DEVELOPMENT	Complete Harbour Master Plan	Finalize and adopt HMP	Project Tracker Action #3.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Conduct facility and fleet review	Condition assessments have been completed for all facilities and vehicles.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Consultation with Ministry of Transportation and Infrastructure	Letter submitted to Province requesting 75% funding for improvements projects and divestiture of Bay-Main St. portion of Peninsula. Awaiting response following Provincial election.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Public planning and engagement program	Project Tracker Action #8.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Development Cost Charges review	Planned for 2021.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Complete Subdivision Bylaw update	Staff working with consultant (Urban Systems) to complete.
2019	4 - PARTNERSHIPS & COLLABORATION	Alignment of Strategic Plans	Formally share Strategic Plan with neighboring ACRD members and First Nations	Strategic Plan has been shared with regional partners.
2020	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Development bylaw/policy enhancement and modernization	Update or develop new bylaws/policies to address gaps	Summer 2021.
2020	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Housing affordability strategy	Complete housing needs assessment	Planned for 2021.
2020	2 - COMMUNITY DEVELOPMENT	Development of Health Centre	Finalize plan and funding for the Health Centre	Consultants report being finalized.
2020	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Pursue transfer of Coast Guard facility from DFO	DFO has indicated potential transfer of ownership January 1, 2021.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Complete all condition assessments	Condition assessments have been completed for all facilities and vehicles.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Integrate into Annual Reporting Process	Under development.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Master Plan completed	Project Tracker Action #8.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Complete Storm and Sewer Master Plans	Project Tracker Action #21.
2020	4 - PARTNERSHIPS & COLLABORATION	Alignment of Strategic Plans	Host engagement event to highlight Strategic Plan alignments	Event was held at the UCC on Monday January 20, 2020.
2020	4 - PARTNERSHIPS & COLLABORATION	Pursue and develop Collaboration Model	Host collaboration scoping event with Mayors, Directors, Chiefs, and CAOS, eye an annual process for cooperation	It was agreed to meet in January of each year moving forward.



STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 10, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DONNA MONTEITH, CHIEF FINANCIAL OFFICER

FILE NO: 1850-20 AID

SUBJECT: GRANTS IN AID AND IN-KIND CONTRIBUTIONS FOR 2020

REPORT NO: 20-122

ATTACHMENT(S): APPENDIX A – GRANTS IN AID & IN-KIND CONTRIBUTIONS POLICY

RECOMMENDATION(S):

1. **THAT** Council authorize the Chief Financial Officer:
 - a. to accept until December 15, 2020, written requests to extend 2020 Grant in Aid funding; and
 - b. to extend the project completion deadline for 2020 Grant in Aid funding recipients to March 1, 2022, provided recipients establish in writing that they were unable to complete their 2020 Grant in Aid project due to COVID-19 and they plan to complete the same project before March 1, 2022.

PURPOSE/DESIRED OUTCOME:

The purpose of this report is to seek Council authorization for the Chief Financial Officer to issue extensions for 2020 Grant in Aid recipients who were unable to complete their 2020 projects due to COVID-19 but plan to complete their project as stated in their original application by March 1, 2022.

BACKGROUND:

The District of Ucluelet provides Grants in Aid to financially assist community groups, not-for-profit societies and organizations for specific projects. In February 2020, Council awarded a total of \$20,000 in Grants in Aid to various organizations. In March 2020, the global outbreak of COVID-19 (coronavirus) was declared, which has had significant impacts on the community.

DISCUSSION:

The Grant in Aid & In-Kind Contribution Policy requires aid recipients that do not complete their project before March 1 of the following year to return Grant in Aid funds.

At the October 30, 2020 Committee of the Whole meeting, representatives from societies and non-for-profit organizations were invited to report on their activities. Some organizations reported that they have had difficulties completing their 2020 Grant in Aid projects due to COVID-19.

The recommended motion addresses this issue by authorizing the Chief Financial Officer to issue extensions to groups that were unable to complete their project due to COVID-19 and plan to complete it by March 1, 2022. According to the recommendation, the written extension requests must be received by December 15, 2020. Those groups that do not complete their 2020 project and do not qualify for an extension, will be required to return the Grant in Aid funds to the District of Ucluelet.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Nominal Staff time will be required to notify the organizations of a possible extension and process extension requests.

FINANCIAL IMPACTS:

There are no significant expenses associated with this extension.

OPTIONS(S):

1. **THAT** Council authorize the Chief Financial Officer:
 - a. to accept until December 15, 2020, written requests to extend 2020 Grant in Aid funding; and
 - b. to extend the project completion deadline for 2020 Grant in Aid funding recipients to March 1, 2022, provided recipients establish in writing that they were unable to complete their 2020 Grant in Aid project due to COVID-19 and they plan to complete the same project before March 1, 2022. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Donna Monteith, Chief Financial Officer



POLICY NUMBER: 5-1850-2

REFERENCE:

Grants In Aid & In-Kind Contributions

ADOPTED BY:

Council
 November 12, 2019

AMENDED DATE:

N/A

SUPERSEDES:

5-1850-1

DEPARTMENT:

Finance

EFFECTIVE DATE:

November 12, 2019

Policy Statement:

Page 1 of 3

The District of Ucluelet provides grants in aid to financially assist community groups, not-for-profit societies and organizations for a specific project. Council also provides in kind contributions towards rentals and leases of facilities owned/operated by the District. It is recognized these organizations are valuable in helping the District provide a community focus. Funding decisions will be made on a year to year basis and continuing support should not be anticipated.

1. Criteria:

Criteria for evaluating proposals for grants in aid and in-kind contributions will be as follows:

- a) Not-for-profit community organizations operating within the District of Ucluelet or which provide a social service to Ucluelet residents.
- b) It should be a goal of each organization to reduce the amount of financial support requested from the District of Ucluelet in each subsequent fiscal year.
- c) The signature on the application must be an authorized signatory and representative of the organization.
- d) Project must be completed within 12 months of receipt of the grant.
- e) Preference will be given to organizations based in Ucluelet or those that provide a social service to Ucluelet residents and where there is no overlapping service already existing.

2. Ineligible Proposals:

The following types of proposals are ineligible to receive grants in aid or in-kind contributions and will not be considered by Council:

- a) Proposals requesting funding for sports organizations for competition/travel expense.
- b) Monies to subsidize a commercial organization.



- c) Projects that duplicate projects, programs, services or events already provided within the District of Ucluelet.
- d) Assistance for the payment of property taxes or various programs or services legislated by other levels of government.
- e) Proposals for support of research activities, staff training or professional activities.
- f) Proposals from individuals.
- g) Proposals from groups that did not submit the required final report from grants received in previous years.

3. Application Procedure:

- a) Application forms are available online at www.ucluelet.ca or by emailing a request to finance@ucluelet.ca. Completed forms and all supporting documentation may be delivered to 200 Main Street, mailed to Box 999 Ucluelet BC, V0R 3A0 or submitted by email to finance@ucluelet.ca.
- b) All applications must be received by December 15 each year.
- c) Each application should include the following details:
 - the nature, goals and objectives;
 - the names of those involved and if applicable a list of the Board of Directors;
 - projected statement of revenue and expenses;
 - additional support the organization currently receives from the District of Ucluelet: permissive tax exemption; in-kind donations; waiving of rental fees; and
 - any additional funding sources;
 - amount of funding requested.

4. Grant & In-Kind Contribution Review Process:

- a) Applications will first be reviewed by the Finance Department to ensure each application is eligible and complete; no application will be considered if it is incomplete or if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not fully satisfied.
- b) Council will meet to review the applications prior to February 28 each year.
- c) At that meeting, applicants will be permitted 5 minutes to make a presentation to Council supporting their application.
- d) At a subsequent meeting, Council will make the final decision on the applications.
- e) The financial plan will be updated to reflect the total amount of grants and in-kind support to be provided by Grants in Aid and Council Contributions.
- f) Grant financial payments will be made prior to March 31 each year.
- g) Any in-kind support contribution will be communicated to the appropriate departments.



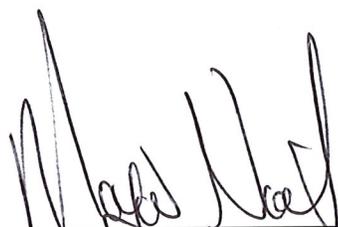
The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL

- h) Communication will be sent to all applicants by the Finance department advising them of Council's decision.
- i) A list of grant recipients will be posted in the annual statement of financial position (SOFI).

5. Conditions of Support:

- a) Funding must be used for the purpose requested. Any funds not used for the requested purpose must be returned to the District of Ucluelet.
- b) District of Ucluelet financial support must be acknowledged at the event or in all printed publicity material relating to the funded activity.
- c) A final report must be submitted to Council by February 28 of the following year including a financial summary of the project.



Mayor Mayco Noël
District of Ucluelet



STAFF REPORT TO COUNCIL

Council Meeting: Nov 10, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DONNA MONTEITH, CHIEF FINANCIAL OFFICER

FILE NO: 1880-20 (FIN. REPORT)

**SUBJECT: FIVE YEAR FINANCIAL PLAN 2020-2024 BYLAW VARIANCE
REPORT Q3**

REPORT NO: 20-124

ATTACHMENT(S): APPENDIX A - FIVE YEAR FINANCIAL PLAN 2020-2024 BYLAW VARIANCE SCHEDULE A

RECOMMENDATION(S):

1. **THAT** Council receive the Five Year Financial Plan 2020-2024 Variance Report for the third quarter ending September 30, 2020.

PURPOSE/DESIRED OUTCOME:

The purpose of this report is to advise Council as to the financial position and variances in relation to the Five Year Financial Plan 2020-2024 for the District on a quarterly basis.

STRATEGIC GOAL:

This report follows the District's strategic plan indicating that quarterly reports to Council will provide an opportunity for Council and Staff to regularly review and communicate progress in achieving Council's goals.

BACKGROUND:

This is a preliminary report to Council relaying the balances for the various revenue and expenditure summary totals for the period ending September 30, 2020 as per the attached Schedule A. Explanations for some variances identified are included in this report.

Discussion:

Total Revenues

- At the time of this report approximately 97% of taxes had been received. The amounts outstanding including delinquent and arrears are similar to previous years.
- Tax penalties will occur in Q4.
- Sales of Services surpassed the expected budget due, in large part, to an increase in development, zoning, and building permit activity.
- Small Craft Harbour revenues are down 10% compared to the same period in 2019.
- Recreation revenues are down 46% compared to the same period in 2019.
- Water and Sewer metered rates are slightly higher compared to the same period in 2019.
- Internal transfers and deferred revenue entries will be posted at year end.

Total Expenses

The percentage of budget spent to date has decreased by approximately 10% in relation to 2019. Although the District has saved in some areas, others have experienced increases due to Covid-19. In order to continue to deliver services these operational expenses will continue. It is worth noting that Water and Sewer shows a smaller percentage of budget used. This is a result of larger non-capital projects put on hold due to the pandemic, such as reservoir cleaning.

Capital Projects

Capital projects are moving forward as much as possible.

FINANCIAL IMPACTS:

At this time, it is unknown the extent of the impact the COVID-19 pandemic will have on the District of Ucluelet. To address this uncertainty, cash flow will continue to be monitored regularly, with adjustments made as required.

OPTIONS REVIEW:

1. **THAT** Council receive the Five Year Financial Plan 2020-2024 Variance Report for the third quarter ending September 30, 2020. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

Respectfully submitted: Donna Monteith, Chief Financial Officer



DISTRICT OF UCLUELET
5-YEAR FINANCIAL PLAN
Variance Report - As at September 30, 2020 (unaudited)

Appendix A

	Sept 30, 2020 Actual	2020 Budget	Amount Over (Under) Budget	Percent of Budget Used
REVENUE				
Property Taxes	\$3,007,634	\$3,013,256	(\$5,622)	99.81%
1% Utility Taxes	44,810	44,810	\$0	100.00%
Federal/Provincial in place of taxes	38,924	50,000	(\$11,076)	77.85%
Taxes	3,091,369	3,108,066	(16,697)	99.46%
Sale of services	680,093	632,957	\$47,136	107.45%
Penalties and Interest earned	6,451	85,360	(\$78,909)	7.56%
Grants and donations	1,326,017	1,412,060	(86,043)	93.91%
Barkley Community Forest	250,000	-	-	-
Deferred revenues recognized (DCC, Other)	-	441,111	(441,111)	0.00%
Water sale of services	660,596	736,300	(75,704)	89.72%
Sewer sale of services	537,459	589,500	(52,041)	91.17%
Transfers	559,530	3,028,390	(2,468,860)	18.48%
Total Revenue	7,111,514	10,033,744	(3,172,230)	70.88%
EXPENSE				
Interest payments	39,044	96,717	(57,673)	40.37%
Amortization expenses	874,940	1,157,665	(282,725)	75.58%
General Government	1,036,341	1,352,958	(316,617)	76.60%
Protective services	217,335	346,130	(128,795)	62.79%
Planning & Development	510,836	675,632	(164,796)	75.61%
Transportation services	673,869	915,139	(241,270)	73.64%
Environmental health (Garbage/recycling))	2,000	10,000	(8,000)	20.00%
Cemetery	96	9,300	(9,204)	1.03%
Recreation and cultural services	875,590	1,379,594	(504,004)	63.47%
Water operations	302,709	912,213	(609,504)	33.18%
Sewer operations	282,485	605,298	(322,813)	46.67%
Total Expense	4,815,245	7,460,646	(2,645,401)	64.54%
ADD				
Amortization	874,940	1,157,665	(282,725)	76%
Total Additions	874,940	1,157,665	(282,725)	76%
DEDUCT				
Principal payments debt	31,960	94,756	(62,796)	33.73%
Transfers to Reserves	500,000	549,206	(49,206)	91.04%
Acquisitions of tangible capital assets	963,573	3,086,801	(2,123,228)	31.22%
Total Deductions	1,495,533	3,730,763	(2,235,230)	
Financial Plan Balance: Surplus (Deficit)	\$1,675,676	\$0		



STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 10, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DONNA MONTEITH, CHIEF FINANCIAL OFFICER

FILE NO: 1700-02

SUBJECT: FIVE YEAR FINANCIAL PLAN MEETING SCHEDULE (2021-2025)

REPORT NO: 20-120

ATTACHMENT(S): APPENDIX A - FIVE YEAR FINANCIAL PLAN MEETING SCHEDULE (2021 – 2025)

RECOMMENDATION(S):

1. **THAT** Council approve the Five-Year Financial Plan Meeting Schedule for the years 2021 to 2025 as presented.

PURPOSE:

The purpose of this report is to seek approval from Council on the proposed meeting plan outline to complete the 2021 to 2025 Financial Plan (**Appendix A**).

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 the bylaw can be adopted.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

The time requirements for holding special council meetings to discuss the 2021-2025 Financial Plan is attached as **Appendix A**.

OPTIONS REVIEW:

1. **THAT** Council approve the Five-Year Financial Plan Meeting Schedule for the years 2021 to 2025 as presented. (**Recommended**)
2. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Donna Monteith, Chief Financial Officer

Appendix A

District of Ucluelet Five-Year Financial Plan (2021 – 2025)

Meeting Schedule

December 3, 2020, Thursday, 2:00

- CFO PowerPoint Presentation
- CAO Overview of municipal operations and staffing (in-camera).

January 21, 2021, Thursday, 2:00

- Project Budgets by department
- Public Realm Projects

February 25, 2021, Thursday, 2:00

- Review of Operations by department

March 18, 2021, Thursday, 2:00

- Operating and Projects final review
- ACRD service delivery presentation
- Taxation review

Draft Budget Complete**April 13, 2021, Tuesday, Regular Council Meeting, 5:30pm**

- Five Year Financial Plan Bylaw – 1st, 2nd Reading
- Tax Rates Bylaw – 1st, 2nd Reading

April 15 – April 26, 2021 Public Input Period

- All Budget-related materials will be available on website and public input can be submitted via email at communityinput@ucluelet.ca
- **Note:** *Public Presentation of budget are expected to be online only due to ongoing restrictions on public gathering per physical distancing protocols related to reducing the spread of COVID-19*

April 27, 2021 – Tuesday, Regular Council Meeting, 3:30pm

- Five Year Financial Plan Bylaw – 3rd Reading
- Tax Rates Bylaw – 3rd Reading

May 11, 2021, Tuesday, Regular Council Meeting, 3:30pm

- Five Year Financial Plan Bylaw – Adoption
- Tax Rates Bylaw – Adoption

NOTE: Bylaw's must be adopted prior to May 15, 2021

All meetings can be viewed live on the [District of Ucluelet's YouTube Channel](#).

Questions and input may be sent to communityinput@ucluelet.ca at any time.



STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 10, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 0550-01

SUBJECT: 2021 COUNCIL MEETING SCHEDULE

REPORT NO: 20-117

ATTACHMENT(S): APPENDIX A – 2021 COUNCIL MEETING SCHEDULE

RECOMMENDATION(S):

1. **THAT** Council adopt the proposed 2021 Council Meeting Schedule as presented; and
2. **THAT** Council direct Staff to give notice of the 2021 Council Meeting Schedule in accordance with the *Community Charter*.

PURPOSE:

The purpose of this report is for Council to consider and adopt a Council Meeting Schedule for 2021.

BACKGROUND:

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 at least once a year. The *District of Ucluelet Council Procedures Bylaw No. 1264, 2020*, stipulates that the schedule must be prepared annually on or before November 30th and notice given on or before January 31st.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

The proposed council meeting schedule for 2021 will result in meetings that start at 3:30 PM on Tuesdays except for one meeting which is scheduled for Wednesday, April 14th at 3:30 PM. This meeting was scheduled on Wednesday because Provincial Court Services has booked Council Chambers on Tuesday, April 13th.

FINANCIAL IMPACTS:

Nominal advertising costs will be incurred to publish notice of the Council Meeting Schedule.

POLICY OR LEGISLATIVE IMPACTS:

Adopting and publishing the Council meeting schedule will satisfy related *Community Charter* and Council Procedure Bylaw requirements.

OPTIONS REVIEW:

1. **THAT** Council adopt the proposed 2021 Council Meeting Schedule as presented; and
(Recommended)

2. **THAT** Council direct Staff to give notice of the 2021 Council Meeting Schedule in accordance with the *Community Charter*. **(Recommended)**
3. **THAT** Council provide alternative direction to Staff.

Respectfully submitted: Joseph Rotenberg, Manager of Corporate Services
Mark Boysen, Chief Administrative Officer



2021 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. unless otherwise advertised.

DATE	TIME	MEETING TYPE
January 12	3:30 PM	Regular Meeting
January 26	3:30 PM	Regular Meeting
February 4	3:30 PM	***Committee of the Whole***
February 9	3:30 PM	Regular Meeting
February 16	3:30 PM	Harbour Authority Meeting
February 23	3:30 PM	Regular Meeting
March 9	3:30 PM	Regular Meeting
March 23	3:30 PM	Regular Meeting
April 14	3:30 PM	Regular Meeting
April 27	3:30 PM	Regular Meeting
May 4	3:30 PM	Harbour Authority Meeting
May 11	3:30 PM	Regular Meeting
May 25	3:30 PM	Regular Meeting
June 15	3:30 PM	Regular Meeting
June 22	3:30 PM	***Committee of the Whole***
June 29	3:30 PM	Regular Meeting
July 13	3:30 PM	Regular Meeting
August 17	3:30 PM	Regular Meeting
September 7	3:30 PM	Harbour Authority Meeting
September 21	3:30 PM	Regular Meeting
October 12	3:30 PM	Regular Meeting
October 19	3:30 PM	***Committee of the Whole***
October 26	3:30 PM	Regular Meeting
November 9	3:30 PM	Regular Meeting
November 23	3:30 PM	Regular Meeting
November 30	3:30 PM	Harbour Authority Meeting
December 14	3:30 PM	Regular Meeting

Adopted by Council on [DATE].



STAFF REPORT TO COUNCIL

Council Meeting: November 10, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: NICOLE MORIN, CORPORATE/PLANNING CLERK

FILE NO: 0550-20

SUBJECT: RESOLUTION TRACKING – OCTOBER 2020

REPORT NO: 20-118

ATTACHMENT(S): APPENDIX A: RESOLUTION TRACKING

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 status update on resolutions that have been adopted by Council.

BACKGROUND:

The resolution follow-up status categories are:

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

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

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: Nicole Morin, Corporate/Planning Clerk
Joseph Rotenberg, Manager of Corporate Services

Appendix A

Date	Meeting Item Description	Resolution	Description	Department Re	Follow-Up Status
September 25, 2018	Lease with Ucluelet & Area Historical Society	THAT Council approve recommendation 1 of report item, "Lease with Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares	Meet with UAHS looking at options. UAHS to get back to Ms. Fortune to confirm the direction they would like to proceed	Recreation & Tourism	In Progress: awaiting response from Historical Society for review and signing
May 14, 2019	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road)	THAT Council, with regard to the proposal to renovate the building on Lot 17, District Lot 281, Clayoquot District, Plan VIP76147 (354 Forbes Road) and request for zoning amendments to permit commercial tourist accommodation on the property: give third reading to the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1248, 2019"; give third reading to the "Ucluelet Housing Agreement Bylaw No. 1249, 2019"; and issue Development Variance Permit DVP19-03	Bring Bylaw No. 1248 & No. 1249 for adoption, once all subject to conditions being met	Planning	In Progress - waiting for applicant to meet conditions prior to adoption
December 10, 2019		THAT Staff provide Council with options for rejuvenating the Frank Jones Memorial site	Staff to provide Council with options for rejuvenating the Frank Jones Memorial site	Recreation & Tourism	In Progress - This will be part of overall master plan for Tugwell Field Area - Planning 2020
January 14, 2020	Zoning Bylaw Amendment for 2100 Peninsula Road	That staff prepare a report that identifies options for the regulation of odor and noise, including a covenant	Staff to prepare a report	Planning	Pending - awaiting information from applicant
January 14, 2020		THAT Staff work with Black Rock Oceanfront Resort & Spa to identify unique solutions for navigation to the resort	A.) Staff to incorporate options for directional landmarks in designs for Peninsula Road B.) Staff to follow up with Black Rock to discuss options for appropriate directional signs	Planning & Public Works	Assigned
February 11, 2020	West Coast Multi-Use Path Extension Bruce Greig, Manager of Community Planning West Coast Multi-Use Path Extension	THAT the District of Ucluelet make application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to expand Licence of Occupation File 1407317, to allow for the extension of the West Coast Multi Use Path and other associated utility uses, between the existing Multi Use Path and Pacific Rim National Park Reserve	Apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development	Planning / Public Works	In Progress
March 12, 2020	Reporting and Request for Funding Letter from the Ucluelet Chamber of Commerce	THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet	Draft report regarding future locations for Tourism Ucluelet	Planning	In Progress
March 12, 2020	Operating and Project Review - Draft 5 Year Financial Plan	That Council direct Staff to provide a report on options for investing the remaining Community Forest Funds that have not been allocated for the 2020 budget	Draft report	Finance	Assigned - delayed due to Covid requirements
March 17, 2020	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 5 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 5. THAT, subject to public input, Council indicate support for Development Variance Permit No. 3090-20-DVP20-02 which would vary the following: a. vary the Ucluelet Subdivision Control Bylaw No. 521, 1989, to allow development of a compact residential road and services within a 10m dedicated road right-of-way (instead of a 15m minimum road dedication) as proposed in the cross section by Park City Engineering Ltd. dated February 14, 2020; and, b. for proposed Lots 1, 2 and 5, vary section R-5.6.2 of District of Ucluelet Zoning Bylaw No. 1160, 2013, to permit access to a parking space to be located between the front face of the principal building and the adjacent road THAT Council approve recommendation 5 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 5. THAT, subject to public input, Council indicate support for Development Variance Permit No. 3090-20-DVP20-02 which would vary the following	Staff to bring forward DVP20-02 to future Council meeting during consideration of a Development Permit for the project	Administration / Planning	Complete

March 17, 2020	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 8 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 8. THAT Council indicate that it is prepared to authorize the following, once the "No Subdivision Covenant" has been registered on the title of Lot 13: a. discharge of "No Build" covenant FB154873 currently registered on the title of Lot 13; and, b. approval for the future modification of Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered, to document that 33 affordable units have been created for future consideration and calculation of the development potential on other lands currently owned by Weyerhaeuser Company Ltd. THAT Council approve recommendation 8 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 8. THAT Council indicate that it is prepared to authorize the following, once the "No Subdivision Covenant" has been registered on the title of Lot 13	Staff to work with lawyer to modify Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered	Planning	In Progress
March 17, 2020	Water Treatment Loan Authorization Donna Monteith, Chief Financial Officer	That Council approve recommendation 3 of report item, "Water Treatment Loan Authorization" which states: 3. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given third reading and referred to the Inspector of Municipalities for approval	Staff to refer bylaw to the Inspector for Municipalities for approval	Administration	Assigned: this project is on hold until 2021 fiscal year
April 14, 2020	COVID-19 Bylaw Education and Enforcement	A. THAT Council engage the Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht and Yuułu?ił?ath governments, District of Tofino and Alberni-Clayoquot Regional District to discuss a coordinated approach for the West Coast to: i. lobby Island Health and/or the Government of BC to pass an order restricting tourist and other non-essential travel to the West Coast at this time; and, ii. take a consistent approach when exercising legislated local government and/or treaty powers to curtail businesses and activities which are not complying with recommendations of the Public Health Officers to stop the spread of COVID-19. THAT Council engage the Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht and Yuułu?ił?ath governments, District of Tofino and Alberni-Clayoquot Regional District to discuss a coordinated approach for the West Coast	Continue to engage with governments in the region to discuss coordinated approach to addressing COVID-19.	Council	Complete. Staff will continue to engage through bi-weekly regional COVID-19 meetings which has resulted in actions such as the regional "Show Your Love" campaign.
April 28, 2020	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council authorize the discharge of "No Build" covenant FB154873 from the title of Lot 13, concurrent with the registration of the "No Subdivision Covenant with Option to Purchase" on the property's title	Discharge covenant once No Subdivision Covenant with Option to Purchase is registered on the property title	Planning	In Progress: documents signed and back with lawyers for registering.
May 12, 2020	Lot 13 Marine Drive - Correspondence from Weyerhaeuser Todd Powell, Vice President of Weyerhaeuser NR Company	THAT Council indicate that it is prepared to authorize modification of Master Development Agreement and Covenant EX125879 on lands owned by Weyerhaeuser Company Ltd. at the point when a Development Permit has been issued for the proposed subdivision and development of the land, subject to the concurrent registration of the "No Subdivision Covenant with Option to Purchase" being registered on the title of Lot 13	Modify Master Development Agreement at the time DP is issued, subject to the "No Subdivision Covenant with Option to Purchase" being registered on the Lot 13	Planning	In Progress
June 23, 2020	District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services	THAT Council earmark the results of the flood mapping project for upcoming discussions in the Strategic Planning update and subsequent Budget preparations, for next steps to: update Emergency Preparedness plans; consider resiliency in long-term Asset Management planning; consider changes to development regulations, including a process for public consultation, as they relate to existing properties; and, consider new policy on future developments to avoid areas of flood risk.	Use report findings to update strategic planning, emergency preparedness plans, asset management planning, development regulations, policies related to development and subsequent budget preparation.	Administration	Assigned: this will be brought back during strategic and budget planning.
July 14, 2020	Audio Visual Upgrades for the Main Hall	THAT Council approve recommendation 1 and 2 of report item "Audio Visual Upgrades for the Main Hall" from the report titled which state: THAT Council reschedule the August 4, 2020 Regular Council Meeting to August 18, 2020 at 5:00 PM; and THAT Council approve using up to \$60,000 RMI funds for Audio Visual (AV) upgrades to the Main Hall at the Ucluelet Community Centre.	Implement AV upgrades.	Recreation & Tourism	In Progress - working with IT

August 18, 2020	Covenant Modification - 1079 Helen Road John Towgood, Planner 1	THAT Council authorize the discharge the S.219 Restrictive Covenant EV152825 registered on Lot 1, DL 543, Native Island, Clayoquot District, Plan VIP76238 (1079 Helen Road) and replace it with a new S.219 covenant based on the March 3, 2020, Geotechnical Report by Lewkowich Engineering and Associates Ltd.	Discharge covenant and replace it.	Planning	In Progress
October 13, 2020	September 8, 2020 Regular Minutes	THAT Council adopt the September 8, 2020 Regular Council Minutes as presented.	Print, sign, post and file.	Administration	Complete
October 13, 2020	September 15, 2020 Special Council Minutes	THAT Council adopt the September 15, 2020 Special Council Minutes as presented.	Print, sign, post and file.	Administration	Complete
October 13, 2020	September 15, 2020 Special Council Minutes	THAT Council adopt the September 15, 2020 Special Council Minutes as presented.	Print, sign, post and file.	Administration	Complete
October 13, 2020	September 29, 2020 Regular Minutes	THAT Council adopt the September 29, 2020 Special Council Minutes as presented.	Print, sign, post and file.	Administration	Complete
October 13, 2020	Letter to the Honourable John Horgan Regarding the Allocation of 1% of PST to Local Governments Rob Vagramov, Mayor, City of Port Moody	THAT Council direct Staff to write a letter to Premier Horgan in support of the resolution passed by the City of Port Moody regarding the allocation of 1% of PST to Local Governments.	Write letter and send to the Honourable John Horgan.	Administration	Complete
October 13, 2020	Community Support - Junior Canadian Rangers S.D. Macdonald, Major, Officer Commanding JCR Company, Government of Canada (National Defence)	THAT Council direct Staff to write a letter of support for the Junior Canadian Rangers.	Write letter and send to the Junior Rangers office at National Defence.	Administration	Complete
October 13, 2020	Universal Access to No-Cost Prescription Contraception Jonathan X. Cote, Mayor, City of New Westminster	THAT Council direct Staff to write a letter to Premier Horgan in support of the resolution passed by the City of New Westminster regarding universal access to no-cost prescription contraception.	Write letter of support and send to the Honourable John Horgan.	Administration	Complete
October 13, 2020	Barkley Community Forest Corporation - Letter of Support Request Terry Smith, BCF Chair, Barkley Community Forest	THAT Council directs Staff to write a letter to the Barkley Community Forest Corporation in support of their proposal to the Ministry of Forest, Lands, Natural Resource Operations and Rural Development for construction or maintenance of trails or recreation facilities on Crown Land.	Write letter of support and send to the Barkley Community Forest Corporation.	Administration	Complete
October 13, 2020	Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1 of report item "Revised Covenant and Option to Purchase - Lot 13 Marine Drive" which states: 1. THAT Council accept the proposed Option to Purchase from ACMC Holdings as sufficient assurance that the proposed development of affordable housing on Lot 13 will occur in an acceptable time frame;	Register option at the appropriate time.	Planning	In Progress
October 13, 2020	Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 2 of report item "Revised Covenant and Option to Purchase - Lot 13 Marine Drive" which states: 2. THAT Council approve the modification of Master Development Agreement and Covenant EX125879, concurrent with the registration of the Use and Development Covenant and the Option to Purchase, to document that 33 affordable units have been created on Lot 13 for future consideration and calculation of the development potential on other lands currently owned by Weyerhaeuser Company Ltd.; and,	Modify Master Development Agreement and Remove the Covenant.	Planning	In Progress
October 13, 2020	Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 3 of report item "Revised Covenant and Option to Purchase - Lot 13 Marine Drive" which states: 3. THAT Council indicate that the offer to provide funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households would remain valid until September 1, 2025, and would be payable upon the owner obtaining a final occupancy permit for the last of the 33 houses to be built on the proposed lots.	Pay funds to the developer if and when occupancy permits are issued.	Finance	Assigned: Long Term Project Subject to Developer performance.

October 13, 2020	Lot 13 Marine Drive - Development Permit for Affordable Housing Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 2 of report item "Lot 13 Marine Drive - Development Permit for Affordable Housing" which states: 2. THAT Council authorize discharge of Restrictive Covenant FB154877 from the title of Lot 13 which restricts development on site within the riparian areas defined next to streams "AB" and "AC";	Discharge restrictive covenant.	Planning	In Progress
October 13, 2020	Lot 13 Marine Drive - Development Permit for Affordable Housing Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1 of report item "Lot 13 Marine Drive - Development Permit for Affordable Housing" which states: 1. THAT Council authorize issuance of Development Permit 3060-20-DP20-11 for a proposed 33-lot affordable development on Lot 13, District Lot 283, Clayoquot Land District, Plan VIP84686;	Issue Development Permit.	Planning	In Progress
October 13, 2020	Development Permit & Development Variance Permit for 1892 Peninsula Rd. John Towgood, Planner 1	THAT Council approve recommendation 1 of report item "Development Permit & Development Variance Permit for 1892 Peninsula Rd." which states: THAT Council, with regard to a proposed six-unit resort condo/residential mixed-use building at 1892 Peninsula Road (Lot 6, Block A, District Lot 282, Clayoquot District, Plan 7810), approve the following: subject to public comment, issue Development Variance Permit DVP20-03 to allow a commercial tourist accommodation on the first storey of a mixed Commercial/Residential building, whereas section 103 of Zoning Bylaw No. 1160, 2013, defines Mixed Commercial/ Residential as excluding commercial tourist accommodation from the first storey of a building; and, issue Development Permit DP20-09 for a proposed six-unit resort condo / residential mixed use building, associated site works, and landscaping.	Issue Development Permit and Development Variance Permit.	Planning	In Progress
October 13, 2020	Temporary Use Permit - 1685 Peninsula Road John Towgood, Planner 1	1. THAT Council provide an opportunity for public comment on this item; and, 2. THAT , subject to public comment, Council authorize issuance of Temporary Use Permit TUP 20-03 for a period of up to three years, to allow for a Single Family Dwelling residential use within an existing 90m2 building located in the northwest corner of the property at 1685 Peninsula Road. No short term rental use of this dwelling.	Issue the temporary use permit as amended.	Planning	In Progress
October 13, 2020	Public Attendance at Council Meetings and Public Hearings Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendations 1 and 2 of report item "Public Attendance at Council Meetings and Public Hearings" which state: 1. THAT , pursuant to Ministerial Order M192 and due to limited Council Chamber capacity during COVID-19, Council authorizes that until there are changes to the restriction on gathering and social distancing requirements, all open meetings of Council, including Committee of the Whole and public hearings, shall be conducted without members of the public present in Council Chambers; and 2. THAT Council is ensuring openness, transparency, accessibility and accountability in respect of all open council meetings and public hearings by: a. livestreaming open council meetings and public hearings on YouTube; b. receiving public input and questions submitted during open council meetings and public hearings via email and having Staff read the same during the Public Input or Question Period sections of the agenda; c. receiving public input and questions in real time at open council meetings and public hearings via Zoom Webinar; d. receiving written correspondence at council meetings and public hearings submitted in accordance with District of Ucluelet Council Procedures Bylaw No. 1264, 2020; and, e. designating Activity Room 1 or 2 as a place where members of the public can attend to watch and hear council meetings and public hearings while they are in progress.	Update website to reflect current in-person public attendance prohibition.	Administration	Complete

October 13, 2020	Essential Services Mutual Aid Agreement Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendation 1 of report item "Essential Services Mutual Aid Agreement" which states: 1. THAT Council authorize the District of Ucluelet's authorized signatories to enter into the Essential Services Mutual Aid Agreement.	Coordinate execution of the Agreement.	Administration	In Progress - awaiting signatures
October 13, 2020	Freedom of Information Bylaw Update (Adoption) Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendation 1 of report item "Freedom of Information Bylaw Update (Adoption)" which states: 1. THAT Council adopt District of Ucluelet Freedom of Information and Protection Bylaw No. 1279, 2020.	Print, sign and file Bylaw.	Administration	Complete
October 13, 2020	Single-Use Plastic Bylaw Update (Adoption) Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendations 1, 2 and 3 of report item "Single-Use Plastic Bylaw Update (Adoption)" which state: 1. THAT Council adopt District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020; 2. THAT Council authorize Staff to enter into a service delivery agreement in which the District of Ucluelet pays no more than \$4,000 to the District of Tofino to fund outreach, consultation and monitoring services provided by the Surfrider Foundation Pacific Rim; and 3. THAT Council allocate \$4,000 from the Council Promotion budget to satisfy the above service agreement.	Draft contract and supervise contractor.	Administration	Complete
October 13, 2020	Single-Use Plastic Bylaw Update (Adoption) Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendations 1, 2 and 3 of report item "Single-Use Plastic Bylaw Update (Adoption)" which state: 1. THAT Council adopt District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020; 2. THAT Council authorize Staff to enter into a service delivery agreement in which the District of Ucluelet pays no more than \$4,000 to the District of Tofino to fund outreach, consultation and monitoring services provided by the Surfrider Foundation Pacific Rim; and 3. THAT Council allocate \$4,000 from the Council Promotion budget to satisfy the above service agreement.	Print, sign and file bylaw.	Administration	Complete
October 27, 2020	October 13, 2020 Special Minutes	THAT Council adopt the October 13 Special Council Minutes as presented.	Print, sign, and file.	Administration	In Progress
October 27, 2020	October 13, 2020 Regular Minutes	THAT Council adopt the October 13 Regular Council Minutes as amended.	Amend, print, sign and file.	Administration	In Progress
October 27, 2020	92nd BC Youth Parliament Session Rhonda Vanderfluit, Registrar, Youth Parliament of BC Alumni Society	THAT Council direct Staff to refer the letter from Rhonda Vanderfluit regarding the "92nd BC Youth Parliament Session" to the Ucluelet Secondary School administrators.	Forward letter to Ucluelet Secondary School.	Administration	Complete

October 27, 2020	Development Permit & Development Variance Permit for 1023 Tyee Terrace John Towgood, Planner 1	<p>THAT Council approve recommendation 1 of report Item "Development Permit & Development Variance Permit for 1023 Tyee Terrace" which states:</p> <p>1. THAT Council, with regard to a single unit resort condo building at 1023 Tyee Terrace (Strata Lot 19, Plan VIS4490, Section 21, Clayoquot Land District, with interest in common property), approve the following:</p> <p>a. subject to public comment, issue Development Variance Permit DVP20-05 to allow:</p> <p>i. a front yard setback of 4.5m whereas section CS-5.6.1 the District of Ucluelet Zoning Bylaw No. 1160, 2013, requires 6m; and,</p> <p>ii. a rear yard setback of 2.2m whereas section CS-5.6.1 the District of Ucluelet Zoning Bylaw No. 1160, 2013, requires 3m.</p> <p>b. issue Development Permit DP20-12 for a single unit resort condo building, associated site works, and landscaping.</p>	Issue DP and DVP.	Administration	In Progress
October 27, 2020	Lot 13 Marine Drive - Development Variance Permit Bruce Greig, Manager of Community Planning	<p>THAT Council approve recommendation 2 of report Item "Lot 13 Marine Drive - Development Variance Permit" which states:</p> <p>2. THAT Council authorize issuance of Development Variance Permit 3090-20-DVP20-02 for the proposed 33-lot affordable development on Lot 13, District Lot 283, Clayoquot Land District, Plan VIP84686 as follows:</p> <p>a. vary the Ucluelet Subdivision Control Bylaw No. 521, 1989, to allow development of a compact residential road and services within a 10m dedicated road right-of-way (instead of a 15m minimum road dedication).</p>	Issue DVP.	Administration	In Progress
October 27, 2020	ICIP Investing in Canada Infrastructure Program - Rural and Northern Communities Grant Application Warren Cannon, Manager of Operations	<p>THAT Council approve recommendations 1 and 2 of report Item "ICIP Investing in Canada Infrastructure Program - Rural and Northern Communities Grant Application" which state:</p> <p>1. THAT Council authorize Staff to submit a grant application to the Investing in Canada Infrastructure Program-Rural and Northern Communities to fund the Sanitary Sewer Collection System Expansion Sea Plane Base Road Area project; and</p> <p>2. THAT Council commit to its share of any cost overruns related to the Sanitary Sewer Collection System Expansion Sea Plane Base Road Area project.</p>	Submit Grant application.	Public Works	Complete
October 27, 2020	Letter to MLA Osborne	THAT Council direct staff to send a letter of congratulations to Mayor Osborne regarding her recent victory in the race for the Mid Island Pacific Rim MLA seat.	Staff to send a letter.	Administration	Complete



STAFF REPORT TO COUNCIL

Council Meeting: November 10, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: NICOLE MORIN, CORPORATE/PLANNING CLERK

FILE NO: 1630-01

SUBJECT: CHEQUE LISTING – OCTOBER 2020

REPORT NO: 20-119

ATTACHMENT(S): APPENDIX : DISTRICT OF UCLUELET AP 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 regular update on disbursed cheques.

BACKGROUND:

Finance staff have provided a detailed list of last month's cheque run attached as 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:

Nicole Morin, Corporate/Planning Clerk
Joseph Rotenberg, Manager of Corporate Planning

District of Ucluelet
AP Cheque Listing - October 2020

Appendix A

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
5365724	2	20-Oct-01	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	80890899	UAC SMOKE/HEAT DETECTORS INSTALL	6328.89		6328.89	
5368231	1	20-Oct-02	LY001	YOUNG ANDERSON	120907	1190040	152.99		152.99	
5368231	10	20-Oct-02	LY001	YOUNG ANDERSON	120916	1190179	987.18		987.18	
5368231	11	20-Oct-02	LY001	YOUNG ANDERSON	120917	1190180	1101.26		1101.26	
5368231	12	20-Oct-02	LY001	YOUNG ANDERSON	120918	1190181	267.42		267.42	
5368231	13	20-Oct-02	LY001	YOUNG ANDERSON	120919	1190182	241.11		241.11	
5368231	12	20-Oct-02	LY001	YOUNG ANDERSON	120908	1190080	184.25		184.25	
5368231	13	20-Oct-02	LY001	YOUNG ANDERSON	120909	1190134	123.2		123.2	
5368231	14	20-Oct-02	LY001	YOUNG ANDERSON	120910	1190169	581.71		581.71	
5368231	15	20-Oct-02	LY001	YOUNG ANDERSON	120911	1190170	3126.52		3126.52	
5368231	16	20-Oct-02	LY001	YOUNG ANDERSON	120912	1190172	343.74		343.74	
5368231	17	20-Oct-02	LY001	YOUNG ANDERSON	120913	1190173	389.98		389.98	
5368231	18	20-Oct-02	LY001	YOUNG ANDERSON	120914	1190177	353.37		353.37	
5368231	19	20-Oct-02	LY001	YOUNG ANDERSON	120915	1190178	1372.7		1372.7	
030870	2	20-Oct-06	AGS11	AGS BUSINESS SYSTEMS INC	279307	COPIER USAGE 08/29-09/28/2020	521.42		521.42	
030871	2	20-Oct-06	BD551	BOUVIER DARCEY	123173 123174	BOUVIER-SAFETY FOOTWEAR REIMBRSMT STORAGE TOTES REIMBRSMT	175 46.94		221.94	
030872	2	20-Oct-06	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10199970 VA10202802	WATER TESTING C067114 WATER TESTING C068587	263.55 263.55		527.1	
030873	2	20-Oct-06	CFP22	CALEDONIA FIRE PROTECTION LTD	27062	INSPECTION-FIRE EXTINGUISHER REPLCMT	400.05		400.05	
030874	2	20-Oct-06	CE004	CORPORATE EXPRESS CANADA INC	54002224 54261583 54280549	OFFICE SUPPLIES-LYCHE UVFB/PW/LYCHE OFFICE SUPPLIES UVFB CERTIFICATE FRAMES	247.51 197.44 144.43		589.38	
030875	2	20-Oct-06	EAR01	EARTHWAVE LANDSCAPES	698833	FINAL 3 2020 MAINTENANCE VISITS	500		500	
030876	2	20-Oct-06	F5004	EMCO CORPORATION	87102020-00	ODYSSEY LN WATER TIE-IN	2814.28		2814.28	

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District of Ucluelet
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Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
030877	2	20-Oct-06	EL048	ERIK LARSEN DIESEL CO. LTD.	718417	GREASE FITTING-BACKHOE	15.68		15.68	
030878	2	20-Oct-06	FW050	FAR WEST DISTRIBUTORS LTD	338638 338558	UCC-GLOVES/HAND SOAP CLEAN SWEEP SUPPLIES	131.97 218.92		350.89	
030879	2	20-Oct-06	GNT01	G & N TOWING LTD.	7595	MOBILE CRANE WORK PW	1029		1029	
030880	2	20-Oct-06	G9426	GALBRAITH JEFF	123175 123176	GALBRAITH-TRAVEL EXPENSE NEW TRUCK GALBRAITH-BOOT ALLOWANCE	35 175		210	
030881	2	20-Oct-06	GAR05	GARAVENTA (CANADA) LTD	1711337-0	JUL/20-JUN/21 MAINTENANCE CONTRACT	1400		1400	
030882	2	20-Oct-06	GF001	GRAPHICS FACTORY	27244	BUMPER STICKERS	788.48		788.48	
030883	2	20-Oct-06	GPC25	GREATPACIFIC CONSULTING LTD	1091	PROJECT REM2020 1005-008	17465.83		17465.83	
030884	2	20-Oct-06	GD215	GREGG DISTRIBUTORS LTD	011-785377	ELECTRICAL WIRES	267.93		267.93	
030885	2	20-Oct-06	PD199	HARBOURVIEW DRUGSTORE	710294	SEAT CUSHIONS-PARKS VEHICLE	148.94		148.94	
030886	2	20-Oct-06	JD79	J & D WEAVER HOLDINGS LTD	035563 634810	UVFB SMALL TOOLS/SUPPLIES UVFB SUPPLIES	156.75 60.36		217.11	
030887	2	20-Oct-06	JAL42	JAL DESIGNS AND GRAPHICS INC.	40501803	DOOR DECALS-PW	340.48		340.48	
030888	2	20-Oct-06	CK608	KASSLYN CONTRACTING	D739 D740 D741	D739 D740 D741	2162.61 2804.53 1850.7		6817.84	
030889	2	20-Oct-06	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP12-06C	DEFECT FEE RESUBMIT APP DP12-06	14.2		14.2	
030890	2	20-Oct-06	MISC		123172	GYM CAMP REFUND	88		88	
030891	2	20-Oct-06	MISC	ALCARO PLASTICS INC	377004	WPT TOILETS	486.85		486.85	
030892	2	20-Oct-06	MISC	[REDACTED]	BP18-63/19-45	BP18-63/19-45 DMG DEPOSIT RETURN	3500		3500	
030893	2	20-Oct-06	MISC	[REDACTED]	BP19-11	BP19-11 DAMAGE DEP RETURN	1000		1000	
030894	2	20-Oct-06	MISC	[REDACTED]	BP19-25	BP19-25 DMG DEP RETURN	1000		1000	
030895	2	20-Oct-06	MISC	[REDACTED]	BP20-05	BP20-05 DMG DEP RETURN	1000		1000	
030896	2	20-Oct-06	MISC	[REDACTED]	TX126932-2020	PPTY TX OVERPYMT ROLL 126932	3537		3537	
030897	2	20-Oct-06	PI110	PUROLATOR INC	445545500	BV LABS	50.9		138.18	

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District of Ucluelet
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Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					445609095	BV LABS	87.28			
030898	2	20-Oct-06	SD199	SCHRAMM DESIGN	2984	SHOW YOUR LOVE CAMPAIGN	413		413	
030899	2	20-Oct-06	NS003	SIGMUND, NORANND	123171	YOGA CAMP	840		840	
030900	2	20-Oct-06	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	92068	OCT/20 EAP	121.28		121.28	
030901	2	20-Oct-06	T9267	TARON BRENT	123177	TRAVEL EXPENSE-NEW TRUCK	35		35	
030902	2	20-Oct-06	HI715	TERRAPURE	93129945	SCH-WASTE REMOVAL SERVICES	619.5		619.5	
030903	2	20-Oct-06	DT002	TOFINO DISTRICT OF	20200239	JAN-JUL/2020 BUILDING INSPECTOR	25083.23		25083.23	
030904	2	20-Oct-06	UP459	UCLUELET PETRO-CANADA	9607	OIL-PW 2001 FORD TRUCK	15.93		438.41	
					9758	HEADLIGHT INSTALL-PW 2009 GMC	88.47			
					9878	WINDOW REGULATOR REPLACE-PW 2001 FORD	271.01			
					9767	TOWING-UNLOCK VEHICLE AT UCC	63			
030905	2	20-Oct-06	UR849	UCLUELET RENT-IT CENTER LTD	39224	BIG BEACH/LIGHTHOUSE SEWER	380.8		418.68	
					39414	AUTOCUT 25-2 PARKS	37.88			
030906	2	20-Oct-06	UV146	UCLUELET VOLUNTEER FIRE BRIGADE	Q3/20	Q3/20 CONTRIBUTION	2500		2500	
030907	2	20-Oct-06	US001	URBAN SYSTEMS LTD.	178644	PROJ 1427.0005.01 PENINSULA RD	1386		58735.83	
					179478	PROJ 1427.0005.01 PENINSULA RD	4058.3			
					180032	PROJ 1427.0005.01 PENINSULA RD	25376.35			
					180033	PROJ 1427.0010.01 HARBOUR MASTER PLAN	4584.3			
					178645	PROJ 1427.0010.01 HARBOUR MASTER PLAN	3474.66			
					179479	PROJ 1427.0010.01 HARBOUR MASTER PLAN	4191.39			
					178646	PROJ 1427.0011.01 CEDAR RD PARKING	6094.5			
					179480	PROJ 1427.0011.01 CEDAR RD PARKING	6933.15			
					180034	PROJ 1427.0011.01 CEDAR RD PARKING	2637.18			
030908	2	20-Oct-06	WC345	WURTH CANADA LTD	24045362	NITRILE GLOVES-PW	164.6		164.6	
030909	2	20-Oct-06	ZW172	ZONE WEST ENTERPRISES LTD	63365	UVFB SHIRTS/EPAULETTES	205.8		556.65	
					63373	UVFB EMBROIDERED CRESTS	350.85			
4323371	2	20-Oct-09	CRA00	CANADA REVENUE AGENCY	PP20/2020-1	PP20 SOURCE DEDUCTIONS	22218.41		22218.41	
4323498	2	20-Oct-09	CRA00	CANADA REVENUE AGENCY	PP20/2020-2	PP20 SOURCE DEDUCTIONS	581.28		581.28	
030910	2	20-Oct-16	ACE92	ACE COURIER SERVICES	14287865	GREGG DISTRIBUTORS	36.73		36.73	
030911	2	20-Oct-16	AHI01	ALLES HOLDINGS INC	60	SEP 7-18/20 UVFB CONTRACT	630		1260	

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Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					61	SEP 21-OCT2/20 UVFB CONTRACT	630			
030912	2	20-Oct-16	BR330	BLACK ROCK MANAGEMENT INC.	149746-2	AUG ACCOM FOR DRIVE-IN MOVIE	296.7		296.7	
030913	2	20-Oct-16	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10209224 VA10213039	WATER TESTING C070722 SEWER TESTING C070833	263.55 334.64		598.19	
030914	2	20-Oct-16	BUS01	BUSTON, TONI	123178	YOUTH CO AUG/SEP	506		506	
030915	2	20-Oct-16	CT002	CLEARTECH INDUSTRIES INC	846664 202783	SODIUM HYPOCHLORITE/CONTAINER DEP CONTAINER RETURN	828.07 -336		492.07	
030916	2	20-Oct-16	CUPE1	CUPE LOCAL #118	09/20	SEP/20 DUES	1360.87		1360.87	
030917	2	20-Oct-16	D9430	DENMAN CHRISTOPHER	123181	SAFETY WORK BOOTS-REIMBRSMT	175		175	
030918	2	20-Oct-16	DWS54	DOGWASTE SOLUTIONS	1646	DOG WASTE BAGS (X5 BOXES)	666.4		666.4	
030919	2	20-Oct-16	DC001	DOLAN'S CONCRETE LTD.	UK48434	COMMERCIAL CONCRETE	366.28		366.28	
030920	2	20-Oct-16	DJ002	DRAESEKE JAN	123179	CHI GONG	74.78		74.78	
030921	2	20-Oct-16	EB295	E.B. HORSMAN & SON	12629659 12615742	LAGOON MATERIAL LAGOON MATERIALS	975.39 687.07		1662.46	
030922	2	20-Oct-16	FW050	FAR WEST DISTRIBUTORS LTD	338831 338993	GARBAGE BAGS SCH-BATHROOM SUPPLIES	119.71 261.47		381.18	
030923	2	20-Oct-16	FSC10	FOUR STAR COMMUNICATIONS INC	56123 56476	SEP/20 ANSWERING SERVICES OCT/20 ANSWERING SERVICES	162.75 162.75		325.5	
030924	2	20-Oct-16	GF001	GRAPHICS FACTORY	27296	FIREHALL PARKING SIGNS	448		448	
030925	2	20-Oct-16	HS002	HOGAN, SARAH	123180	DANCE FIT AUG/20	145.15		145.15	
030926	2	20-Oct-16	HRPR7	HOLISTIC EMERGENCY PREPAREDNESS	4689	EOC KIT UPDATES	3998.68		3998.68	
030927	2	20-Oct-16	IC130	INFOSAT COMMUNICATIONS	444652	SAT PHONE OCT/20	65.12		65.12	
030928	2	20-Oct-16	JR381	J. ROBBINS CONSTRUCTION LTD	4721 4722	ROCKHELEN RD DITCH PW YARD DELIVERY SERVICE	692.25 55.13		747.38	
030929	2	20-Oct-16	CK608	KASSLYN CONTRACTING	D742 D743	D742 D743	4953.49 1572.01		6525.5	
030930	2	20-Oct-16	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	1750-019	1750 BAY ST SANITARY SEWER	1891.05		7241.8	

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District of Ucluelet
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Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					2047-001	2047 UTILITY UPGRADES	5350.75			
030931	2	20-Oct-16	NSI15	NORATEK SOLUTIONS INC	C31448	FIRE INSPECTION SOFTWARE 2020-2021	2549.88		2549.88	
030932	2	20-Oct-16	OTC25	OUT OF OUR TREE CUSTOM WOODWORK	123182	COMMUNITY MAP-WAYFINDING PROJECT	3071.25		3071.25	
030933	2	20-Oct-16	PB104	PIONEER BOAT WORKS	80125	TEAR AID FOR TRAMPOLINE	11.77		11.77	
030934	2	20-Oct-16	PC650	PRAIRIE COAST EQUIPMENT	P29568	TAIL LIGHT PARTS	144.82		144.82	
030935	2	20-Oct-16	SC003	SHARE CANADA	20724	NATRAKLENE DEGREASER	2392.4		2392.4	
030936	2	20-Oct-16	SBR01	SONBIRD REFUSE & RECYCLING LTD.	40142	SCH GARBAGE SEP/20	2171.1		5035.56	
					40144	WHISKEY DOCK GARBAGE SEP/20	627.51			
					40145	PW YARD GARBAGE SEP/20	1634.96			
					40147	UVFB/UAC GARBAGE SEP/20	45.15			
					40141	LYCHE RECYCLING FEE SEP/20	26.78			
					40143	52 STEPS GARBAGE SEP/20	354.64			
					40146	UCC GARBAGE SEP/20	175.42			
030937	2	20-Oct-16	str01	STRYKER CANADA ULC	30816013	AED-SCH/REC HALL	5921.44		5921.44	
030938	2	20-Oct-16	TU428	TOURISM UCLUELET	07/20	JUL/20 MRDT	24826.69		24826.69	
030939	2	20-Oct-16	TSC19	TRANSPARENT SOLUTIONS CORP	11550	CLEARMAIL NOV/20	20.95		20.95	
030940	2	20-Oct-16	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	6686	CARDLOCK SEP/20	3030.89		3683.86	
					71389039	#23 ENGINE OIL	8.53			
					71399763	2020 CHEV REG FUEL	101.06			
					71399785	PARKS ATV PREM FUEL	14.33			
					71400566	UVFB PREM FUEL	20.78			
					14867	HELEN ST GEN FUEL	162.3			
					14868	JUNCTION GEN FUEL	217.91			
					09SEP2020#3517	FIREHALL SUPPLIES	68.17			
					21SEP2020#7765	PW OFFICE/YARD SUPPLIES	34.34			
					01SEP2020#2202	PW OFFICE SUPPLIES	25.55			
030941	2	20-Oct-16	UR849	UCLUELET RENT-IT CENTER LTD	39080	SEP/20 PORTABLES	1848.57		1848.57	
030942	2	20-Oct-16	UI923	UKEE INFO TECH	12170	IT SUPPORT SEP/20	7685.15		7685.15	
030943	2	20-Oct-16	WF001	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2020/2308	BULLARD HELMET FRONT/VISOR	463.79		463.79	
030944	2	20-Oct-16	XC300	XPLORNET COMMUNICATIONS INC	INV34104739	EMRGNCY INTERNET FIREHALL OCT/20	70.55		70.55	
53821413	2	20-Oct-16	MNP01	MNP LLP	9469061	INITIAL PYMT 2020 AUDIT	13919.06		13919.06	

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District of Ucluelet
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Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
53821621	2	20-Oct-16	LY001	YOUNG ANDERSON	121398	1190040	492.8		492.8	
538216210	2	20-Oct-16	LY001	YOUNG ANDERSON	121407	1190179	78.97		78.97	
538216211	2	20-Oct-16	LY001	YOUNG ANDERSON	121408	1190180	892.27		892.27	
538216212	2	20-Oct-16	LY001	YOUNG ANDERSON	121409	1190181	1938.17		1938.17	
538216213	2	20-Oct-16	LY001	YOUNG ANDERSON	121410	1190182	2560.89		2560.89	
538216214	2	20-Oct-16	LY001	YOUNG ANDERSON	121399	1190080	157.92		157.92	
538216213	2	20-Oct-16	LY001	YOUNG ANDERSON	121400	1190134	30.81		30.81	
538216214	2	20-Oct-16	LY001	YOUNG ANDERSON	121401	1190169	964.49		964.49	
538216215	2	20-Oct-16	LY001	YOUNG ANDERSON	121402	1190170	447.45		447.45	
538216216	2	20-Oct-16	LY001	YOUNG ANDERSON	121403	1190172	1199.24		1199.24	
538216217	2	20-Oct-16	LY001	YOUNG ANDERSON	121404	1190173	473.21		473.21	
538216218	2	20-Oct-16	LY001	YOUNG ANDERSON	121405	1190176	201.05		201.05	
538216219	2	20-Oct-16	LY001	YOUNG ANDERSON	121406	1190178	1297.13		1297.13	
53822333	2	20-Oct-16	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	Z4329296	UAC HALL ELECTRICAL PERMIT FEE	177.45		177.45	
53822395	2	20-Oct-16	TP002	TELUS COMMUNICATIONS INC.	09/20	SEP/20	5531.51		5531.51	
53822484	2	20-Oct-16	BMC01	BELL MOBILITY INC	09/2020	SEP/20	852.01		852.01	
53885616	2	20-Oct-23	BC017	BC HYDRO	400003365562	SEP/20	18909.44		18909.44	

Cheque Listing - October 2020
Nicole Morin, Corporate Planning Clerk

DISTRICT OF UCLUELET**Bylaw No. 967, 2004**

A bylaw to regulate the sale, use, and possession of fireworks.

WHEREAS the Council may, by bylaw, pursuant to the *Fireworks Act*, declare that Act applicable to the municipality;

AND WHEREAS the Council may, by bylaw, and subject to the *Fireworks Act*, regulate or prohibit the sale or disposal to any person of firecrackers and fireworks of every nature and kind;

AND WHEREAS the Council may, by bylaw, regulate or prohibit the discharging or exploding of firecrackers or fireworks;

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

1. Title

This Bylaw may be cited as "Fireworks Regulation Bylaw No. 967, 2004."

2. Definitions

"Firecracker" means small fireworks with entwined fuses used solely as noisemakers, and not for pyrotechnic effect.

"Fireworks" means manufactured goods intended to be used for pyrotechnic effect that are classified by the Canada Explosives Regulations as low hazard fireworks for recreation, including, but not limited to, fireworks showers, fountains, golden rain, lawn lights, pinwheels, roman candles and volcanoes, but excluding sparklers, Christmas Crackers and caps for toy guns.

"Bylaw Enforcement Officer" means a person employed or appointed by the District of Ucluelet to enforce the provisions of this bylaw.

3. Wholesale and Retail Sales

a) It shall be unlawful for any person to offer for sale, expose for sale, advertise or display or sell at wholesale or retail;

i) any fireworks, with the exception of sparklers, Christmas Crackers and caps for toy guns, to any person or organization except between October 24th and October 31st inclusive, in any year.

ii) any fireworks, to a person who is under the age of eighteen (18) years of age or to a person who appears to be under the age of eighteen (18) years and does not produce evidence that he/she is eighteen (18) years of age or older.

iii) any fireworks, unless such person is in possession of a valid District of Ucluelet Business Licence.

- b) It shall be unlawful for any person to supply any person, directly or indirectly, any firecracker, whether for his own use or not.

4. Possessions and Discharge of Fireworks and Firecrackers

- a) It shall be unlawful for any person to possess, sell, use, detonate or explode any firecrackers at any time of the year within the District of Ucluelet.
- b) It shall be unlawful for any person under the age of eighteen (18) years to possess, use, detonate or explode any fireworks.
- c) It shall be unlawful for any person to set off, discharge or explode any fireworks on any street, land, square or public place unless such person or persons shall first have obtained a permit from the District of Ucluelet, and it shall be the responsibility of the permit holder to ensure compliance with the provisions contained therein, or for any damages that may arise therefrom by reason of the issuance of any such permit.
- d) It shall be unlawful for any person to set off, discharge or explode any fireworks except between October 24th and October 31st inclusive, in any year unless such person(s) shall have first obtained a permit from the District of Ucluelet. It shall be the responsibility of the permit holder to ensure compliance with the provisions contained therein, or for any damages that may arise therefrom by any reason of the issuance of any such permit.
- e) It shall be unlawful for any person to point or direct or throw fireworks at any person, animal, building, motor vehicle, tree or bush, where such fireworks are in the process of exploding or detonating.

5. Vendors Permit

- a) It shall be unlawful for any person to offer for sale, expose for sale, advertise or display, or sell at wholesale or retail, any fireworks, unless such person is in possession of a valid Business License from the District of Ucluelet and a valid and subsisting Fireworks Vendors Permit issued by the District of Ucluelet.
- b) An application for a Fireworks Vendor Permit shall be made to the District of Ucluelet and shall be accompanied by a fee of \$50.00.
- c) The District of Ucluelet may refuse to issue a Fireworks Vendor Permit where:
 - i) The Vendor does not hold a valid and subsisting Business License issued by the District of Ucluelet;
 - ii) The Vendor, or an employee or agent of the Vendor, has been convicted of an offence against any of the provisions of this Bylaw or its predecessors, the Explosives Act (Federal) or the Fireworks Act (Provincial) within the twenty-four (24) months preceding the date of application.
 - iii) The District of Ucluelet may revoke a Fireworks Vendor Permit where the Vendor, or an employee or agent of the Vendor, violates any of the provisions of the Bylaw, the Explosives Act or the Fireworks Act.

6. Storage of Fireworks

- a) No person shall store, cause to be stored or have in his/her possession or on his/her premises, more than 23 kg (50.703 lbs) aggregate weight of fireworks at any time.
- b) No person shall store or cause to be stored any fireworks adjacent to any heat, flame or other source of ignition.
- c) No vendor shall store or cause to be stored, fireworks in a position or area that is readily accessible to customers or prospective customers. The storage area must be screened off from customers by a solid physical barrier and an attendant must always be on duty.
- d) An owner or occupier of premises in which fireworks are stored or kept for sale to any person must maintain a ULC approved, minimum 2A 10BC rating, multipurpose dry chemical portable fire extinguisher which is readily available on the premises at all times.
- e) Any owner or occupier of premises in which fireworks are stored, sold or disposed of to any person shall display or cause to display, a "NO SMOKING" sign with letters of a minimum height of 7.5 cm (2.95 inches) and of a contrasting colour to the background on the entrance door to the said premises and in a prominent position to the place where the fireworks are stored or sold.
- f) If the District of Ucluelet determines that a fire hazard exists on the premises of the holder of a Fireworks Vendor Permit and the holder does not eliminate such hazard forthwith upon notice thereof, the District of Ucluelet may order the removal of all fireworks from the premises and no person shall refuse or fail to comply with such order.

7. Seizure:

The Bylaw Enforcement Officer may seize firecrackers or fireworks being held in violation of this bylaw and may dispose of them without compensation.

8. Designation of Bylaw Enforcement Officer

For the purposes of this bylaw, the designated Bylaw Enforcement Officer means any of the following;

- a) Bylaw Enforcement Officer for the District of Ucluelet
- b) Fire Chief for the District of Ucluelet
- c) Chief Administrative Officer for the District of Ucluelet
- d) R.C.M.P. Officers and auxiliary members

9. Fines & Penalties:

Every person who violates any of the provisions of his bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw is liable on summary conviction to a fine of not more than two thousand dollars (\$2,000.00) and costs (including the costs of the committal and conveyance to the place of imprisonment) for each offense, and in default of payment therefore, to imprisonment of a term not exceeding six months in jail. Each day that such violation is permitted to continue shall be a separate offence.

10. Ticketing:

Fines and penalties for tickets issued for offences against this bylaw shall be in accordance with Schedule "A", attached hereto and forming part of this Bylaw.

11. Liability for Damages and Costs

In addition to all other penalties herein provided, any person causing damage to any public property shall be responsible for the cost of repairing such damage.

12. Severability

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

13. Administrative Provisions:

- a) This bylaw hereby repeals "Fireworks Regulation Bylaw No. 747, 1997" and any amendment thereto.
- b) This bylaw may be cited for all purposes as the "District of Ucluelet Fireworks Regulation Bylaw No. 967, 2004."

READ A FIRST TIME this 10th day of **August, 2004**

READ A SECOND TIME this 10th day of **August, 2004**

READ A THIRD TIME this 10th day of **August, 2004**

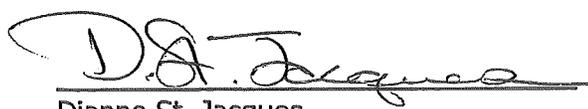
ADOPTED this 24th day of **August, 2004**

CERTIFIED A TRUE AND CORRECT COPY of "Fireworks Regulation Bylaw No. 967, 2004."



 Gale Shier
 Municipal Clerk

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



 Dianne St. Jacques
 Mayor



 Gale Shier
 Municipal Clerk

Fireworks Regulation Bylaw No. 967, 2004

Schedule "A"

Fines and Penalties

Description	Section	Fine – 1st Offense	Fine – 2nd and Subsequent Offenses
Offer fireworks for sale prior to October 24 th or after October 31 st of any year	3 (a)(i)	150.00	300.00
Offer to sell, or sale of fireworks to a person under 18 years of age	3(a)(ii)	250.00	500.00
Offer for sale, expose, advertise, display or sell fireworks without valid District of Ucluelet Business License	3(a)(iii)	250.00	500.00
Offer, sell, give any person a firecracker	3(b)	100.00	200.00
Possess, sell, detonate, explode any firecrackers	4(a)	100.00	200.00
Persons under 18 years of age possessing, detonating, exploding fireworks	4(b)	100.00	200.00
Discharge, explode fireworks on road, street, park, public place without a permit	4(c)	250.00	500.00
Discharge, explode fireworks prior to October 24 th or after October 31 st of any year	4(d)	150.00	300.00
Point, direct, throw firecrackers at any person, animal, building, motor vehicle, bush or tree	4(e)	250.00	500.00
Offer for sale, expose, advertise, display or sell fireworks without valid Vendors Permit	5(a)	250.00	500.00
Possession or storage of more than 23kg aggregate weight of fireworks	6(a)	250.00	500.00
Illegal storage of fireworks	6(b)(c)(d)(e)	250.00	500.00
Obstruct a Bylaw Enforcement Officer	7	250.00	500.00

