



**REGULAR MEETING OF COUNCIL
Tuesday, July 11, 2017 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
Council would like to acknowledge the Yuułu?i?at̓ First Nations on whose traditional territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. ADOPTION OF MINUTES	
4.1. June 27, 2017 Regular Minutes	5 - 11
2017-06-27 Regular Minutes	
4.2. June 27, 2017 Late Items Minutes	13
27-Jun-2017 Late Items Minutes	
5. UNFINISHED BUSINESS	
6. MAYOR'S ANNOUNCEMENTS	
7. PUBLIC INPUT, DELEGATIONS & PETITIONS	
7.1 Public Input	
7.2 Delegations	
8. CORRESPONDENCE	
9. INFORMATION ITEMS	
9.1. Community Naloxone Information Distribution	15 - 19
Coastal Family Resource Coalition	
I-1 Naloxone Report	
10. COUNCIL COMMITTEE REPORTS	
10.1 Councillor Sally Mole	
<i>Deputy Mayor April – June</i>	
• Ucluelet & Area Child Care Society	
• Westcoast Community Resources Society	
• Coastal Family Resource Coalition	

- Food Bank on the Edge
- Recreation Commission
- Ucluelet Health Centre Working Group

=> *Other Reports*

10.2 Councillor Marilyn McEwen
Deputy Mayor July – September

- West Coast Multiplex Society
- Ucluelet & Area Historical Society
- Wild Pacific Trail Society
- Vancouver Island Regional Library Board – Trustee
- Alberni-Clayoquot Regional District Board – Alternate

=> *Other Reports*

10.3 Councillor Mayco Noel
Deputy Mayor October – December

- Ucluelet Volunteer Fire Brigade
- Central West Coast Forest Society
- Ucluelet Chamber of Commerce
- Tourism Ucluelet
- Signage Committee
- Clayoquot Biosphere Trust Society - Alternate
- Barkley Community Forest Board

=> *Other Reports*

10.4 Councillor Randy Oliwa
Deputy Mayor January – March

- Vancouver Island Regional Library Board - Alternate
- Harbour Advisory Committee
- Aquarium Board
- Seaview Seniors Housing Society
- Education Liaison

=> *Other Reports*

10.5 Mayor Dianne St. Jacques

- Alberni-Clayoquot Regional District Board
- West Coast Committee
- Airport Committee

- Coastal Community Network
- Groundfish Development Authority
- DFO Fisheries Committees for Groundfish & Hake
- Regional Fisheries Committees
- Pacific Rim Arts Society
- Whale Fest Committees
- Ucluelet Health Centre Working Group

=> *Other Reports*

11. REPORTS

- | | | |
|-------|--|---------|
| 11.1. | Request for Staff Report for Amphitrite Point Lands Usage
<i>Abby Fortune, Director of Parks & Recreation</i>
R-1 Amphitrite Point Lands | 21 - 22 |
| 11.2. | Request for Noise Control Bylaw Extension and Road Closure
<i>Abby Fortune, Director of Parks & Recreation</i>
R-2 Ukee Days | 23 - 24 |
| 11.3. | Request for Water Service to BC Hydro Lot 479
<i>Warren Cannon, Superintendent of Public Works</i>
R-3 BC Hydro Lot 479 | 25 - 26 |
| 11.4. | Request to Move Funds to Cover an Increase in Building Inspection Service
<i>John Towgood, Planner 1</i>
R-4 Building Inspection Service | 27 - 28 |
| 11.5. | Request for Development Permit & Development Variance Permit Approval
<i>John Towgood, Planner 1</i>
R-5 Development Permit | 29 - 48 |

12. LEGISLATION

- | | | |
|-------|---|---------|
| 12.1. | REPORT
Council Remuneration Bylaw Update
<i>Don Schaffer, Interim Corporate Officer</i>
R-1 Council Remuneration Report | 49 - 51 |
| 12.2. | APPENDIX A
Bylaw No. 1219, 2017
L-2 Bylaw 1219 | 53 - 58 |
| 12.3. | APPENDIX B
Bylaw No. 1042, 2017
L-3 Bylaw 1042 | 59 - 63 |
| 12.4. | APPENDIX C
Bylaw No. 1145, 2012
L-4 Bylaw 1145 | 65 - 67 |

13. LATE ITEMS

- Late items will be addressed here as addenda items

14. NEW BUSINESS
15. QUESTION PERIOD
16. CLOSED SESSION

17. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, June 27, 2017 at 7:30 PM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Oliwa, Mole, and Noel
 Staff: Mark Boysen, Chief Administrative Officer
 Don Schaffer, Interim Corporate Officer
 Darcey Bouvier, Recording Secretary

Regrets:

1. CALL TO ORDER

1.1 Mayor St. Jacques called the meeting to order at 7:30 pm.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3. ADDITIONS TO AGENDA

4. ADOPTION OF MINUTES

4.1 June 13, 2017 Regular Minutes

Councillor McEwen

- Wild Pacific Trail Society - it is noted they are looking at the possibility of new sidewalks; change wording to to crosswalks.
- Vancouver Island Regional Library Board - strike from the minutes "Mr. Avis suggested to speak to each Council member."

2017-001

It was moved by Councillor Mole and seconded by Councillor McEwen

THAT Council approve the June 13, 2017 regular minutes as amended.

CARRIED.

4.2 June 13, 2017 Late Items Minutes

2017-002

It was moved by Councillor Oliwa and seconded by Councillor McEwen

THAT Council approve the late items minutes as presented.

CARRIED.

5. UNFINISHED BUSINESS

6. MAYOR'S ANNOUNCEMENTS

- 6.1 **Mayor St. Jacques welcomed the District's new Chief Administrative Officer, Mark Boysen. Mr. Boysen comes to us from Victoria and has been here one week. We are all very happy to have him here and welcome him and his family to Ucluelet.**
- 6.2 **Mayor St. Jacques noted "Oyster" Jim Martin was honoured with a Meritorious Service Medal from Canada's Governor General for his innovative efforts and all his hard work on the Wild Pacific Trail. This is well deserved, Congratulations Jim!**
- 6.3 **Mayor St. Jacques acknowledged and thanked the Ucluelet Volunteer Fire Brigade, Karla Robison, Don Schaffer and all the Staff who worked so hard on the fuel spill/road closure. They were all instrumental during this time and did an excellent job.**

7. PUBLIC INPUT, DELEGATIONS & PETITIONS

7.1 Public Input

D. Ferris thanked the District, Staff and Council for their support and cooperation with the Wild Pacific Trail. Also noted the importance of the Wild Pacific Trail as an economic driver for the community.

7.2 Delegations

**Samantha Hackett, West Coast Multiplex Society
Re: West Coast Multiplex Update**

- Provided handouts of the West Coast Multiplex newsletter from 2016 and an update from the Alberni-Clayoquot Regional District.
- The Multiplex will be located at Tofino airport lands, adjacent to the long beach unit of the Pacific Rim National Park Reserve.
- Project is a unique partnership with 5 First Nations, the Alberni-Clayoquot Regional District, District's of Tofino and Ucluelet, and the West Coast Multiplex Society.
- Have been working on a business plan for phase over the past few years. \$100,000 was secured through the Tla-o-qui-aht First Nations through the Federal Government.
- Working on design and costing phase with Vic Davies Architecture.
- Architects looking to come in July with an update.
- Once they have the phase one design, they will be doing a survey to make sure the 8 communities on the West Coast are in support.

- Following that, the Society will commence fundraising

David Close, Pacific Rim Foundation

Re: Scholarship Presentation

- Presentation of \$40,000 was by John Platenius of the Pacific Rim Foundation; acknowledged the scholarship's late benefactor, Dick Close.
- This year's Tyler Krueger received the West Coast's highest scholastic honour.
- The Foundation recognizes and celebrates the achievements of our communities' excellent youth.
- Ms. Krueger thanked the Pacific Rim Foundation for this honour, her parents, teachers, friends and both communities for encouraging youth to be active. Ms. Krueger also thanked Faye Missar for her inviting her to sit on the Youth Volunteer Board with the Clayoquot Biosphere Trust and for always encouraging the students at USS to get out and really make a difference.

Myron E. Plett

Wild Pacific Trail Development in Reef Point

- Mr. Plett advised he was not speaking as a lawyer tonight, but on behalf of the Brent and Laurie Skene, and Lisa Doupe.
- Skenes and Ms. Doupe are keen to participate in the democratic process
- Mr. Plett provided a handout of his presentation
- Presentation broken down into 3 sections; 1st section expressed the support of the delegates for some of the steps that were taken in phase 1; 2nd section highlighted concerns going ahead and the hope is this information will be considered by Council when moving forward; 3rd section, having heard what we said, asked Council to consider taking all the information and handouts provided back with them and create a draft resolution as a way to move forward.

8. CORRESPONDENCE

8.1 Request: Letter of Support / Participation in a Delegation Alberni-Clayoquot Regional District

2017-003

It was moved by Mayor St. Jacques and seconded by Councillor Noel

THAT Council write a letter of support for the Pacific Salmon Treaty Mitigation and Area G Proposal.

CARRIED.

9. INFORMATION ITEMS

10. COUNCIL COMMITTEE REPORTS

10.1 Councillor Sally Mole
Deputy Mayor April – June

Food Bank on the Edge

- Food Bank held their AGM last Monday.
- All the executive positions remain the same: Chris Martin - Chair, Barb Millar - Treasurer, Tierney Schievink - Secretary. Two Board members have stepped down; they are both key volunteers on distribution day.

Recreation Commission

- Soft opening at the skate park on the weekend. Congratulations to everyone that help out. Thank you to Dave McPherson who put in a lot of time and effort into that.
- Canada Day Celebrations this Saturday at the Village Green.

10.2 Councillor Marilyn McEwen
Deputy Mayor July – September

West Coast Multiplex Society

- Next Board regular meeting next Monday, 6:30 pm at the Golf Course. They welcome anyone that is interested in getting involved to attend.

=> Other Reports

- Met with Lily from the Surfrider Foundation on June 16th. The Foundation is 33 years old and started in San Clemente. They do a lot of work with beach clean up; they also secured the contract to clean up all the Styrofoam from the ship that dumped it into our oceans. Looking forward to working with the new District CAO, Mark Boysen and the Surfrider Foundation; will do a lot of great work in the area.

10.3 Councillor Mayco Noel
Deputy Mayor October – December

Central West Coast Forest Society

- Contract has been awarded to Western Forest Products for the next 40,000 cubic meters.

Tourism Ucluelet

- They were supposed to meet today, but the meeting has been postponed due to schedule conflicts.
- Both visitor centres are open 7 days a week.
- They are working on the draft document that will go out to hoteliers for feedback.
- Working on a new stakeholder model for businesses for 2018.
- Pop up tent has been set up at the lighthouse for the Wild Pacific Trail Society for their interpretive walks.

10.4 Councillor Randy Oliwa

10.5 Mayor Dianne St. Jacques

West Coast Committee

- Met June 14th
- Tofino wants to own their section of the Pacific Traverse Trail; will need to do the same with Yuułuᑭiᑦᑭᑦᑭᑦ First Nations; Alberni-Clayquot Regional District willing to sign over to each community.
- Cardboard ban starts July 1, 2017 at the land fill.
- Attended the Pacific Rim National Park presentation on "De-bunking myths: How to coexist with wolves" which was held at the Ucluelet Community Centre. Very informative; Conservation requests the public report any interactions and observations to the RAPP line. Relocation does not work for wolves; need to teach the animal it isn't ok to be close. Scare the wolves away, make noise, carry air horns, honk car horns, and manage attractants. Also a reminder that dogs are never too big to be attacked. As a community we all need to be respectful of the wildlife.

=> *Other Reports*

- The Pacific Traverse Trail will not be open until 2020. This will also be the Pacific Rim National Parks 50th birthday.
- The District received the keys to the Lighthouse property. Staff and Council were given a tour there today.

2016-4

It was moved by Councillor Oliwa and seconded by Councillor Mole.

THAT Council accept all committee reports.

CARRIED.

11. REPORTS

12. LEGISLATION

13. LATE ITEMS

- Late items will be addressed here as addenda items

14. NEW BUSINESS

14.1 Councillor Noel

- Requested an update on the Lagoon, Bypass and Cedar Road projects for the next regular Council meeting.

14.2 Councillor Oliwa

- School District 70 PAC meeting; discussed the topic of SD70 transitioning from oil to propane. The new propane tank will be located at the front of the property, School Board Trustee in attendance; ongoing dialogue with the PAC, Board and District with a resolution in the works.

15. QUESTION PERIOD

15.1 Council received questions and comments from the public re:

- The Pacific Traverse Trail
- Council's letter of support for the ACRD Pacific Salmon Treat Mitigation and Area G Proposal

16. CLOSED SESSION

17. ADJOURNMENT

17.1 Mayor St. Jacques adjourned the regular meeting at 8:27 pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, June 27, 2017 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Mark Boysen
CAO

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, June 27, 2017 at 7:30 PM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Oliwa, Mole, and Noel
 Staff: Mark Boysen, Chief Administrative Officer
 Don Schaffer, Interim Corporate Officer
 Darcey Bouvier, Recording Secretary

Regrets:

1. LATE ITEMS

1.1 Request for Noise By-Law Exemption - Pacific Rim Arts Society
Abby Fortune, Director of Parks and Recreation

2016-1 **It was moved by Councillor Mole and seconded by Councillor McEwen**
THAT Council approve recommendation 1 of late items "Pacific Rim Arts Society - Noise By-law Exemption" which states:
 1. *THAT Council grant an extension of the Noise Control Bylaw 915 to the Pacific Rim Arts Society (PRAS) to present the Gathering of Good Singers, Friday July 7th to 10:30 pm at the Seaplane Base Ball Field.*
CARRIED.

CERTIFIED CORRECT: Minutes of the Late Items Meeting held on Tuesday, June 27, 2017 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Mark Boysen
CAO

Subject: Community Naloxone Information Distribution

From: Coalition Coordinator

Sent: Thursday, June 29, 2017 1:04 PM

Subject: Community Naloxone Information Distribution

Hello West Coast Business and Municipal Partners,

In order to increase information distribution and safety planning as we move forward with our busy visitor season the Coastal Family Resource Coalition has convened a small working group of health and wellness partners to ensure information on the opioid crisis and local resources is better known in the region. We have been working with Divisions of Family Practice, Island Health Harm Reduction and local Public Health, Nuu Chah Nulth Tribal Council Nursing, local BC Ambulance/Community Paramedicine, as well as other valued community partners. We have identified the need to increase awareness of local distribution and education resources as our first priority. We have developed two educational posters and an educational one pager which are attached.

We are looking for participation from the business community and municipal partners to circulate this information to your membership and assist in distributing hard copy materials.

Please get in touch:

- If you are interested in receiving hard copies of the posters and let us know how many. We will also have an Island Health opioid response brochure available with posters.
- And if you have questions, we will do our best to direct you to the appropriate resource.

Moving forward we will be working with community train the trainers to ensure that more certified education and training is available to local participants. There is information on the best local contacts for Take Home Naloxone kits and training as well as community trainers for larger groups listed on information provided.

Thank you for your time and please connect for further discussion.

Regards

Marcie DeWitt
Interim Community Developer
Coastal Family Resource Coalition
250.726.5019
www.coastalfamilyresources.ca

COCAINE • MDMA HEROIN • OXY • METH Fentanyl is everywhere. And it kills. Be prepared.



Fentanyl and carfentanil has been detected in drugs in our region of Vancouver Island. You cannot see, smell or taste it.

Most deaths from overdose on Vancouver Island were due to fentanyl. In over 85% of deaths, 911 was not called. Having a Naloxone kit can save a life.

GET A NALOXONE KIT CONFIDENTIAL

If you are someone who is 'likely to witness' and wants to be prepared you can get a free take home Naloxone kit and 20 minute training at the following locations:

Tofino General Hospital ~ 261 Neill St, Tofino, BC ~ 250.725.4010

Tofino Pharmacy ~ 360 Campbell St, Tofino, BC ~ 250.725.3101

Harbourview Drugstore ~ 1892 Peninsula Rd, Ucluelet, BC ~ 250.726.2733

Mental Health & Substance Use Services ~ 250.726.1282

Island Health, Public Health Nurse ~ 250.725.4020

Nuu Chah Nulth Tribal Council Nurses ~ 250.725.3367



CARRY A NALOXONE KIT

Community Naloxone Information Distribution Coastal Family R...



CALL 911



#STOPOVERDOSE

COCAINE • MDMA
HEROIN • OXY • METH
Fentanyl is everywhere.
And it kills. Be prepared.



If you use these drugs, have an emergency plan.

Fentanyl cannot be seen, smelled or tasted but it can kill in minutes.

Don't use alone and if you think someone is overdosing, call 911.

GET A NALOXONE KIT
CONFIDENTIAL

If you are someone who is 'likely to witness' and wants to be prepared you can get a free take home Naloxone kit and 20 minute training at the following locations:

Tofino General Hospital - 261 Neill St, Tofino, BC - 250.725.4010

Tofino Pharmacy - 360 Campbell St, Tofino, BC - 250.725.3101

Harbourview Drugstore - 1892 Peninsula Rd, Ucluelet, BC - 250.726.2733

Mental Health & Substance Use Services - 250.726.1282

Island Health, Public Health Nurse - 250.725.4020

Nuu Chah Nulth Tribal Council Nurses - 250.725.3367



CARRY A NALOXONE KIT



CALL 911



#STOPOVERDOSE

Community Naloxone Information Distribution Coastal Family R...

June 16th, 2017

Public Engagement – Opioid Overdose Emergency

Background

Since April 2016, British Columbia has been experiencing a Public Health Emergency related to the use of opioids (ie. Heroin, Fentanyl, Morphine, etc.), including illicit and prescription drugs, but also cocaine, crack cocaine, MDMA and methamphetamine. Since January 2015, there have been over 2000 overdose deaths in British Columbia. All methods of use are proving risky, this emergency is not about injection drug use, many people are experiencing both fatal and non-fatal overdoses from smoking, snorting and oral use, as well as injection drug use. Over 300 overdose fatalities have occurred on Vancouver Island since January 2015, with over 100 confirmed fatalities in the first 5 months of 2017.

Important Information on the Emergency

- Heroin, cocaine, and methamphetamine are the most common drugs relevant to fentanyl and fentanyl-analogue detected overdose fatalities;
- Using more than one drug at a time, poly-substance use, is a key variable in overdose fatalities, as is using alone;
- All methods of use are risky, specifically injection, smoking, oral and snorting consumption;
- Although some people may be in a place of regular use of substances, the whole continuum of substance use is considered high-risk, including experimental, occasional and regular use of the substances described;
- Over **80%** of the overdose fatalities are men between the ages of 20-59 years old;
- Over **60%** of the overdose fatalities are in private residences, over **85%** in a residential setting; this is affecting **all socio-economic classes of society**;

Points to Consider

- Take Home Naloxone kits are free, and include education on overdose prevention, recognition and response;
- Outpatient counseling & treatment services for mental health and substance use;
- Opioid Agonist Treatment (also known as Opioid Substitution Treatment), including Methadone and Suboxone;
- Overdose Prevention Sites to provide medical intervention should someone need/want to consume their substance near medical support;

Resources – West Coast Communities

- Take Home Naloxone Kit and Training sites
 - Tofino General Hospital ~ 261 Neill St, Tofino, BC ~ 250.725.4010
 - Tofino Pharmacy ~ 360 Campbell St, Tofino, BC ~ 250.725.3101
 - Harbourview Drugstore ~ 1892 Peninsula Rd, Ucluelet, BC ~250.726.2733
 - Mental Health & Substance Use Services ~ 250.726.1282
 - Island Health, Public Health Nurse ~ 250.725.4020
 - Nuu-Chah-Nulth Tribal Council Nurses ~ 250.725.3367

- Book a Workshop with Certified Community Trainers
 - Tofino Fire Department ~ 250.725.3365
 - BC Ambulance/Community Paramedicine ~ Tofino – 250.726.6271, Ucluelet - 250.266.1179
 - In Nuu-Chah-Nulth communities with NTC, Community Health Nurses ~ 250.725.3367

Resources - Vancouver Island & British Columbia

- Find a Take Home Naloxone site:
 - <http://towardtheheart.com/site-locator>

- Take a Naloxone training online to increase or refresh your knowledge:
 - <http://towardtheheart.com/naloxone-course/>

- Find an Overdose Prevention site:
 - http://www2.gov.bc.ca/assets/gov/overdose-awareness/overdose_prevention_sites.pdf

- Find Mental Health & Substance Use services:
 - Adult - <http://www.viha.ca/mhas/>
 - Youth - <http://www.viha.ca/youth-substance-use/>

- Learn more about Opioid Agonist Treatments:
 - <http://www.uvic.ca/research/centres/carbc/assets/docs/ost-patient.pdf>

- Information for caregivers, parents and teachers:
 - http://www.viha.ca/NR/rdonlyres/60CD92B6-4FEC-4C13-8CE9-E06C0D4C1C4E/0/lets_talk_schools_web.pdf

- Information for people affected by this emergency:
 - <http://www.viha.ca/NR/rdonlyres/8CF2E13C-B307-430D-AA2B-9574736F2981/0/compassionhandout.pdf>

- Link to most recent BC Coroner Service Report:
 - <http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/death-investigation/statistical/illicit-drug.pdf>



STAFF REPORT TO COUNCIL

Council Meeting: JULY 11, 2017

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

FILE NO: 6120-04 LIGHTHOUSE LANDS

SUBJECT: AMPHITRITE POINT LANDS - BLOCK B DL 1507 AND 1517 CLAYOQUOT DISTRICT

RECOMMENDATION(S):

1. **THAT** Council direct staff to bring forward a report in September to identify options for potential uses and partnerships for the property of Amphitrite Point Lands Block B District Land 1507 and 1517 Clayoquot District, as laid out by the Province in the agreement,
2. **THAT** staff identify opportunities, risks and challenges as they relate to the property and buildings,
3. **THAT** staff provide a timeline and operational plan for the property including basic budget, maintenance and timelines,
4. **THAT** staff request feedback from the community through public consultation in the fall of 2017 regarding the future use of these District Lands.

PURPOSE/DESIRED OUTCOME:

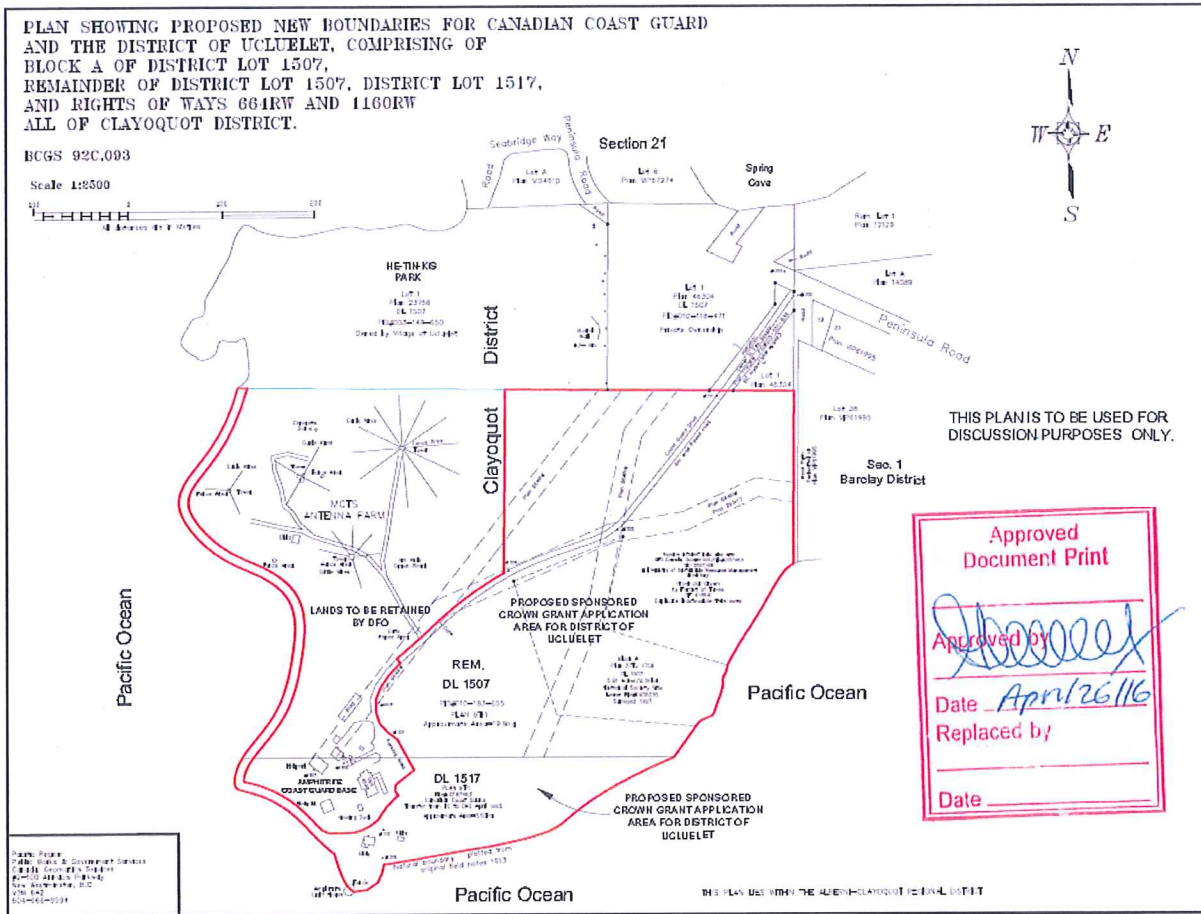
The purpose of this report is to direct staff to provide Council with a future summary report on the Amphitrite Point Lands including options for future operation and use of the property.

BACKGROUND:

The Province of British Columbia transferred the land title of Block B District Lots 1507 and 15167 Clayoquot District on March 28th, 2017 to the District of Ucluelet. Current considerations include:

- 1) The land transfer agreement stated that the specific purpose of the land is for a museum or park and is subject to reversion to the government if the land is not so used,
- 2) Two structures are situated on the property, the lighthouse and the lighthouse keeper's residence.


On Tuesday June 27th, 2017, staff were provided access to the two buildings for an initial walkthrough. Staff developed a preliminary list of issues to review that will be addressed in the pending report to Council.



POLICY OR LEGISLATIVE IMPACTS:

To be determined.

Respectfully submitted:


Abigail K. Fortune, Director of Parks & Recreation


Mark Boysen, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: JULY 11, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

FILE NO: 8100-20 UKEE DAYS

SUBJECT: UKEE DAYS: NOISE BY-LAW AND ROAD CLOSURE

RECOMMENDATION(S):

1. **THAT** Council allow Ukee Days festivities to act out side of the Noise Control Bylaw 915, Section 3, and Article G and grant an extension on Saturday, July 22, at the Ukee Days Fairgrounds (160 Seaplane Base Road) to midnight.
2. **THAT** Council authorizes the closing of Fraser Lane (10:00 a.m. – 10:00 p.m.) in front of the Village Green on Friday, July 21.
3. **THAT** Council authorize the temporary closure of Peninsula for the Ukee Days Parade from 10:15 a.m. – 10:45 a.m. from Peninsula Rd & Matterson Drive to Peninsula Road & Seaplane Base Road for the Ukee Days parade on Saturday, July 22, 2017
4. **THAT** Council attends the Ukee Days festivities July 21 – 23 and invites the community to join them.

PURPOSE/DESIRED OUTCOME:

The purpose of this report is to allow the Ukee Days festivities and events to take place in accordance with the bylaws and road closures.

To encourage the community to attend.

BACKGROUND:

The Parks & Recreation Department will post the closure and the noise bylaw extension to the appropriate media outlets and to residents or businesses affected by the closures as well as a general information bulletin.

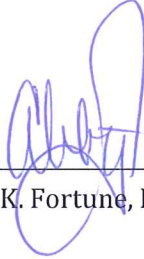
POLICY OR LEGISLATIVE IMPACTS:

To permit the District of Ucluelet Parks & Recreation Department to act outside the Noise Control Bylaw 915, Section 3, Article (g), which states:

Without in any way limiting the prohibition contained in Section Two (2), the following are specifically prohibited within the Municipal limits of the District:

- g) The use of any drum, loud speaker or other instrument or any noise-making device between 10:00 p.m. (2200 hrs.) of one day and 7:00 a.m. (0700 hrs.) of the next day, or any device for the production or amplification of sound either in or upon private premises or in any public place without first having obtained the permission of the Council.

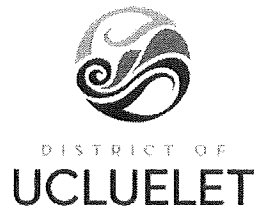
Respectfully submitted:



Abigail K. Fortune, Director of Parks & Recreation



Mark Boysen, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: July 11, 2017

500 Matterson Drive, Ucluelet, BC V0R 3A0

From: Warren Cannon, Public Works Superintendent

Subject: Request for water servicing to BC Hydro Lot 479 Alberni-Clayoquot Regional District (ACRD)

Attachment(s): None

RECOMMENDATION(S):

1. THAT Council approve supplying water to the proposed BC hydro building on Lot DL 479 within the Alberni-Clayoquot Regional District (ACRD).

PURPOSE:

The purpose of this report is to provide Council with background information and a recommendation to supply water to the BC Hydro lot DL 479 within the ACRD.

BACKGROUND:

In May, 2017 a request from WSP Engineering on behalf of BC Hydro was made to the District of Ucluelet to apply for a water service connection to a new field house which will be constructed on Lot 479 located along Port Albion Rd.

The request is to connect to our existing watermain that runs along the Tofino-Ucluelet Highway. The connection would consist of the construction of an approximately 150mm to 200mm size water main for fire protection, and a 38mm service line for domestic use which will run 1.5 km along Port Albion Road to the Hydro owned Lot.

Currently the District of Ucluelet and the ACRD share an agreement which allows for water service connections to residents upon request within the area. Each request is reviewed by staff and approved, if certain conditions are met, and the property falls within the service area boundaries within the agreement.

This property does not fall within the service area boundaries. Therefore, to expand the boundary BC Hydro would have to submit a letter to the ACRD Board of Directors requesting it to be included within the boundary. Prior to submitting a letter, BC Hydro would require that the District of Ucluelet first agree to supply the water.

Servicing this site does have some benefits to the District of Ucluelet. The construction of this water main would provide a provision for emergency services to access our water supply along this section of road, which currently falls within our service agreement for fire and road rescue.

The proposed water service has been reviewed by our engineering firm, Koers & Associates. They have concluded that this request and its intended use will have no major impact on our water system, and that we do have the capacity to provide the additional service. Other potential properties will require review prior to any approvals.

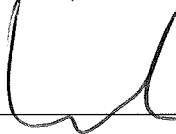
SUMMARY AND CONCLUSION:

Upon staff review we show no major impact on our water system to extend services to the proposed BC Hydro field house.

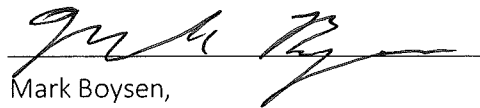
All costs to extend the service would be cover by B.C Hydro.

Staff recommend council approve the water service request to BC Hydro.

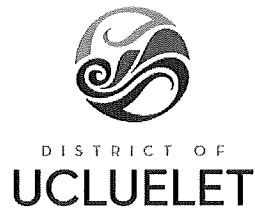
Respectfully submitted:



Warren Cannon,
Superintendent Public Works



Mark Boysen,
Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: JULY 11TH, 2017

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

SUBJECT: REQUEST TO MOVE FUNDS TO COVER AN INCREASE IN BUILDING INSPECTION SERVICE

RECOMMENDATION(S):

That Council considers the approval of one of the following options:

1. **THAT** Staff be directed to move \$10,000 from the LED lighting special project to building inspection; **OR**
2. **THAT** Staff look for other fund sources.

BACKGROUND

Building inspection service for the District of Ucluelet has been covered by the Alberni-Clayoquot Regional District (the "ACRD") on a contract basis for the past few years. This coverage consisted of one inspection day every two weeks with the permit file and field inspection organization being the responsibility of Planning Staff. With the increase in building permit volume, the need for enforcement, and the increasing demand on Planning Staff to absorb the building inspection work work, Planning Staff initiated a review of building inspection options.

BUILDING INSPECTION STRATEGY:

Working with the District of Tofino, Staff have developed a building inspection strategy consisting of a shared building inspector based in Tofino. Tofino, with a larger volume of inspections, will have the inspector for 3 days a week with Ucluelet utilizing two day a week. The positions expenses are shared between the two communities. The position will also be available to the ACRD to add regional resiliency with the 3 districts having the ability to cover each other during staffing short falls.

LEGAL REQUIREMENTS:

The District of Ucluelet has entered into an agreement with the District of Tofino for this service. It should be noted that this agreement can be terminated with 90 days notice. Staff have reviewed insurance implications with the Municipal Insurance Association of British Columbia (MIABC) to ensure adequate coverage.


FINANCIAL IMPLICATIONS:

The current budget for building inspection is \$32,000. The projected budget for building inspection under this new strategy is \$42,000. To make up for the financial shortfall Staff are requesting \$10,000 be removed from this year's purchase of LED Street Lights. The LED street light project has been delayed this year due to a manufacturer's inability to produce 2 pilot street lights for our review. Staff feel it essential to review the product in the field before purchasing in large quantities. While the removal of funds will delay the LED Street light project for one year this project remains a Planning Staff priority.


SUMMARY:

Staff consider the increased service for building inspection essential and consider the LED street light project the best location to relocate the extra funds required to cover this increase in service.

Respectfully submitted:



John Towgood, Planning 1



Mark Boysen, CAO



STAFF REPORT TO COUNCIL

Council Meeting: JULY 11TH, 2017

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1 **FOLIO NO:** 174.000 **REF NO:** 3060-20, 3090-20 **FILE NO:** DP 17-06

SUBJECT: DEVELOPMENT PERMIT AND ASSOCIATED VARIANCE FOR LOT: D, PLAN: VIP 4011, DISTRICT: 09.

ATTACHMENT(S): APPENDIX A – APPLICATION
APPENDIX B – DEVELOPMENT PERMIT 17-06
APPENDIX C – DEVELOPMENT VARIANCE PERMIT 17-02

RECOMMENDATION(S):

That Council consider approval of one of the following options:

1. **THAT** Development Permit 17-06 and Development Variance Permit 17-02 be approved.

OR

2. **THAT** Development Permit 17-06 and Development Variance Permit 17-02 be considered and determined not to proceed further.

BACKGROUND:

1672 Cedar Road (**Figure 1**) is a 18.3m x 36.6m (60' x 120') lot located in the CS-1 Village Square Commercial zone of Ucluelet. There is currently no usable structure on the property, but the foundation of the previous building and a driveway (**Figure 2**) along the west side of the property remain.



Figure 1. Site Context

An application has been received for the construction of a multifamily, mixed-use building on 1672 Cedar Road (the “**Subject Property**”). This building would contain 9 residential units varying in size from approximately 30.7 sqm (330 sqft) to 55.7 sqm (600 sqft) and one commercial unit of 59.5 sqm (640 sqft).



Figure 2. Existing Lot

OCP:

The subject property falls within the Official Community Plan (**OCP**) Village Square Development Permit Area - DPA No.1. The objectives that justify this designation include assisting in the revitalization of the Village Square and enhancing and creating form and character that befits the community’s core area. Ucluelet is designated a “resort municipality” under Provincial legislation, and seeks to distinguish itself from nearby Tofino and other resort regions through its distinctive location, historical development and other attributes, much of which is to be characterized by its core Village Square. The Development Permit Area guidelines are intended to create a high quality and unified character that celebrates the community’s history, culture, and natural landscape. A key strategy of the OCP is to create a vibrant and mixed-use Village Square by concentrating new retail, service and office development in the area, complemented by specific residential uses.

Building designs should be contextual and compatible with the character, scale and form of those buildings on adjacent sites which meet these same guidelines, while maintaining elements of individuality and character. Features such as roof line and slope, maximum height, massing, form and articulation should be considered. Developments should also include the use of natural materials such as wood and stone, and landscaping which utilizes species native to the region. Contemporary designs which make these character references are encouraged.

DESIGN ANALYSIS:

The applicant is proposing a mixed-use building featuring a small commercial storefront at street level with nine studio apartments above in a two and half storey wood frame building (**Figure 3 and 4**). There are nine off-street parking spaces for the residential units to the rear of the building

and the two parking spaces required for the commercial units will be paid as cash in lieu as per section 506 of the zoning bylaw. The applicant will rework the road frontage to create two parallel on-street parking spaces and concrete sidewalk along Cedar Road. The commercial unit and two of the residences will have entrances directly off Cedar Road, with the remaining seven residences accessed from the rear of the building. The front entrances to the building are recessed.



Figure 3. Proposed Building – Street View

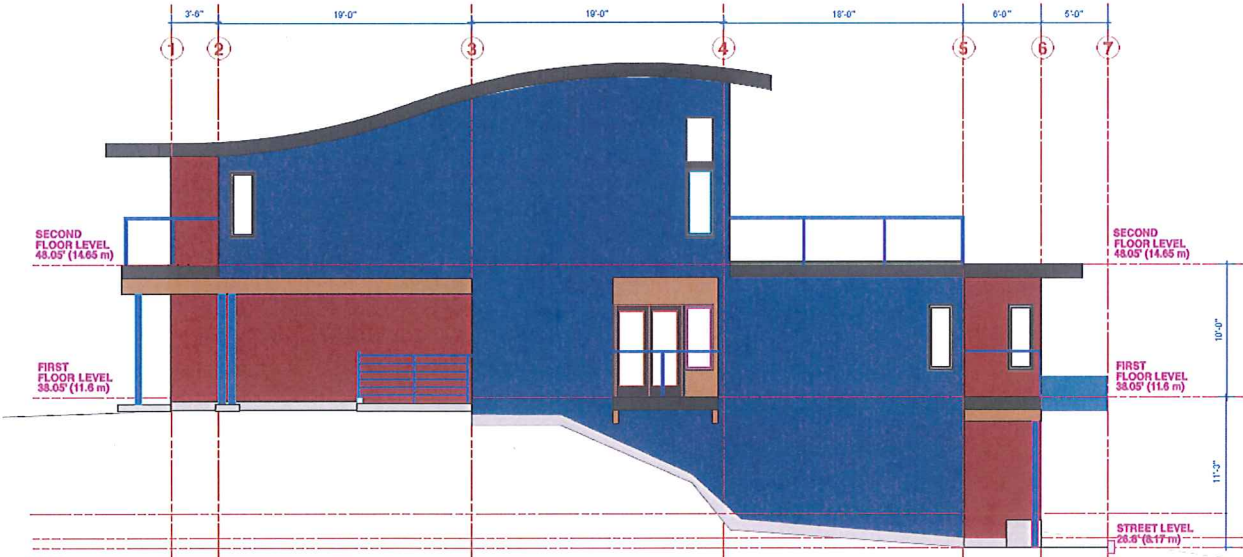


Figure 4. Proposed Building – Side View

The exterior of the building will be clad in a mixture of metal and cedar siding. Balconies are associated with each of the apartments, and the roof of the building has a curved, wave-like form covered in asphalt torch on bitumen. Railings around the balconies are composed of aluminum frame and glass.

The building is compliant with the guidelines outlined in the OCP. The Village Square Development Permit Area envisions an area of higher density and commercial activity. Currently, the area along

Cedar road is primarily residential, though the site is near the Whiskey Landing development, the Ucluelet Aquarium, and other larger buildings and commercial areas. Although the proposed building at 1672 Cedar Road does not fit the current street context of its immediate surroundings, it does comply with the future vision for the area described in the OCP.

Section 3.5.i of the OCP discusses affordable housing, and includes a policy supporting development of multi-family housing above retail in the Village Square. Section 3.5.ii of the OCP pertains to multi-family residential developments and includes policy that supports residential development above the ground floor in the Village Square area. The proposed building would provide needed housing options for the area as envisioned in the OCP.

In Section 7, Appendix B of the Ucluelet OCP, guidelines for the Village Square Development Permit Area indicate that awnings and other weather protection elements should be incorporated into all buildings and must be an integral part of the overall design. The reference plan indicates a canvas awning that extends over the storefront, projecting over the proposed sidewalk on District land. This will need to be addressed through an encroachment agreement at a later stage as part of the building permit.

ZONING:

The subject lot is currently zoned CS-1 – Service Commercial and the proposal complies with the zoning regulations except for the requested variances. Pursuant to Section 498 of the Local Government Act, the indicated parking would require the following variances:

1. *Section 503.2.2 of the District of Ucluelet Zoning Bylaw No. 1160, 2013, indicates that off-street parking spaces must not be located within 1.5m (5ft) of all lot lines not abutting a highway, where the reference plan indicates parking setbacks on the west side, south side, and east side would be 0m (0ft) from the property line.*
2. *Section 508.1 of the District of Ucluelet Zoning Bylaw No. 1160, 2013, indicates that every lot containing at least one use, building or structure of a commercial nature must provide one off-street loading space for each 1900 sq. m. of gross floor area. The reference plan does not indicate the presence of the required off-street loading space.*

The applicant is requesting a variance to reduce the setback for parking from 5' to 0'. The applicant is requiring this reduction to fit the required 9 parking spaces for the residential units. Since the applicant is also proposing a fence to screen the parking. The fencing will help to mitigate the effect of this variance.

The applicant is also requesting a relaxation on the requirement for off street loading. The Zoning Bylaw requires a 10' x 30' off street load space. This requirement would make building on this lot problematic with a large portion of the lot being used for both a lane and loading.

The application is compliant with Zoning Bylaw for the required parking for the residential component of this application but will not be providing the required two spaces of off-street parking for the commercial space as required in Section 505.1 of the Zoning Bylaw. Instead, they will be providing \$16,000 (\$8,000 per space) cash-in-lieu as per Section 506.1 of the Zoning Bylaw:

506.1 An owner or occupier of a lot within the OCP designation of Village Square may pay cash-in-lieu in the amount of \$8,000 per space, of up to fifty percent (50%) of the required off-street parking spaces.

The following is a brief chart indicating zoning requirements and compliance for this proposal:

Zoning Requirement	Required	Proposed	Compliant
Setback – Front	0.0m	0.0m	Yes
Setback – Rear	4m (13ft)	9.1m	Yes
Setback – West side	1.5m (5ft)	3.4m	Yes
Setback – East side	1.5m (5ft)	1.7m	Yes
Setback – West side parking	1.5m (5ft)	0.0m	No
Setback – East side parking	1.5m (5ft)	0.0m	No
Setback – South side parking	1.5m (5ft)	0.0m	No
Maximum height	11m (36ft)	9.4m (31ft)	Yes
Maximum FAR	2.0	0.61	Yes
Maximum lot coverage	85%	55%	Yes
Off-street parking – Residential	9 spaces	9 spaces	Yes
Off-street parking – Commercial	2 spaces	0 spaces	No
Off-street loading	1 space	0 spaces	No

Figure 5. Zoning requirements and development proposal comparison table

CEDAR STREET:

In 2017, District of Ucluelet Public Works has plans to place a storm water culvert and fill in the existing open ditch along the North side of Cedar Road. This project provides an opportunity for the District of Ucluelet to make road improvements and increase parking in an organized manner along this section of the road. District staff have sketched a potential option for how the streetscape can be changed to accommodate more parking and offset the impact of the cash-in-lieu spaces that are part of this development proposal (Figure 5). Portions of this streetscape could be realized simultaneously with the placement of the culvert through this Public Works project.

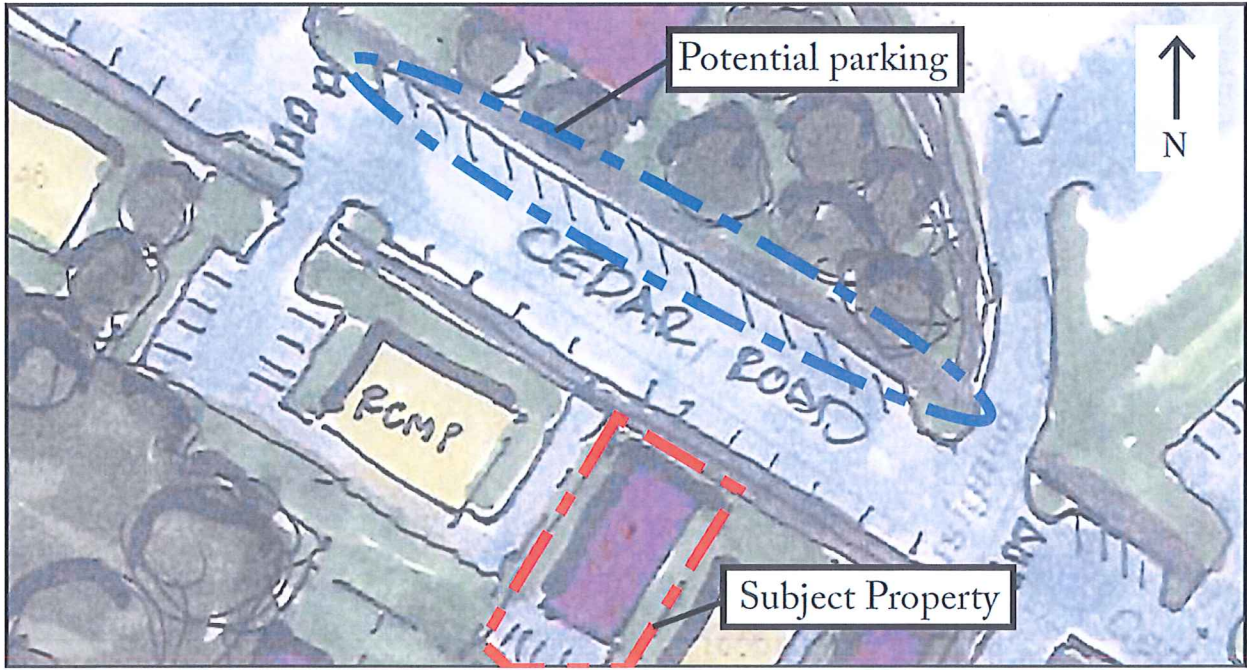


Figure 5. Potential parking configuration for Cedar Road.

There is a longstanding encroachment of the property on the west side of the lot where the established driveway and concrete retaining wall extends approximately 16" onto the neighbouring property, though the applicant has not relied on this encroachment for this proposal.

The developer will bear the cost of the construction of the sidewalk indicated on the reference plan, and will connect the paved section on the driveway with the road. The two on-street parking spots will not be paved but the applicant has offered to gravel and clean up the spaces.

Garbage will be stored in bear proof rolling bins and will be moved to the top of the driveway at the appropriate time for pickup by a building manager, as SonBird Refuse and Recycling has stated that they are unable to reach the garbage in its location on the reference plan. The existing driveway provides an accessible route that can be easily backed down, however, and will allow SonBird to access the bins once they are placed by the building manager.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

The fees associated to this DVP attempt to recover the costs associated to review and inspect this proposal.

FINANCIAL IMPACTS:

This proposal is subject to Development Cost Charge in accordance with the Development Cost Charge Bylaw #1056. Staff will review this requirement at the building permit stage.

POLICY OR LEGISLATIVE IMPACTS:

The applicant would receive a Development Permit (DP 17-06) and Development Variance Permit (DVP 17-06) that are tied to the drawings and conditions outlined within the body of this report.

SUMMARY:

The proposed building at 1672 Cedar Road fits within Village Square DP Guidelines. The unique building form and creative housing option will set the tone for future development of this commercially focused area. The lack of parking for the commercial units, although not optimal, is a right of the applicant under the zoning bylaw.

Respectfully submitted:



John Towgood, Planning 1



Mark Boysen, CAO

DESIGN RATIONALE

1672 Cedar Road is a small site (60' x 120') in the CS-1 Village Square Commercial Zone of Ucluelet.

“This Zone is intended for a mixture of commercial, residential, tourist commercial accommodations and personal services uses in the downtown core harbour front business area with pedestrian oriented shops and offices. Generally corresponding to the Village Square designation in the District Official Community Plan, it is intended to provide a vibrant social and cultural centre of the District with a mix of community uses, public amenity spaces and a strong pedestrian emphasis.”

The principle concept of ‘The Wave at Cedar Road’ is to provide a compact type of housing not readily available in Ucluelet, combined with a small commercial storefront.

The proposed nine studio apartments are in a two storey wood frame building that steps with the natural topography. It is clad in metal and wood siding and has a distinctive ‘wave’ form to its roof.

Each apartment has a designated off site parking space, as required by the zoning bylaw. The commercial unit will have two on street parking spaces.

In order to provide the on site parking, we are asking for a variance of the parking set backs:

We are asking for a relaxation of the side yard parking setback on the west side from 6’0” to 0’0”. There is a well established existing driveway and concrete retaining wall that extends 16” into the neighbouring property.

We are asking for a relaxation of the rear yard parking setback on the south side and side yard setback on the east side from 6’0” to 0’0”. We are proposing to build a fence to screen the parking on the south side. There is an existing fence on the east side yard that screens the parking area.

Because of the topography of the site we are asking for a variance for the requirement for an off-street loading space for the commercial unit, as the commercial space is located a storey below the parking lot, at street level. We are proposing on street loading.

The street front façade has two recessed entrances to residential apartments and one recessed entry to the commercial storefront.

PUBLIC REALM AND LANDSCAPE

The principal concept of The Wave at Cedar Road is to create a vibrant social addition to the street and Village Square area in an iconic building. A new commercial storefront will add life to the street. Two of the residential units will have entrances directly from Cedar Road and four of the apartments will face Cedar Road, providing 'eyes on the street'.

There is an approximate two meter slope across the 18.2 meter (60 feet) frontage, which provides a challenge for sidewalk, entrances and street parking. We are proposing a 5'0" wide sidewalk in front of the property, to be built by the developer, that is a combination of steps and sloping sidewalk to mediate the slopes. The challenge of mediating the sloping frontage and mediating with a sidewalk does not leave room for planting.

There will be two on street parking spaces in front of the sidewalk. The developer will improve the gravel parking spaces.

The fence on the south side of the property will be a 6'0" tall cedar fence built by the developer.

ARCHITECTURAL RESPONSE

The building is a compact two storey wood frame building that steps with the natural grade of the site.

The sweeping 'wave' roof rises towards the street side, opening towards views of the harbour and Mount Ozzard. The roof form creates a recognizable iconic profile for the building. The residential units on the street have terraces that step back from the street, to allow greater light access on the street.

The cladding is a mix of metal siding and cedar siding. Windows will be black vinyl framed. The roof is asphalt torch on bitumen. Terraces have glass balcony guards with aluminum rails.

The Cedar Road commercial is storefront aluminum frame and glass. We are proposing a canvas awning in front of the storefront that projects over the new sidewalk. The awning would carry signage for the store.

PROJECT COMPONENTS

ACCESS, PARKING, LOADING

Access for residential parking and garbage pick up and recycling will be from the existing driveway on the west side of the property. Both parking and garbage and recycling bins will be screened with fencing. Garbage and recycling bins will be bear proof roll down bins that will be moved to the top of the driveway at garbage collection times.

Loading for the commercial component will be from the street. Parking for the commercial component will be on the street.

DENSITY

Allowable density on this site is 2.0 FSR. We are proposing an FSR of 0.61.
Allowable site coverage for this site is 85%. We are proposing a site coverage of 55%.

CONCLUSION

The Wave at Cedar Road will provide a mixed use building with commercial on Cedar Road and nine studio apartments, in a new compact housing typology that will fill a needed gap in Ucluelet's housing stock . The project will repair and improve a site that was destroyed by fire. It will set a high quality beginning to Cedar Road improvements in the Village Zone.

NO. / REVISION	DATE
1 Planning Review	12/05/2017
2 Development Permit	12/06/2017

NOTE: The developer and the design professional are responsible for ensuring that the proposed development complies with all applicable laws, regulations, codes and standards. The design professional shall retain the responsibility for the design and construction of the development. The design professional shall ensure that the development complies with all applicable laws, regulations, codes and standards. The design professional shall ensure that the development complies with all applicable laws, regulations, codes and standards. The design professional shall ensure that the development complies with all applicable laws, regulations, codes and standards.

PROJECT
UCLUELET
1672
CEDAR ROAD
UCLUELET

SHEET TITLE
SITE PLAN

DRAWN BY
KS/CG

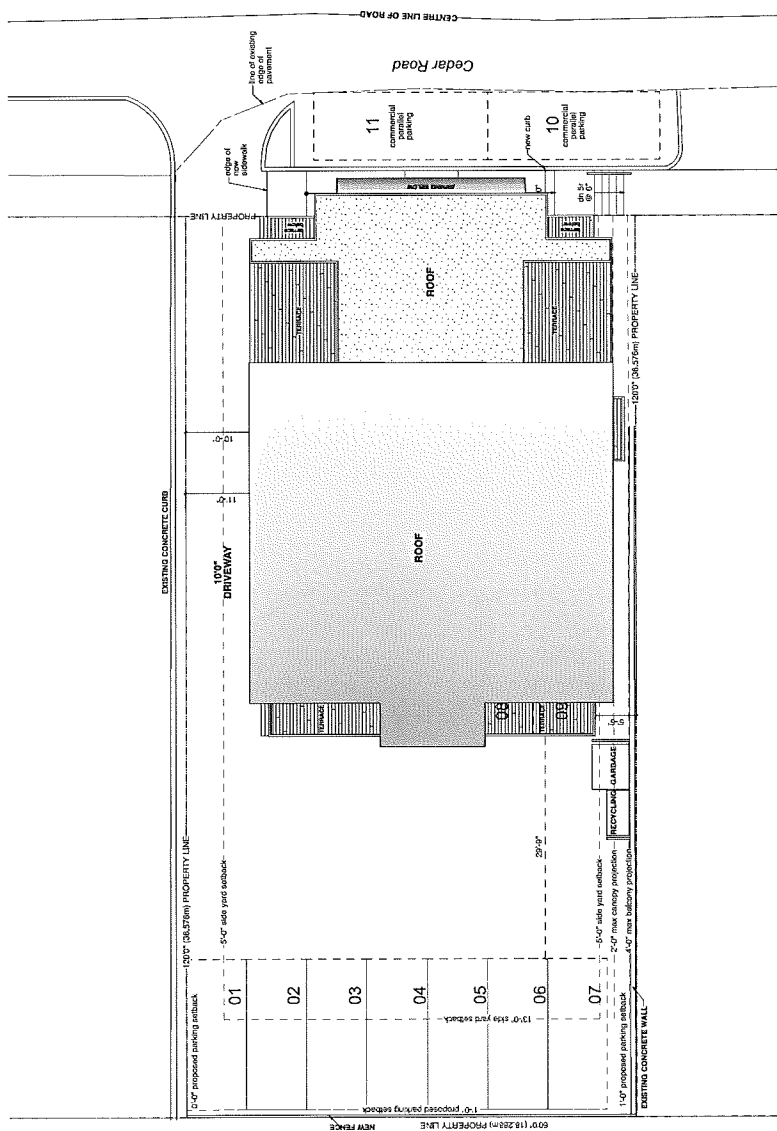
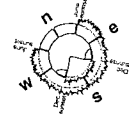
SCALE
1/8" = 1'-0"
(include on 22"x34")

FIRST ISSUED

CHECKED BY

HELLIWELL + SMITH
BLUE SKY
ARCHITECTURE
INC.
4090 BAYBRIDGE AVE.
WEST VANCOUVER
BRITISH COLUMBIA
CANADA, V7V 3K1
PHONE (604) 921-8646
FAX (604) 921-0755

SHEET NO.
A100



PROJECT INFORMATION:

Project Address:
1672 CEDAR ROAD,
UCLUELET, BC

Legal Description:
SUBJECT LOT 282
282 BAYHOLM DISTRICT
VAN 4011

Project Description:
RESIDENTIAL
COMMERCIAL

Site Size:
282 sq. m. (7,200 SQ. FT.)

Issuing Authority:
Region: Municipality of Ucluelet

ZONING RESTRICTIONS:
Zone: CS-1

Setbacks:
Front: 0m (0 ft.)
Rear: 4m (13 ft.)
Side: 1.5m (5 ft.)

Maximum Allowable Height:
11m (36.0 ft.)

Proposed Height:
11m (31 ft.)

Maximum Allowable Floor Area:
2,130 sq. m. (14,400 sq. ft.)

Proposed Floor Area:
1,410 sq. m. (4,410 sq. ft.)

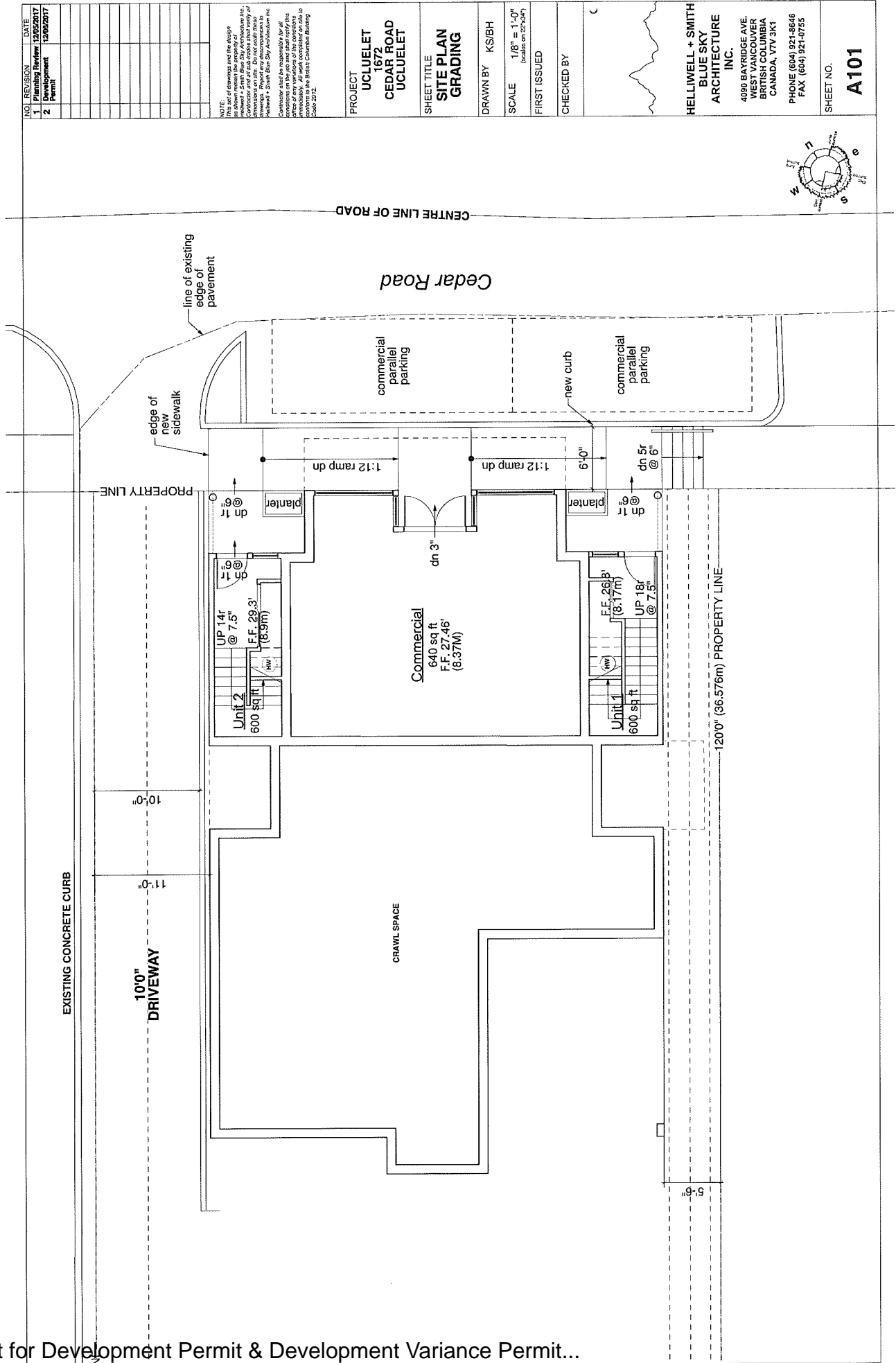
Maximum Allowable Lot Coverage:
65% = 1,369 sq. m. (3,181 sq. ft.)

Proposed Lot Coverage:
50% = 1,105 sq. m. (2,551 sq. ft.)

DRAWING LIST:
A100 - General Notes + Site Plan
A201 - Street Elevation
A202 - Street Floor Plan
A203 - First Floor Plan
A204 - Second Floor Plan
A205 - Elevations

9 DWELLING UNITS + 1 COMMERCIAL

TOTAL FLOOR AREA:	
Residential:	3,770 sq ft
Street Level	270 sq ft
Main Floor	1,990 sq ft
Second Floor	1,510 sq ft
RESIDENTIAL UNIT AREAS:	
Suites 1-2:	600 sq ft
Suites 3-4:	365 sq ft
Suite 5:	330 sq ft
PARKING:	
RESIDENTIAL PARKING:	9 SPACES
PROPOSED RESIDENTIAL PARKING:	9 SPACES
REQUIRED COMMERCIAL PARKING:	2 SPACES
PROPOSED COMMERCIAL PARKING:	2 SPACES (street parking)



NO.	REVISION	DATE
1	Planning Review	12/05/2017
2	Development Permit	12/06/2017

NOTE: Engineer shall be responsible for all conditions on the job and shall notify all immediately. At least completed on site to the British Columbia Building Code 2012.

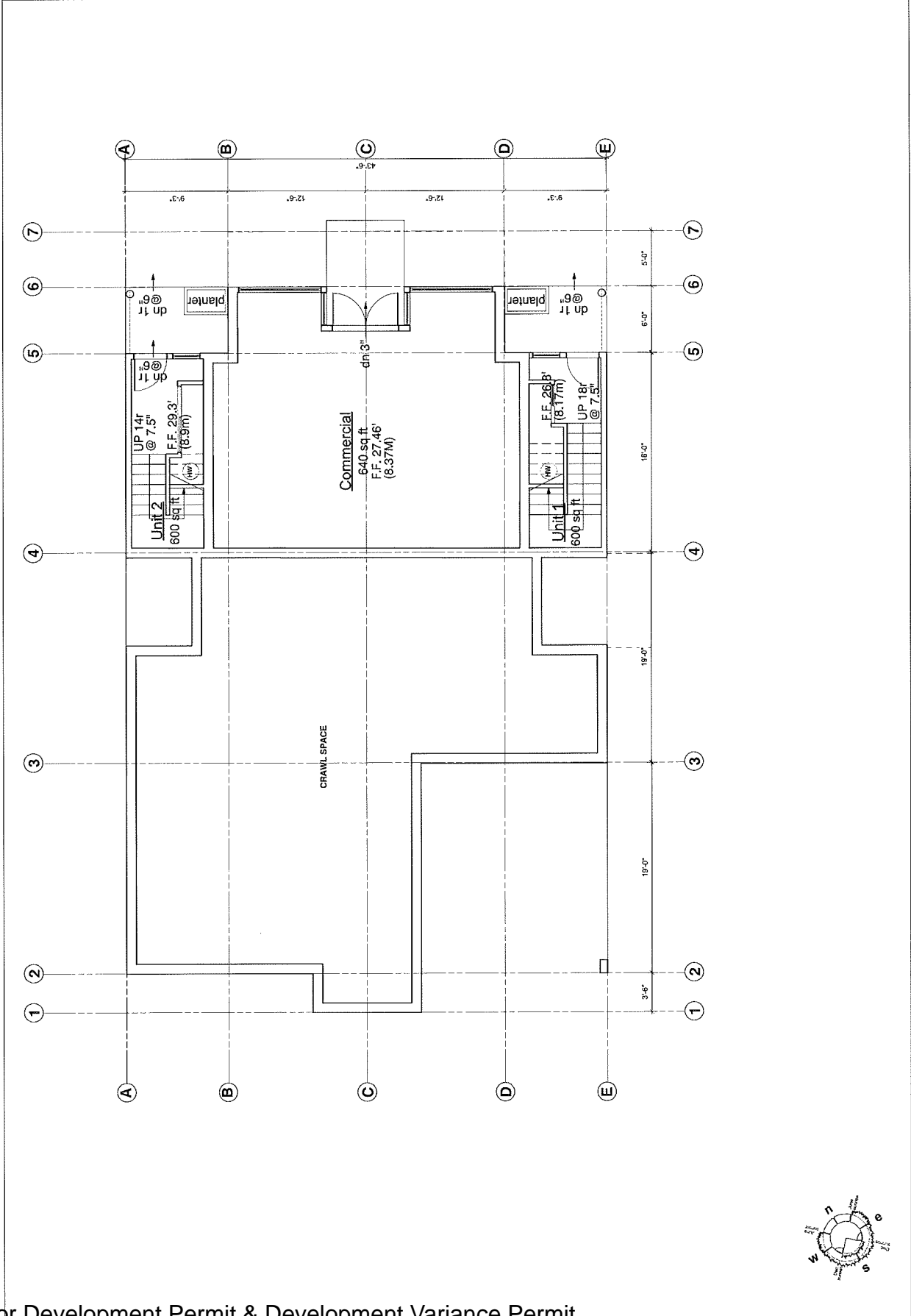
NOTE: The Engineer shall be responsible for all conditions on the job and shall notify all immediately. At least completed on site to the British Columbia Building Code 2012.

PROJECT
UCLUELET
1872
CEDAR ROAD
UCLUELET

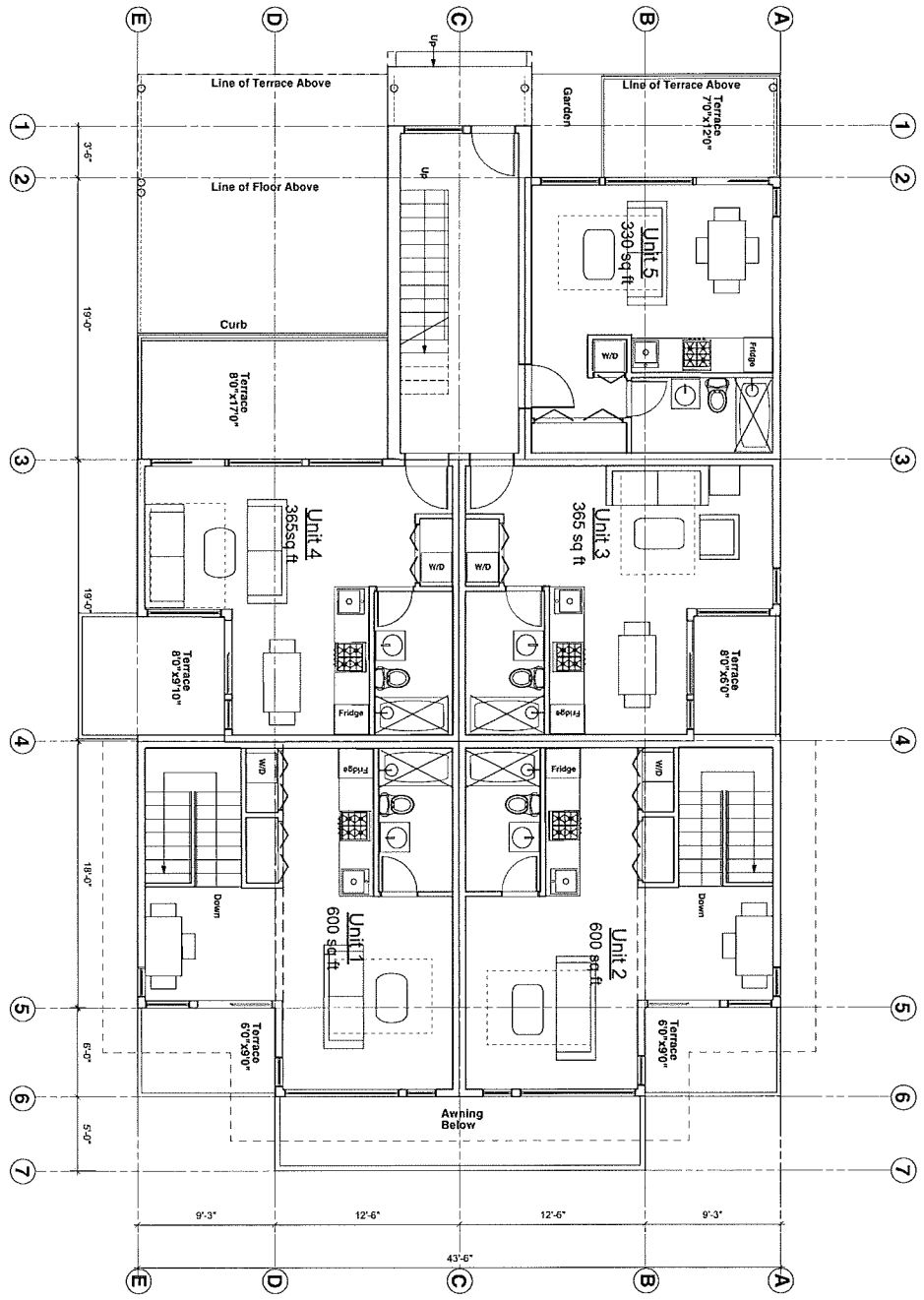
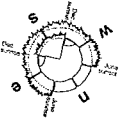
SHEET TITLE
STREET LEVEL PLAN

DRAWN BY SG/KS
SCALE 1/8" = 1'-0" (scale on 22"x34")
FIRST ISSUED
CHECKED BY KS/BH

HELLIWELL + SMITH
BLUJ SKY
ARCHITECTURE
INC.
 4090 BAYRIDGE AVE.
 WEST VANCOUVER
 BRITISH COLUMBIA
 CANADA, V7V 3K1
 PHONE (604) 921-5646
 FAX (604) 921-0755



SHEET NO.
A201



NO.	REVISION	DATE
1	Planning Review	12/05/2017
2	Development	12/06/2017
	Permit	

NOTE: All drawings and the design are shown under the authority of the Architect - Queen Blue Sky Architecture Inc. The Architect is not responsible for any construction on site. Do not make changes to the drawings without the written consent of the Architect - Queen Blue Sky Architecture Inc. Contractor shall be responsible for all conditions of the job and shall notify the Architect immediately if any conditions are not as shown on the drawings. All work completed on site is to be done in accordance with the British Columbia Building Code.

PROJECT
 UCLULET
 1672
 CEDAR ROAD
 UCLULET

SHEET TITLE
 FIRST FLOOR
 PLAN

DRAWN BY
 SG/KS

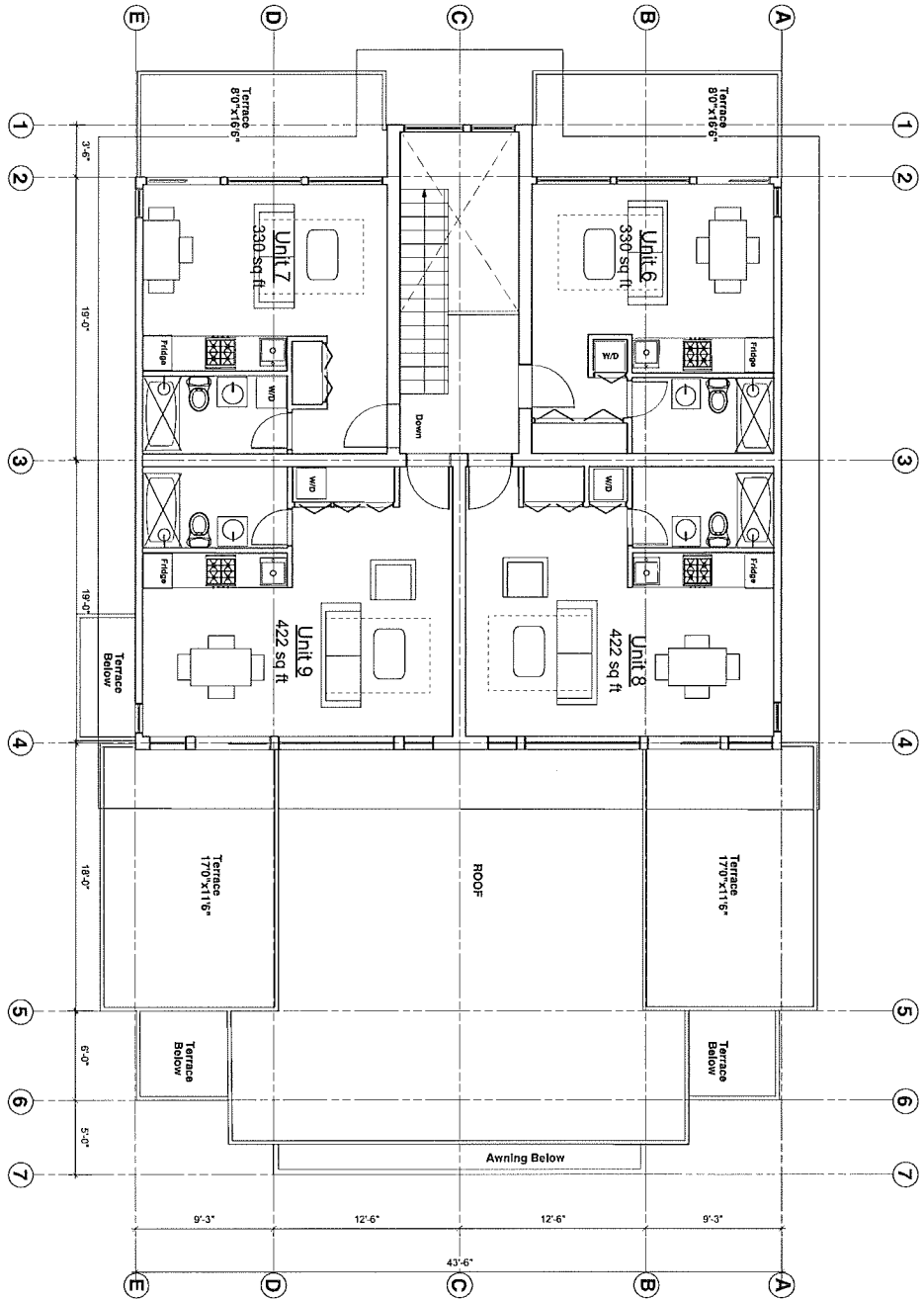
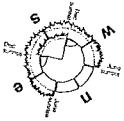
SCALE
 1/8" = 1'-0"
 (unless otherwise noted)

FIRST ISSUED

CHECKED BY
 K/S/BH

HELLWELL + SMITH
 BLUE SKY
 ARCHITECTURE
 INC.
 4090 BAYBRIDGE AVE.
 WEST VANCOUVER
 BRITISH COLUMBIA
 CANADA, V7V 3K1
 PHONE (604) 971-8166
 FAX (604) 921-0755

SHEET NO.
A202



NO.	REVISION	DATE
1	Pending Review	12/05/2017
2	Development Permit	12/06/2017

NOTE: *Not for construction and the design is subject to the approval of the City of Vancouver. The design is preliminary and subject to change without notice. The design is for information only and does not constitute a contract. The design is the property of the architect and shall remain confidential. At work completed on site in accordance with the contract documents. Code 912.*

PROJECT
UCLEULET
 1672
 CEDAR ROAD
 UCLEULET

SHEET TITLE
SECOND FLOOR PLAN

DRAWN BY
 KS

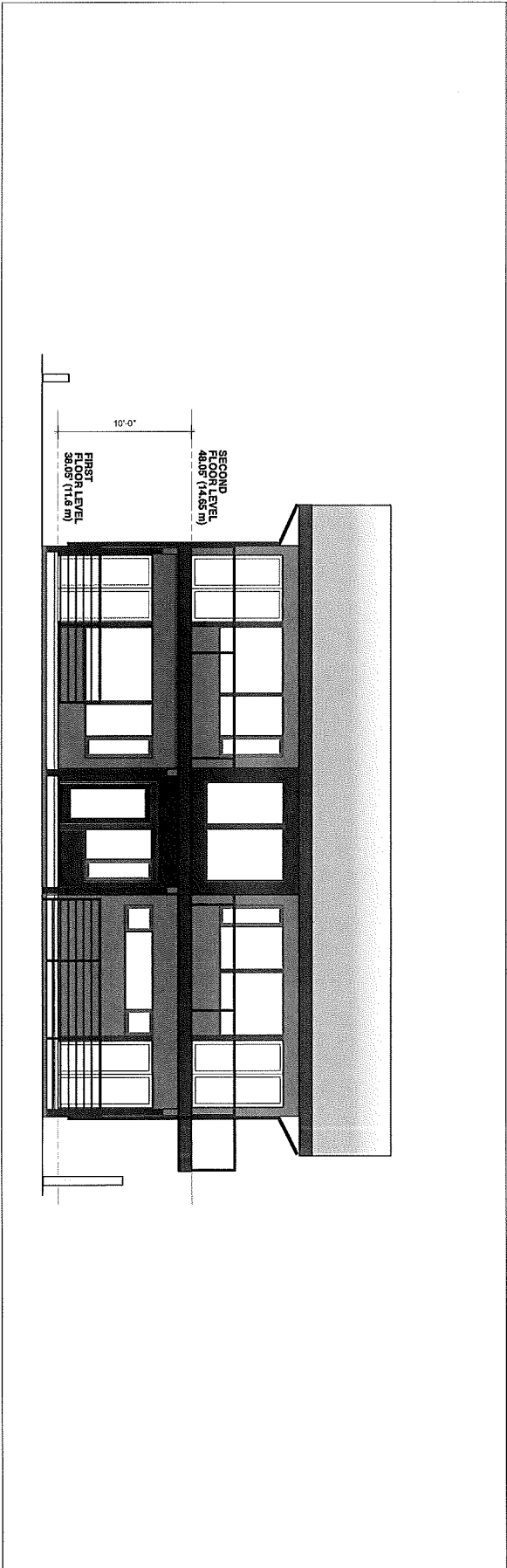
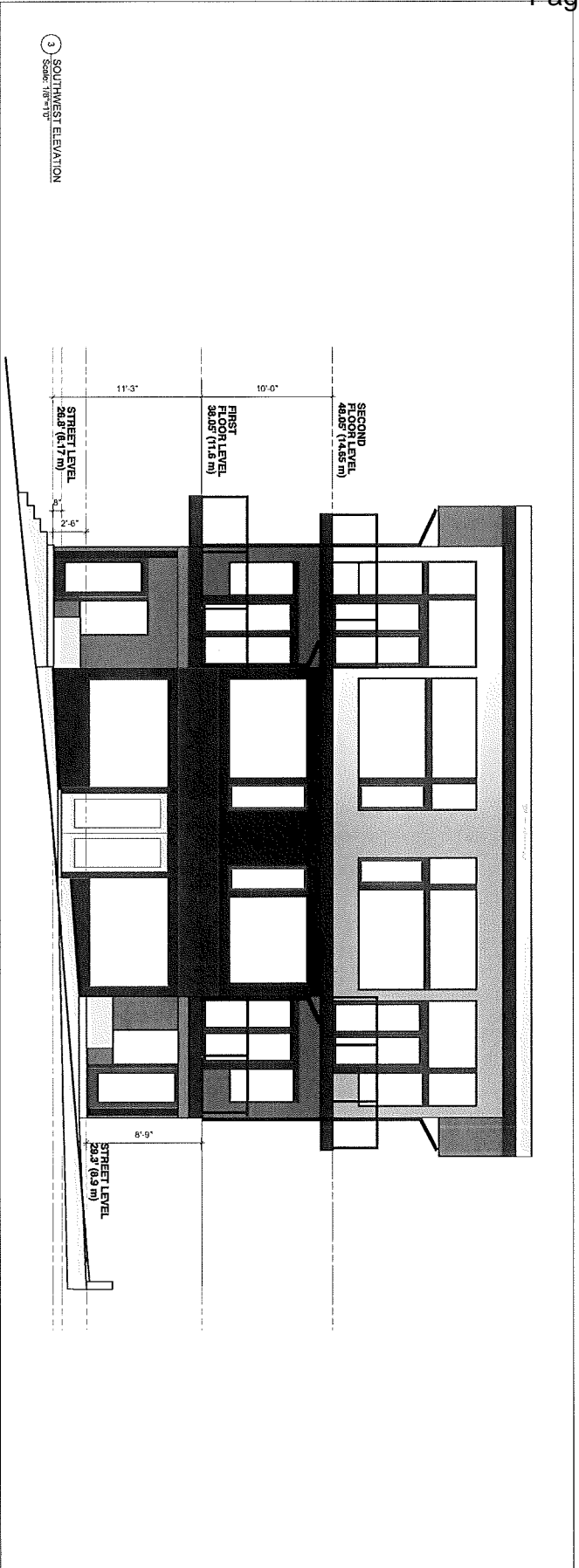
SCALE
 1/8" = 1'-0"
 (includes on 22"x34")

FIRST ISSUED

CHECKED BY
 K/S/BH

HELLIWELL + SMITH
 BLUE SKY
 ARCHITECTURE
 INC.
 4090 BAYBRIDGE AVE.
 WEST VANCOUVER
 BRITISH COLUMBIA
 CANADA, V7V 3K1
 PHONE (604) 921-6666
 FAX (604) 321-0755

SHEET NO.
A203



NO.	REVISION	DATE
1	Pending Review	12/05/2017
2	Development Permit	12/06/2017

NOTE: Contractor shall be responsible for all permit applications on this job and shall verify the accuracy of all information provided to the City immediately. At least 10 business days prior to the start of construction, the Contractor shall provide a copy of the permit application to the City. The Contractor shall be responsible for all permit applications on this job and shall verify the accuracy of all information provided to the City immediately. At least 10 business days prior to the start of construction, the Contractor shall provide a copy of the permit application to the City.

PROJECT
UCLUELET
1672
CEDAR ROAD
UCLUELET

SHEET TITLE
ELEVATIONS

DRAWN BY
KS

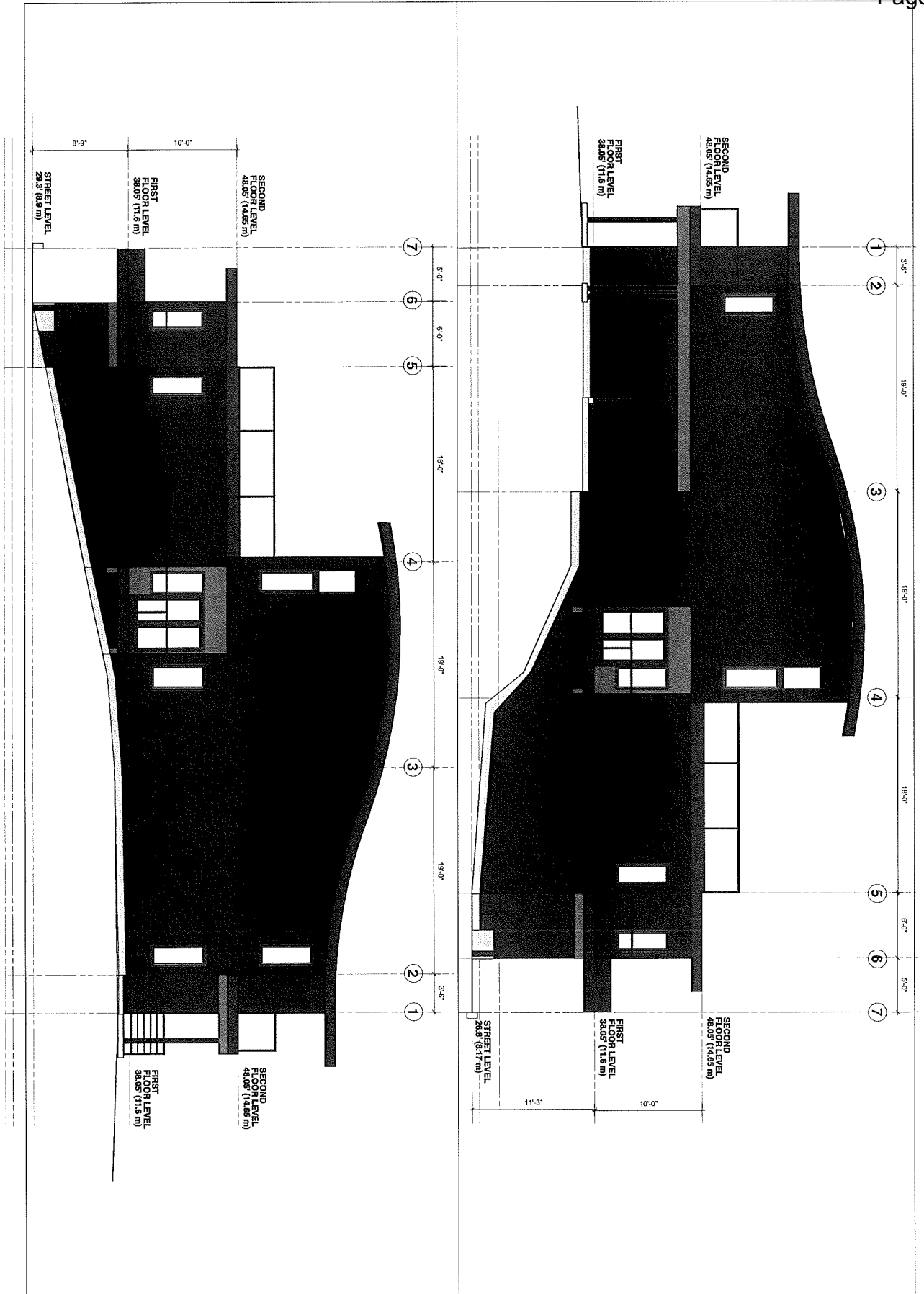
SCALE
1/8" = 1'-0"
(details on 22"x34")

FIRST ISSUED

CHECKED BY

HELLWELL + SMITH
BLUE SKY
ARCHITECTURE
INC.
4090 BAYRIDGE AVE.
WEST VANCOUVER
BRITISH COLUMBIA
CANADA, V7V 3K1
PHONE (604) 921-8546
FAX (604) 321-0755

SHEET NO.
A400



NO.	REVISION	DATE
1	Planning Review	12/05/2017
2	Permit	12/06/2017

NOTES:
 1. All dimensions are in feet and inches unless otherwise noted.
 2. All elevations are relative to the datum of the project.
 3. All elevations are relative to the datum of the project unless otherwise noted.
 4. All elevations are relative to the datum of the project unless otherwise noted.
 5. All elevations are relative to the datum of the project unless otherwise noted.
 6. All elevations are relative to the datum of the project unless otherwise noted.
 7. All elevations are relative to the datum of the project unless otherwise noted.
 8. All elevations are relative to the datum of the project unless otherwise noted.
 9. All elevations are relative to the datum of the project unless otherwise noted.
 10. All elevations are relative to the datum of the project unless otherwise noted.

PROJECT
 UCLUELET
 1672
 CEDAR ROAD
 UCLUELET

SHEET TITLE
 ELEVATIONS

DRAWN BY
 KS

SCALE
 1/8" = 1'-0"
 (unless otherwise noted)

FIRST ISSUED

CHECKED BY

HELLWELL + SMITH
 BLUE SKY
 ARCHITECTURE
 INC.
 4090 BAYRIDGE AVE.
 WEST VANCOUVER
 BRITISH COLUMBIA
 CANADA, V7V 3K1
 PHONE (604) 921-1566
 FAX (604) 921-0755

SHEET NO.
A401



DEVELOPMENT PERMIT DP17-06

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

1. This Development Permit is issued to:

1672 Cedar Road Inc., 530 Herald Street, Victoria, BC, V8W 1S6

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

Lot D (PID 006-167-926), Plan VIP4011, District 09
(the "**Lands**").

3. This Development Permit is issued subject to compliance with all of the bylaws of the District of Ucluelet, except as specifically varied or supplemented by this Permit.

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

- a. "The Wave at Cedar Road" building;
- b. Nine off-street parking spaces;
- c. Fencing on the east, west, and south edges of the lot;
- d. Two on-street parking spaces; and
- e. Associated sidewalk and curb

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

5. The work authorized by this Permit may only be carried out:

- a. in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development permit.
- b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.

6. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

7. This Permit is NOT a Building Permit.

8. **Schedules "A"** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.



AUTHORIZING RESOLUTION passed by the Municipal Council on the day of , 2017.

IN WITNESS WHEREOF this Development Permit is hereby executed and issued by the Municipality
the day of , 2017.

THE DISTRICT OF UCLUELET
by its authorized signatories:

Dianne St. Jacques – Mayor

Mark Boysen – Corporate Officer

OWNER
by its authorized signatory:

Name:

ISSUED the day of , 2017.

John Towgood
Planner 1 Ucluelet



DEVELOPMENT VARIANCE PERMIT DVP17-02

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

1. This Development Variance Permit is issued to:

1672 Cedar Road Inc., 530 Herald Street, Victoria, BC, V8W 1S6

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

Lot D (PID 006-167-926), Plan VIP4011, District 09
(the "**Lands**").

3. This Development Variance Permit is issued subject to compliance with all the bylaws of the District of Ucluelet, except as specifically varied or supplemented by this Permit.

4. This Permit authorizes the following zoning variances on the Lands:

- a. Section 503.2 of the District of Ucluelet Zoning Bylaw No. 1160, 2013, indicates an off-street parking setback of 1.5 m (5ft) to all other lot lines. The setback may be reduced on the west side of the lot to 0m (0ft), on the South side to 0m (0ft), and on the east side to 0m(0ft).
- b. Section 508.1 of the District of Ucluelet Zoning Bylaw No. 1160, 2013, indicates that every lot containing at least one use, building or structure of a commercial, industrial or institutional nature must provide one off-street loading space for each 1900 square meters of gross floor area. The required loading may be done from the street-level parking spaces in front of the commercial area.

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

5. The work authorized by this Permit may only be carried out:

- a. in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development variance permit.
- b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.

6. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

7. This Permit is NOT a Building Permit.



8. **Schedules "A"** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.

AUTHORIZING RESOLUTION passed by the Municipal Council on the day of , 2017.

IN WITNESS WHEREOF this Development Variance Permit is hereby executed and issued by the Municipality the day of , 2017.

THE DISTRICT OF UCLUELET
by its authorized signatories:

Dianne St. Jacques – Mayor

Mark Boysen – Corporate Officer

OWNER
by its authorized signatory:

Name:

ISSUED the day of , 2017.

John Towgood
Planner 1 Ucluelet



STAFF REPORT TO COUNCIL

Council Meeting: JULY 11, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DON SCHAFFER, INTERIM CORPORATE OFFICER

FILE No: 0550-20

SUBJECT: COUNCIL REMUNERATION BYLAW UPDATE

ATTACHMENTS: APPENDIX "A" - BYLAW 1219, 2017
APPENDIX "B" - BYLAW 1042, 2007
APPENDIX "C" - BYLAW 1145, 2012

RECOMMENDATION(S):

1. **THAT** Council give three readings to the bylaw attached to this report as Appendix "A"; or
2. **THAT** Council direct Staff to bring forward a different bylaw for consideration; or
3. **THAT** Council take no action.

PURPOSE:

The purpose of this report is to provide Council with a new remuneration bylaw to repeal and replace Council Remuneration, Benefits and Expenses Bylaw No. 1042, 2007, and amendments thereto.

BACKGROUND:

At its regular meeting held June 13, 2017, Council directed Staff to amend the existing Council Remuneration Bylaw to clarify its language while maintaining its direction and intent. This was prompted by a report presented to Council at its regular meeting held June 5, 2017, in which concerns were expressed by District staff about the clarity of directions provided by earlier remuneration bylaws.

To that end, the bylaw attached to this report as Appendix "A" is a refit of Council Remuneration, Benefits and Expenses Bylaw No. 1042, 2007, as amended by bylaws 1082, 2008, and 1145, 2012. It preserves the intent of those earlier bylaws while bringing the language into a more modern format and moving some aspects of the bylaw into schedules rather than the body of the bylaw.

Council will note the following changes:

1. The format of the bylaw has been brought up to date. It eliminates the recital (whereas) clauses, which can cause confusion if a bylaw is challenged in court and those recital clauses are not reflective of the direction of the enactment clauses.

2. The structure of the new bylaw places the most important aspect of the bylaw, Council remuneration, first and deals then with expense reimbursement and benefits. This was done to provide increased clarity.
3. The earlier bylaws contained repetition of some clauses and this repetition has been eliminated.
4. The original Schedule "A" – Schedule of Expenses has been split into two schedules, again with the aim of increasing clarity.
5. The Procedure and Guidelines portion of the original bylaw has been split from the main bylaw onto a Schedule "C". This does not mean that the procedures and guidelines have any less effect; it simply removes clutter from the enactment clauses of the bylaw and makes it easier to amend the schedule in future if changes are required.

Further, Council will note that Section 7 of the proposed Bylaw No. 1219 attempts to clarify the intent of the provisions which allow members of Council to be compensated for attendance at "meetings over and above regular or special meetings of Council" (see Schedule "A" in Bylaw 1042 and 1145, and Schedule B in the proposed 1219).

For reference, Section 7 states:

When authorized by Council to represent the District at meetings over and above regular and special meetings of Council, members of Council shall be entitled to compensation pursuant to Schedule "B" – Per Meeting and Travel Day Allowance, which is attached to and forms part of this Bylaw.

Staff considers that providing specificity to this section of the bylaw will allow us to ensure that Council is aware of its members' attendance and allow tracking of expenditures to provide transparency of the costs of Council's business.

A review of other small community remuneration bylaws does not provide a consistent best practice on which to base such provisions in the Ucluelet bylaw. While Tofino's bylaw contains similar language to Ucluelet's, and Port Alberni's is more restrictive, Coldstream's bylaw provides for compensation at Regional District or regional library meetings or "any others authorized by Council". Others (Hudson's Hope, Lake Cowichan and Vanderhoof, for instance) do not provide for additional compensation for meetings within the municipality which are not Council meetings.

In order to ensure that the provisions of the Five Year Financial Plan Bylaw are adhered to, a Section 9 has also been inserted into the bylaw, as follows:

Attendance at conferences, conventions, courses, seminars and other meetings, and expenditures on gifts or other protocol-related expenditures, shall be limited to the budget provided for Council for these purposes in the Five Year Financial Plan bylaw.

Without this clause, it might be possible for Council's budget to be overspent inadvertently which would cause difficulties with reconciliations at the end of the fiscal year.

FINANCIAL IMPACTS:

It is not anticipated that expenditures would increase if the attached bylaw is adopted. Increased control by Council over expenditures of its budget might be a result.

SUMMARY

This bylaw is presented for Council’s consideration. It is available for three readings if that is Council’s wish.

If it is Council’s wish that the bylaw be changed, staff would welcome a resolution expressing the desired changes, and the bylaw will be brought back in the desired form.

Respectfully submitted:



Don Schaffer, Interim Corporate Officer



Mark Boysen, Chief Administrative Officer

District of Ucluelet

Bylaw No. 1219, 2017

A Bylaw to provide for annual remuneration, expense reimbursement and benefit allowances for members of the Council of the District of Ucluelet

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

Repeal

1. "Council Remuneration, Benefits and Expenses Bylaw No. 1042, 2007" and all amendments thereto are hereby repealed.

Remuneration

2. The base annual remuneration for the Mayor shall be \$24,331.77 per annum effective August 1, 2017. Hereafter the base salary shall be adjusted annually on January 1 of subsequent years to reflect changes in the annual Consumer Price Index for British Columbia as published by Statistics Canada. One-third of the remuneration is for expenses incidental to the discharge of the duties of the Mayor's office.
3. The base annual remuneration for each Council member shall be \$13,907.08 per annum effective August 1, 2017. Hereafter the base salary shall be adjusted annually on January 1 of subsequent years to reflect changes in the Consumer Price Index for British Columbia as published annually by Statistics Canada. One-third of the allowance is for expenses incidental to the discharge of the duties of the Councillors' office.

Expense Reimbursement

4. The Mayor and Acting Mayor, while acting in the capacity of the Mayor, are hereby authorized to and shall be entitled to reimbursement of expenses incurred for the entertainment of guests of the District or to promote the interests of the District.
5. When authorized by Council to represent the District, engage in District business, or attend a meeting, course or convention outside the boundaries of the District, members of Council shall be entitled to reimbursement of expenses incurred during their absences from the District in accordance with Schedule "A" – Schedule of Expenses, which is attached to and forms part of this Bylaw.
6. When authorized by Council to represent the District on a board or organization which meets within the boundaries of the District, members of Council shall be entitled to reimbursement of expenses incurred as a result of this representation, with the exception of meals and mileage.
7. When authorized by Council to represent the District at meetings over and above regular and special meetings of Council, members of Council shall be entitled to compensation pursuant to Schedule "B" – Per Meeting and Travel Day Allowance, which is attached to and forms part of this Bylaw.

- 8. Members of Council who travel on District business or for attendance at seminars, conferences and other training or educational purposes will adhere to the procedures and guidelines specified in Schedule "C" – Expense Reimbursement Procedures and Guidelines, which is attached to and forms part of this Bylaw.
- 9. Attendance at conferences, conventions, courses, seminars and other meetings, and expenditures on gifts or other protocol-related expenditures, shall be limited to the budget provided for Council for these purposes in the Five Year Financial Plan bylaw.

Benefits

- 10. The District is hereby authorized to enter into agreements for medical, dental and life insurance benefits for Council members and their dependents.
- 11. Benefit premiums will be paid by the District of Ucluelet and participation in any or all of the benefit plans shall be at the Council member's option. Council members opting not to participate in benefit plans are not eligible to receive the equivalent amount of remuneration as a cash benefit.

Citation

- 12. This bylaw may be cited for all purposes as "Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1219, 2017".

READ A FIRST TIME this day of , 2017.

READ A SECOND TIME this day of , 2017.

READ A THIRD TIME this day of , 2017.

ADOPTED this day of , 2017.

CERTIFIED A TRUE AND CORRECT COPY of "Council Remuneration, Benefits and Expense Reimbursement Bylaw No. 1218, 2017".

Dianne St. Jacques
Mayor

Mark Boysen
CAO/Corporate Officer

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

Mark Boysen
CAO/Corporate Officer

Bylaw No. 1219, 2017

Schedule "A"

Schedule of Expenses

Travel			
	Mileage	Maximum allowance permitted by the Canada Revenue Agency for tax purposes as set annually	
	Other – air travel, etc.	100% reimbursement	Receipts required
Meals			
	Breakfast	\$12.00	
	Lunch	\$23.00	
	Dinner	\$30.00	
Accommodation		100% reimbursement	Receipts required
Transportation	Taxi, ferry, parking, etc.	100% reimbursement	Receipts required
Registration fees	Seminars, conventions, etc.	100% reimbursement	Receipts required

Bylaw 1219, 2017

Schedule "B"

Per Meeting and Travel Day Allowance

<p>Per Meeting Allowance: for meetings over and above regular or special meetings of Council</p> <p><i>Note – Individual meetings in the context of a larger event such as a convention or seminar are not considered as separate meetings for expense calculations</i></p>		
For meetings or travel days up to 4 hours	\$80.00	
For meetings or travel days lasting 4 hours or longer	\$160.00	

Bylaw 1219, 2017**Schedule "C"****Expense Reimbursement Procedures and Guidelines**

1. Travel must be arranged by the most economic means available, taking into consideration cost, convenience, the need for a vehicle at a destination, and the ability of members of Council to travel together.
2. If a member of Council chooses to use a personal vehicle for long distance travel instead of an airline, the amount which will be reimbursed will be the lesser of the economy class airfare based on booking far enough in advance of the event to qualify for discounted rates plus related ground transportation, or the distance to be travelled by the most direct route, multiplied by the current rate per kilometre.
3. Where a member of Council chooses a means of transportation other than those described above, reimbursement shall only be for an amount equivalent to that which would have otherwise been incurred.
4. If circumstances require a means of transportation other than described, thereby incurring a greater cost, the increased cost shall require the approval of the Mayor.
5. All transportation expenses except mileage shall be paid on the basis of single fares.
6. Members of Council may be reimbursed annually for the difference between the insurance premium they would normally pay for their personal vehicle without District use, and the premium for business class coverage necessitated by District use, provided that the Council member has not or would not normally insure that vehicle for business use coverage.
7. Members of Council will be reimbursed the cost of repairing damage to a personal vehicle, to a maximum of \$500.00 or the amount of the insurance deductible, whichever is the lesser, when the damage occurs while the vehicle is being used for District purposes.
8. When reserving or obtaining accommodation, members of Council making their own arrangements will request the Provincial government rate.
9. If a spouse is accompanying a member of Council, the District will pay an additional \$10.00 per night for a double room rate. Any expense greater than \$10.00 will be at the member's expense and will not be reimbursed.
10. Hotel expenses for movies, bar service or any other room service fee will not be reimbursed.
11. When a member of Council chooses to stay with friends or relatives, an allowance of \$25.00 per night may be claimed without receipts for a gift for hosting.
12. Members of Council attending a meeting, conference, convention, course or seminar will not request meal allowances for meals that are provided at the event.

13. Incidental expenses and sundry travel items are included within the incidental portion of the allowance provided by Schedule "B" – Per Meeting and Travel Day Allowance to this Bylaw; no additional reimbursement will be paid.
14. At the discretion of the Mayor, expenses for laundry, long distance calls home on the basis of a maximum of one ten-minute call per day, and other reasonable expenses will be reimbursed upon provision of receipts.
15. Members of Council must complete a travel expense form immediately upon return from travel, and forward these to the Chief Financial Officer for processing.
16. Receipts for all claimed travel expenses must be provided in accordance with Schedule "A" – Schedule of Expenses to this Bylaw.
17. When a member of Council chooses to travel on municipal business or to attend a conference, convention, course or seminar with a spouse or other family members, the District will not pay any additional expenses beyond those associated with the member of Council, with the following exceptions:
 - a) \$10.00 increase to the accommodation rate to upgrade from a single occupancy rate to a double occupancy rate.
 - b) At the annual convention of the Union of BC Municipalities only, the cost of the spouse's attendance at the Welcome Reception, UBCM Banquet, and the cost of one Partner Program per day on both Wednesday and Thursday of the convention.

All other expenses associated with the spouse/family member travelling with the member of Council will be at that member's expense.

DISTRICT OF UCLUELET**Bylaw No. 1042, 2007**

A bylaw to provide for an annual indemnity, benefit allowance and expenses for members of the Council of the District of Ucluelet

WHEREAS the *Community Charter* authorizes the Council of the District of Ucluelet to provide for an annual indemnity and benefits for the Mayor and Councillors;

AND WHEREAS the *Community Charter* further provides that a portion of the remuneration may be paid as an allowance for expenses;

AND WHEREAS benefits will be provided subject to insurance carrier requirements;

AND WHEREAS the *Community Charter* authorizes the Council of the District of Ucluelet to provide for the payment and/or reimbursement of expenses for Council members attending meetings, conferences, training seminars and other approved activities;

AND WHEREAS it is the practice of the District of Ucluelet to pay the costs of approved travel for Council members in accordance with the procedures and guidelines of this policy;

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

1. Procedures and Guidelines

- a) The Mayor and Deputy Mayor, when attending on behalf of the Mayor, are hereby authorized to and shall be entitled for reimbursement of expenses incurred for the entertainment of guests of the District or to promote the interests of the District.
- b) When authorized by Council to represent the District, engage in District business, or attend a meeting, course or convention beyond the boundaries of the District, Council members shall be entitled to reimbursement of expenses incurred during their absences from the District in accordance with Schedule "A" – Schedule of Expenses, attached hereto and forming part of this Bylaw.
- c) Members of Council who are authorized or appointed by Council to represent the District on a Board or organization within the boundaries of the District shall be entitled to reimbursement of expenses incurred as a result of this representation, with the exception of meals and mileage.
- d) Members of Council who travel on District business or for attendance at seminars, conferences and other training/educational purposes will adhere to the following guidelines:
 - i) Travel must be arranged by the most economic means available, taking into consideration cost, convenience, the need for a vehicle at a destination, and the ability of Council members to travel together.

- ii) If a member of Council chooses to use a personal vehicle for long distance travel instead of an airline, the amount which will be reimbursed will be the lesser of the economy class airfare based on booking far enough in advance to qualify for discounted rates plus related ground transportation, or the distance to be traveled by the most direct route, multiplied by the current rate per kilometer. Where a member of Council chooses a means of transportation other than that described, reimbursement shall only be for an amount equivalent to that which would have otherwise been incurred. If circumstances require a means of transportation other than described, thereby incurring a greater cost, the increased cost shall require approval by the Mayor. All transportation expenses (except mileage) shall be paid on the basis of single fares.
- iii) Members of Council may be reimbursed annually for the difference between the insurance premium they would normally pay for their personal vehicle without District use, and the premium for business class coverage necessitated by District use, provided that the Council member has not or would not normally insure that vehicle for business use coverage.
- iv) Members of Council will be reimbursed the cost of repairing damage to a personal vehicle, to a maximum of \$500.00 or the amount of the insurance deductible, whichever is the lesser, when the damage occurs while the vehicle is being used for District purposes.
- v) When reserving or obtaining accommodation, Council members making their own accommodation arrangements will request the Provincial government rate.
- vi) If a spouse is accompanying a member of Council, the District will pay an additional \$10.00 per night for a double room rate; any expense above \$10.00 will be at the Council member's expense and will not be reimbursed.
- vii) Hotel expenses for movies, bar service or any other room service fee will not be reimbursed.
- viii) When an individual chooses to stay with friends or relatives, an allowance of \$25.00 per night may be claimed without receipts for a gift for hosting.
- ix) Where the registration fee includes all meals (full board), the Council member is entitled to 20% of the meal allowance rate per day for miscellaneous expenses. Council members will only request meal allowances that are not included in course registration fees.
- x) Incidental expenses and sundry travel items are included within the incidental portion of the per diem; no additional reimbursement will be paid. At the Mayor's discretion, expenses for laundry, long distance calls home on the basis of a maximum of one ten minute call per day and other reasonable expenses may be reimbursed, with receipts.
- xi) Council members must complete a travel expense form immediately upon return from travel and forward to the Finance Department for processing.
- xii) Receipts for all claimed travel expenses must be provided, in accordance with Schedule "A" of this bylaw.

Spousal/Family Expenses

- a) When a Council member chooses to travel, on municipal business or to attend a conference, seminar, etc, with a spouse or family member(s), the District will not pay any additional expenses beyond those associated with the Council members, with the exception of:
 - i) \$10.00 increase to the accommodation rate to upgrade from a single occupancy rate to a double occupancy rate;
 - ii) at the annual UBCM Convention only, the cost of the spouse's or partner's attendance at the Welcome Reception, UBCM Banquet, and the cost of one Partner Program per day on both Wednesday and Thursday of the convention.
 - iii) All other expenses associated with the spouse/family traveling with the Council member will be at the Council member's expense.

Remuneration and Expenses

1. a) The annual remuneration for the Mayor shall be \$14,000.00, of which one-third is an allowance for expenses incidental to the discharge of the duties of the Mayor's office.
 - b) The indemnity will be paid on the bi-weekly payroll system.
2. a) The annual remuneration for each Council member shall be \$8,000.00, of which one-third is an allowance for expenses incidental to the discharge of the duties of the Councillor's office.
 - b) The indemnity will be paid on the bi-weekly payroll system.
3. a) Mayor and Deputy Mayor, when attending on behalf of the Mayor, are hereby authorized to and shall be entitled for reimbursement of, expenses incurred for the entertainment of guests of the District or to promote the interest of the District.
 - b) When authorized by Council to represent the District, engage in District business, or attend a meeting, course or convention beyond the boundaries of the District, the Council members shall be entitled to reimbursement of expenses incurred during their absences from the District in accordance with Schedule "A" – Schedule of Expenses, attached hereto and forming part of this Bylaw.
 - c) Members of Council who are authorized or appointed by Council to represent the District on a Board or organization within the boundaries of the District shall be entitled to reimbursement of expenses incurred as a result of this representation, with the exception of meals and mileage.

Benefits

2. a) The District is hereby authorized to enter into agreements for medical, dental and life insurance benefits for Council members and their dependents.
 - b) Benefit premiums will be paid by the District of Ucluelet and participation in any or all of the benefit plans shall be at the Council member's option. Council members opting not to participate in benefit plans are not eligible to receive the equivalent amount of remuneration as a cash benefit.

Administrative Provisions

1. This bylaw may be cited as "Council Remuneration, Benefits and Expenses Bylaw No. 1042, 2007".
2. This bylaw hereby repeals Council Indemnity Bylaw No. 974, 2004 and amendments thereto.
3. This bylaw comes into full force and effect on May 15, 2007 at the time of adoption of the financial plan.
4. Retroactivity to January 1st, 2007 for remuneration and per diem.

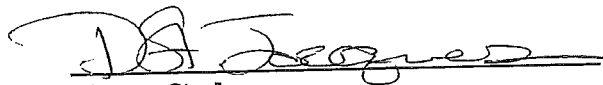
READ A FIRST TIME this 12th day of **June, 2007**.

READ A SECOND TIME this 12th day of **June, 2007**.

READ A THIRD TIME this 12th day of **June, 2007**.

ADOPTED this 26th day of **June, 2007**.

CERTIFIED A TRUE AND CORRECT COPY of the "Council Remuneration, Benefits and Expenses Bylaw No. 1042, 2007."



Dianne St. Jacques
Mayor



Martin Gee
Deputy Corporate Officer

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



Martin Gee
Deputy Corporate Officer

Bylaw No. 1042, 2007

Schedule "A"

Schedule of Expenses

Travel			
	Mileage	Maximum allowance permitted by the Canada Revenue Agency for tax purposes as set annually	
	Other – air travel, etc.	100% reimbursement	Receipts required
Meals			
	Breakfast	\$12.00	
	Lunch	\$23.00	
	Dinner	\$30.00	
Accommodation		100% reimbursement	Receipts required
Transportation	taxi, ferry, parking, etc.	100% reimbursement	Receipts required
Registration fees	Seminars, conventions, etc.	100% reimbursement	Receipts required
Per Diem – for meetings over and above regular and special meetings of Council			
	Meetings up to 4 hours	\$60.00	
	Meetings exceeding 4 hours	\$120.00	

DISTRICT OF UCLUELET

Bylaw No. 1145, 2012

A bylaw to amend "Council Remuneration, Benefits, & Expense Bylaw No. 1042, 2007"
and repeal "Council Remuneration, Benefits & Expense Amendment Bylaw No. 1082,
2008"

WHEREAS the *Community Charter* authorizes the Council of the District of Ucluelet to provide for an annual indemnity and benefits for the Mayor and Councillors;

AND WHEREAS the *Community Charter* further provides that a portion of the remuneration may be paid as an allowance for expenses;

AND WHEREAS benefits will be provided subject to insurance carrier requirements;

AND WHEREAS the *Community Charter* authorizes the Council of the District of Ucluelet to provide for the payment and/or reimbursement of expenses for Council members attending meetings, conferences, training seminars and other approved activities;

AND WHEREAS it is the practice of the District of Ucluelet to pay the costs of approved travel for Council members in accordance with the procedures and guidelines of this policy;

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

Council Remuneration, Benefits & Expense Bylaw No. 1042" is hereby amended, as follows:

1. Amend section entitled "Remuneration and Expenses" by deleting paragraph 1. a) and paragraph 2. a) and replacing those paragraphs with the following:
 1. a) The base annual remuneration for the Mayor shall be \$22,830.00 per annum effective April 15, 2012. Hereafter the base salary shall be adjusted annually on January 1 of subsequent years to reflect changes in the annual Consumer Price Index for British Columbia as published by Statistics Canada. One third of the allowance is for expenses incidental to the discharge of the duties of the Mayor's office.
 2. a) The base annual remuneration for each council member shall be \$13,050.00 per annum effective April 15, 2012. Hereafter the base salary shall be adjusted annually on January 1 of subsequent years to reflect changes in the Consumer Price Index for British Columbia as published annually by Statistics Canada. One third of the allowance is for expenses incidental to the discharge of the duties of the Councillor's office.
3. Amend section entitled "Procedures and Guidelines" by deleting the second sentence in 1. ix) and replacing it with the following:

1. ix) Council members will only request meal allowances that are not included in the meeting, course, convention, seminar, or conference fees or when otherwise provided.
2. Delete the Schedule "A" from Bylaw 1042 and replace it with the attached Schedule "A".
3. This bylaw may be cited as "Council Remuneration, Benefits & Expense Amendment Bylaw No.1145, 2012."

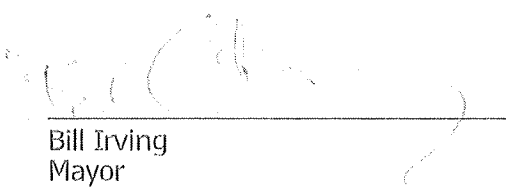
READ A FIRST TIME this 27th day of March, 2012.

READ A SECOND TIME this 27th day of March, 2012.

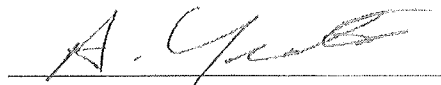
READ A THIRD TIME this 27th day of March, 2012.

ADOPTED this 29th day of March, 2012.

CERTIFIED A TRUE AND CORRECT COPY of "Council Remuneration, Benefits & Expense Amendment Bylaw No. 1145, 2012".




Bill Irving
Mayor



Andrew Yeates
CAO

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



Andrew Yeates
CAO

Bylaw No. 1145, 2012

Schedule "A"

Schedule of Expenses

Travel			
	Mileage	Maximum allowance permitted by the Canada Revenue Agency for tax purposes as set annually	
	Other – air travel, etc.	100% reimbursement	Receipts required
Meals			
	Breakfast	\$12.00	
	Lunch	\$23.00	
	Dinner	\$30.00	
Accommodation		100% reimbursement	Receipts required
Transportation	Taxi, ferry, parking, etc.	100% reimbursement	Receipts required
Registration fees	Seminars, conventions, etc.	100% reimbursement	Receipts required
Per Meeting allowance – for meetings over and above regular and special meetings of Council			
<i>Note: Individual meetings in the context of a larger event such as a convention or seminar are not considered as separate meetings for expense calculations.</i>			
For meetings or travel days up to 4 hours		\$80.00	
For meetings or travel days in excess of 4 hours		\$160.00	