

# AGENDA

## *REGULAR MEETING OF COUNCIL*

**Tuesday, April 08, 2014**

**7:30 p.m.**

**George Fraser Room, Ucluelet Community Centre  
500 Matterson Drive,  
Ucluelet, B.C.**

**Council Members:**

Mayor Bill Irving

Councillor Dario Corlazzoli

Councillor Geoff Lyons

Councillor Sally Mole

Councillor Randy Oliwa



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## REGULAR COUNCIL MEETING AGENDA

April 08, 2014 at 7:30 pm  
 George Fraser Room, Ucluelet Community Centre  
 500 Matterson Drive, Ucluelet, BC

	<b>CALL TO ORDER:</b>	
	<b>ADOPTION OF MINUTES:</b>	
Pg. 07	<b>MIN-1</b> March 25, 2014 Regular Council Minutes	
	<b>PUBLIC INPUT, DELEGATIONS &amp; PETITIONS:</b>	
Pg. 13	<b>D-1 Mulberry Park Developments</b> Don MacKinnon	
	<b>CORRESPONDENCE:</b> None	
	<b>INFORMATION ITEMS:</b>	
Pg. 15	<b>I-1 Concerns regarding MultiMaterialBC (MMBC) Program</b> Andru McCracken, Mayor, Village of Valemount	
Pg. 23	<b>I-2 Response regarding Dr. Jane Hunt</b> Nicholas Shaw, President, College of Veterinarians of B.C.	
Pg. 25	<b>I-3 Fire Department Response to Medical Emergencies</b> Derek Corrigan, Mayor, City of Burnaby	
Pg. 35	<b>I-4 Wendy Creek Bridge Repair Request, Salmon Beach</b> Rhonda Morris, South Island Natural Resource District Manager, Ministry of Forests Lands and Natural Resource Operations	
Pg. 37	<b>I-5 Harbour Authority Bulletin No. 25</b> Fisheries and Oceans Canada	
Pg. 39	<b>I-6 L.I.B.O.A. Conference in Summerland – June 3 to 6, 2014</b> Gary Ellis, Chairman, 2014 Annual Licence and Bylaw Association Conference	
Pg. 41	<b>I-7 School District 70 Media Release</b> Larry Ransom, Board Chair & Cam Pinkerton, Superintendent	

Pg. 43	<p><b>INFORMATION ITEMS (CONT'D):</b></p> <p><b>I-8 Community and Employer Partnerships Funding</b> Hon. Don McRae, Minister of Social Development and Social Innovation</p>	
Pg. 49	<p><b>REPORTS:</b></p> <p><b>R-1 Expenditure Voucher G-07/14</b> Jeanette O'Connor, CFO</p>	
Pg. 53	<p><b>R-2 Quarterly Motion Report – December 2013 to March 2014</b> District of Ucluelet</p>	
Pg. 61	<p><b>R-3 Quarterly Managers' Report – First Quarterly Report 2014</b> District of Ucluelet</p>	
Pg. 67	<p><b>LEGISLATION:</b></p> <p><b>L-1 Removal of Two Existing Housing Agreements at 270 Otter Street</b> John Towgood, Planning Assistant</p>	
Pg. 71	<p><b>L-2 Request to Consider Text Amendment to Existing CS-1 Village Square Commercial Zone to permit Residential Single Family Dwelling Uses (SFD) as Principal Use</b> Patricia Abdulla, Manager of Planning</p>	
Pg. 81	<p><b>L-3 Fourth Reading of Board of Variance Bylaw No.1163, 2014</b> Patricia Abdulla, Manager of Planning</p>	
	<p><b>COM-1 COUNCIL COMMITTEE REPORTS</b></p> <p><b>Councillor Dario Corlazzoli</b> <i>Deputy Mayor October-December</i></p> <ul style="list-style-type: none"> <li>◆ Coastal Community Network</li> <li>◆ Fisheries</li> <li>◆ Signage Committee</li> <li>◆ Ucluelet Chamber of Commerce</li> <li>◆ Ucluelet Recreation Committee <i>(alternate)</i></li> <li>◆ Wild Pacific Trail</li> <li>◆ Clayoquot Biosphere Trust Society <i>(alternate)</i></li> </ul> <p><b>Councillor Geoff Lyons</b> <i>Deputy Mayor April-June</i></p> <ul style="list-style-type: none"> <li>◆ Central West Coast Forest Society</li> <li>◆ Food Bank on the Edge</li> <li>◆ Local Marine Advisory Committee</li> <li>◆ Ucluelet &amp; Area Historical Society</li> <li>◆ Clayoquot Biosphere Trust Society</li> <li>◆ West Coast Multiplex Society</li> </ul>	

<p><b>Councillor Sally Mole</b> <i>Deputy Mayor July-September</i></p> <ul style="list-style-type: none"> <li>◆ Harbour Advisory Commission</li> <li>◆ School Liaison <i>(alternate)</i></li> <li>◆ Ucluelet &amp; Area Child Care Society</li> <li>◆ Ucluelet Affordable Housing Society</li> <li>◆ Ucluelet Recreation Commission</li> <li>◆ Vancouver Island Regional Library <i>(alternate)</i></li> <li>◆ Westcoast Community Resources Society</li> <li>◆ Coastal Family Resource Coalition</li> </ul> <p><b>Councillor Randy Oliwa</b> <i>Deputy Mayor January-March</i></p> <ul style="list-style-type: none"> <li>◆ Parent Advisory Committee/Public School Liaison</li> <li>◆ Sea View Senior's Housing Society</li> <li>◆ Ucluelet Volunteer Fire Brigade</li> <li>◆ Ucluelet/Provincial Emergency Program</li> <li>◆ Vancouver Island Regional Library Board</li> </ul> <p><b>Mayor Bill Irving</b></p> <ul style="list-style-type: none"> <li>◆ Alberni-Clayoquot Regional District</li> <li>◆ Pacific Rim Harbour Authority</li> <li>◆ Aquarium Board</li> </ul>	
<b>LATE ITEMS:</b>	
<b>NEW BUSINESS:</b>	
<b>PUBLIC QUESTION PERIOD:</b>	
<b>ADJOURNMENT</b>	
<p><b>RESOLVE INTO CLOSED SESSION</b></p> <p><i><b>Notice:</b> This meeting may be closed to the public only where items for consideration meet the requirements of Section 90 of the Community Charter.</i></p>	

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**DISTRICT OF UCLUELET**  
 Minutes of the Regular Council Meeting  
 held in the George Fraser Room, 500 Matterson Drive,  
 Ucluelet, BC on March 25, 2014 at 7:30 pm

**COUNCIL PRESENT:**

Mayor Irving  
 Councillor Corlazzoli  
 Councillor Mole  
 Councillor Lyons  
 Councillor Oliwa

**STAFF PRESENT:**

Andrew Yeates, CAO  
 Morgan Dossall, Recording Secretary

**CALL TO ORDER:**

Mayor Irving called the meeting to order at 7:30 pm.

**SPECIAL ANNOUNCEMENT:**

Moved by Councillor Oliwa and seconded by Councillor Corlazzoli

**BE IT RESOLVED:** *WHEREAS District of Ucluelet Bylaw No.761, 1998 requires Council to make official appointments to the Ucluelet Fire Brigade, that Council hereby appoints Ted Eeftink Fire Chief and Mark Fortune Deputy Fire Chief for the District of Ucluelet for the 2014 calendar year.*

**Carried.**

- ❖ On behalf of Council, Councillor Oliwa thanked Ted Eeftink and Mark Fortune for taking on their respective roles in the Fire Brigade and for their upstanding leadership in the community.

**APPROVAL OF MINUTES:****MIN-1 March 11, 2014 Regular Council Minutes**

Moved by Councillor Corlazzoli and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT the March 11, 2014 Regular Council minutes be adopted as presented.*

**Carried.**

**ERRORS OR OMISSIONS:**

None

**BUSINESS OUT OF THE MINUTES:**

None

**PUBLIC INPUT, DELEGATIONS & PETITIONS:**

- D-1 West Coast Wave Initiative**  
 Dr. Bryson Robertson (speaker)

- ❖ Council received a presentation on wave energy potential, and were updated on the status of the three West Coast Wave Initiative buoys off Ucluelet's shoreline as well as the most recent activities of the West Coast Wave Initiative group.
- ❖ Council asked questions of Dr. Robertson with regards to hydro line capacity, timelines, costs, status of government buy-in, areas off of Ucluelet being considered for wave-harnessing buoys, and the data-collecting abilities of the buoys for purposes other than harnessing energy.

### CORRESPONDENCE:

**C-1 Easter Egg Hunt at Big Beach Donation Request**  
Adele Larkin, General Manager, Black Rock Resort

Moved by Councillor Lyons and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT correspondence item C-1 be received for discussion.*

**Carried.**

Moved by Councillor Corlazzoli and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT the request for a \$200 donation to the Big Beach Easter Egg Hunt organized by Black Rock Resort be moved to Council's budget meeting on March 27, 2014 for discussion.*

**Carried.**

**C-2 Sponsorship Request for Wrestling Championship**  
Heather Morrison, student at Ucluelet Secondary School

Moved by Councillor Mole and seconded by Councillor Corlazzoli

**BE IT RESOLVED:** *THAT correspondence item C-2 be received for discussion.*

**Carried.**

Moved by Councillor Corlazzoli and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT the request for sponsorship in an amount up to \$688.16 to the send Ucluelet Secondary School student Heather Morrison to the national wrestling championships in Guelph, Ontario be moved to Council's budget meeting on March 27, 2014 for discussion.*

**Carried.**

### INFORMATION ITEMS:

None

### REPORTS:

**R-1 Expenditure Voucher G-06/14**  
Jeanette O'Connor, CFO

Moved by Councillor Corlazzoli and seconded by Councillor Oliwa

**BE IT RESOLVED:** *THAT report R-1, Expenditure Voucher G-06/14, be approved.*

**Carried.**



**LEGISLATION:**

None

**COM-1 COMMITTEE REPORTS:*****Councillor Dario Corlazzoli***

No meetings.

***Councillor Geoff Lyons***

No meetings.

***Councillor Sally Mole***❖ **Harbour Advisory Commission**

MP James Lunney presented at Small Craft Harbour event on March 19, 2014 for the completion of improvements made to Otter Street (52 Steps) wharf

Councillor Mole and Mayor Irving met with MP Lunney on March 20, 2014 for a tour of Small Craft Harbour facilities

***Councillor Randy Oliwa***❖ **Vancouver Island Regional Library Board**

Council met with VIRL staff on March 18, 2014

Presentation from VIRL on topics applicable to the Ucluelet branch, with focus on: developing stronger presence/promotion of library facility, local communication plan, school programs, post-secondary coordination plans, communication with recreation department and community groups, tourism, and economic development

Outcomes from meeting included: follow-up meeting with Port Alberni manager, VIRL to develop economic development strategy and initiatives, budgetary item

Councillor Oliwa will attend next meeting in April

❖ **Ucluelet/Provincial Emergency Program**

Tsunami Community Education Forum co-hosted by EMBC held March 24, 2014

EMBC gave overview of how Ucluelet ties in with provincial emergency plans; tied in with the launch of EMBC's Vancouver Island tour, visiting communities to discuss the provincial emergency plan rollout and how it works in tandem with municipal plans

EMBC gave away radios; Councillor Oliwa suggests looking into budget and/or discussion on how to make these available to the community

District hosting 'EM132 Planning for Community Disaster and Recovery' course on April 15-16, 2014 at the UCC; still some room available to register

❖ **Parent Advisory Committee/Public School Liaison**

Meeting in Port Alberni March 25, 2014; Board of Education went against their recommendations and public consultation process by voting 4:3 to close two schools

***Mayor Irving***❖ Alberni-Clayoquot Regional District

Meeting on March 26, 2014

Moved by Councillor Mole and seconded by Councillor Corlazzoli

**BE IT RESOLVED:** *THAT Council receive all of the committee reports.*

**Carried.**

**LATE ITEMS:**

None

**NEW BUSINESS:**❖ Multi-use Path

Moved by Councillor Lyons and seconded by Councillor Corlazzoli

**BE IT RESOLVED:** *THAT staff make an appointment with the superintendent of Parks for Pacific Rim National Park to discuss the installation of a multi-use path on top of the new water line being installed.*

**Carried.**

❖ Community to Community Forums

Councillor Oliwa requested from CAO if there are upcoming Community to Community meetings or events.

CAO Yeates informed Council that the District is currently working on another Community to Community forum with the Yuuʔuʔiʔath. District has agreement with YFN to meet annually to discuss working plans. The Community to Community application is nearly complete.

Councillor Oliwa inquired if Council planned to have another community vision session in the near future

Mayor Irving responded that Council will discuss having another session, possibly in the spring. Mayor Irving suggested moving this discussion to the budget planning session on March 27, 2014 to determine if money is available to make it happen.

❖ West Coast Aquatic

In companion with District's Island Coastal Economic Trust process for advanced education strategy, West Coast Aquatic would like the District to apply to UBCM for Community to Community Forum to bring Tofino, Tla-o-qui-aht, Ucluelet, Yuuʔuʔiʔath First Nations, and communities together to discuss common, regional advanced education goals. Due to end of month deadline, WCA requested that District provide them with some direction on whether the District would be a sponsor, and if the District would provide them with a letter of support to go with the application.

Moved by Mayor Irving and seconded by Councillor Corlazzoli

**BE IT RESOLVED:** *THAT the District of Ucluelet be the applicant to the UBCM in support of a Community to Community Forum to discuss regional advanced education.*

**Carried.**

Moved by Councillor Corlazzoli and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT Council provide West Coast Aquatic with a letter in support of the Community to Community application to UBCM.*

**Carried.**

❖ SALTS Bursary

Mayor Irving read a letter from Principal Sedgewick from Ucluelet Secondary School in recognition of Rachel Stewart-Sziama, the successful recipient of the SALTS (Sailing and Life Training Society) bursary; for the record:

Rachel Stewart-Dziama is a grade 11 student attending Ucluelet Senior Secondary. Rachel is an active member of the school student union and Me to We group. She volunteers for school activities, and can also be found volunteering at many community events, such as Ukee Days and Whale Fest. This year she was not able to volunteer at the festival because she was participating in the global education class in Guatemala over the spring break, where she had a chance to help those less fortunate than her in another country. Rachael sets goals, makes plans, and reaches those goals. She consistently maintains an 'A' average in her academic studies due to a strong work ethic. Outside of school, Rachel dedicates a great deal of her time to dance classes; she travels to Port Alberni for dance classes and performing. Her involvement in the SALTS program will enhance her leadership and teamwork skills. Rachael is looking forward to "meeting new people" and sees "learning to live and work alongside others within the confines of a ship" as a unique opportunity.

❖ Wolf Activity

Councillor Oliwa informed the room that there is a lot of wolf activity along the entire west coast from Tofino to Ucluelet, and to keep your pets safe. Last week, two cat remains were discovered on the elementary school playground.

**PUBLIC QUESTION PERIOD**

No questions received.

**ADJOURNMENT:**

Moved by Councillor Corlazzoli and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT it is in the opinion of Council that the public interest requires that persons other than members of Council and Officers be excluded from the meeting to consider confidential matters related to a legal issue, pursuant to section 90(1) of the Community Charter and that Council continue the meeting in closed session.*

**Carried.**

Mayor Irving suspended the regular council meeting at 8:42 pm and moved in-camera.

Mayor Irving adjourned the in-camera session at 9:25 pm and resumed the regular council meeting at 9:28 pm.

Mayor Irving adjourned the regular council meeting at 9:30 pm.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, March 25, 2014 at 7:30 pm in the George Fraser Community Room, 500 Matterson Road, Ucluelet, BC

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Bill Irving  
Mayor

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Andrew Yeates  
CAO



## DISTRICT OF UCLUELET

### Request to Appear as a Delegation

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

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

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

The District Office will advise you of which Council meeting you will be scheduled for. For more information contact the District Office at 250-726-7744 or email [info@ucluelet.ca](mailto:info@ucluelet.ca)

Requested Council Meeting Date: *April 08, 2014*

Organization Name: *Mulberry Park Developments*

Name of Presenter: *Don MacKinnon, for Ellie Ross*

Name of Applicant if Other than Above:

Contact Phone Number & Email: *250.726.4432; dmackinnon00@gmail.com*

Mailing Address with Postal Code: *Box 451, Ucluelet V0R 3A0*

Audio/Visual requirements: Laptop **NO** Projector **NO** Screen **NO**

Topic: *Request for permission to dispose of waste water*

Action You Wish Council to Take: *Approve request and action staff to facilitate completion of the work.*



Mulberry Park Developments Ltd.

4675 West 14<sup>th</sup> Avenue,

Vancouver, B.C. V6R 2Y7

Mayor and Council  
District of Ucluelet  
P.O. Box 999  
Ucluelet, BC V0R 3A0

2 April 2014

Attention: Mr. Andrew Yates, CAO

**RE: Request for Permission to Dispose of Wastewater  
Maintenance Sewer Cleaning – Whispering Pines Mobile Home Park**

Dear Mayor and Council;

The maintenance staff of Whispering Pines Mobile Home Park respectfully request the opportunity to dispose of collected wastewater in your Sewage Treatment Lagoon. Over the past few years, we have retained Pipe Eye Video to conduct maintenance sewer cleaning of the privately owned sanitary sewer collection system at the noted site near Cynamocka Crescent and Norah Road in Ucluelet.

Concurrently with this preventative maintenance of our sewers, we have cleaned the municipal Sewage Lift Station contained within the limits of the MH Park, as a contribution to the maintenance your Public Works Department typically conducts elsewhere on your sewage collection system. Since we have historically borne the cost of this cleaning of municipal infrastructure, and propose that we continue to do so, we require the means to dispose of collected wastewater. If you would grant us approval and indicate your staffs' cooperation, it precludes the necessity to haul wastewater to dispose of the collected wastewater at the ACRD Municipal Landfill; a situation which is less than desirable since the landfill is typically closed by the time the cleaning is completed.

We await your earliest response, as it would be convenient for us to undertake this work in the second or third week of April, 2014. If access cannot be provided to dump at the lagoon, we will continue to conduct this maintenance cleaning, but cannot guarantee we will have sufficient time to complete the cleaning of the municipal lift station, in order to dump at the landfill.

Respectfully submitted,

Mulberry Park Developments Ltd.  
Ellie Ross, Owner

**To:** Andrew Yeates  
**Subject:** Recycling options concerns letter

**From:** Anne Yanciw [<mailto:cao@valemount.ca>]

**Sent:** March-26-14 3:13 PM

**To:** [rscott@dist100milehouse.bc.ca](mailto:rscott@dist100milehouse.bc.ca); [heathern-s@alertbay.ca](mailto:heathern-s@alertbay.ca); [tim.harris@anmore.com](mailto:tim.harris@anmore.com); [michelle@ashcroftbc.ca](mailto:michelle@ashcroftbc.ca); [lfloyd@belcarra.ca](mailto:lfloyd@belcarra.ca); [sworthing@burnslake.ca](mailto:sworthing@burnslake.ca); [dplamondon@cachecreek.info](mailto:dplamondon@cachecreek.info); [bwoodward@canalflats.ca](mailto:bwoodward@canalflats.ca); [cao@chasebc.ca](mailto:cao@chasebc.ca); [dfleming@gochetwynd.com](mailto:dfleming@gochetwynd.com); [lou.varela@creston.ca](mailto:lou.varela@creston.ca); [stopham@cumberland.ca](mailto:stopham@cumberland.ca); [chelgesen@elkford.ca](mailto:chelgesen@elkford.ca); [cao@fortstjames.ca](mailto:cao@fortstjames.ca); [clinton.mauthe@fraserlake.ca](mailto:clinton.mauthe@fraserlake.ca); [cao@village.fruitvale.bc.ca](mailto:cao@village.fruitvale.bc.ca); [emachado@gibsons.ca](mailto:emachado@gibsons.ca); [grlpourde@cablerocket.com](mailto:grlpourde@cablerocket.com); [cao@golden.ca](mailto:cao@golden.ca); [ssmith@villageofgranisle.ca](mailto:ssmith@villageofgranisle.ca); [icrane@harrisonhotsprings.ca](mailto:icrane@harrisonhotsprings.ca); [thesse@hazelton.ca](mailto:thesse@hazelton.ca); [ccoates@highlands.ca](mailto:ccoates@highlands.ca); [jfortoloczky@hope.ca](mailto:jfortoloczky@hope.ca); [cao@houston.ca](mailto:cao@houston.ca); [cao@hudsonshope.ca](mailto:cao@hudsonshope.ca); [cao@invermere.net](mailto:cao@invermere.net); [cao@kaslo.ca](mailto:cao@kaslo.ca); [wmah@district.kent.bc.ca](mailto:wmah@district.kent.bc.ca); [cao@keremeos.ca](mailto:cao@keremeos.ca); [twyla@lantzville.ca](mailto:twyla@lantzville.ca); [bmcræ@lillooetbc.ca](mailto:bmcræ@lillooetbc.ca); [gmcradu@lionsbay.ca](mailto:gmcradu@lionsbay.ca); [cao@loganlake.ca](mailto:cao@loganlake.ca); [tomk@lumby.ca](mailto:tomk@lumby.ca); [cao@lytton.ca](mailto:cao@lytton.ca); [mark@district.mackenzie.bc.ca](mailto:mark@district.mackenzie.bc.ca); [vom@mhtv.ca](mailto:vom@mhtv.ca); [eliana@mcbride.ca](mailto:eliana@mcbride.ca); [lurlacher@metchosin.ca](mailto:lurlacher@metchosin.ca); [midwaybc@shaw.ca](mailto:midwaybc@shaw.ca); [cao@montrose.ca](mailto:cao@montrose.ca); [ltynan@nakusp.com](mailto:ltynan@nakusp.com); [office@newdenver.ca](mailto:office@newdenver.ca); [whunt@newhazelton.ca](mailto:whunt@newhazelton.ca); [tszalay@oliver.ca](mailto:tszalay@oliver.ca); [bromanko@osoyoos.ca](mailto:bromanko@osoyoos.ca); [dsailand@pemberton.ca](mailto:dsailand@pemberton.ca); [mmcdonald@portalice.ca](mailto:mmcdonald@portalice.ca); [cao@portclements.ca](mailto:cao@portclements.ca); [rbedard@portedward.ca](mailto:rbedard@portedward.ca); [rickd@porthardy.ca](mailto:rickd@porthardy.ca); [pmassist@telus.net](mailto:pmassist@telus.net); [cao@poucecoupe.ca](mailto:cao@poucecoupe.ca); [rzerr@princeton.ca](mailto:rzerr@princeton.ca); [cao@queencharlotte.ca](mailto:cao@queencharlotte.ca); [mark.read@radiumhotsprings.ca](mailto:mark.read@radiumhotsprings.ca); [kandy.schroder@salmo.ca](mailto:kandy.schroder@salmo.ca); [cao@saywardvalley.net](mailto:cao@saywardvalley.net); [hfrank@sicamous.ca](mailto:hfrank@sicamous.ca); [blafleur@silverton.ca](mailto:blafleur@silverton.ca); [cao@villageofslocan.ca](mailto:cao@villageofslocan.ca); [dsargent@smithers.ca](mailto:dsargent@smithers.ca); [admin@spallumcheentwp.bc.ca](mailto:admin@spallumcheentwp.bc.ca); [tmelcer@sparwood.ca](mailto:tmelcer@sparwood.ca); [cao@districtofstewart.com](mailto:cao@districtofstewart.com); [dchapman@villageoftahsis.com](mailto:dchapman@villageoftahsis.com); [cmcleod@districtoftaylor.com](mailto:cmcleod@districtoftaylor.com); [kimmartinsen@telkwa.com](mailto:kimmartinsen@telkwa.com); [bmacpherson@tofino.ca](mailto:bmacpherson@tofino.ca); [tradmin@dtr.ca](mailto:tradmin@dtr.ca); Andrew Yeates; [cao@district.vanderhoof.ca](mailto:cao@district.vanderhoof.ca); [warfieldadmin@shawlink.ca](mailto:warfieldadmin@shawlink.ca); [administrator@district.wells.bc.ca](mailto:administrator@district.wells.bc.ca); [zeballos@recn.ca](mailto:zeballos@recn.ca)

**Subject:** Recycling options concerns letter

Good afternoon,

Please find attached a courtesy copy of a letter from Village of Valemount Council to Minister of Environment Mary Polak regarding concerns over recycling options for municipalities, small municipalities in particular.

Regards,

Anne Yanciw  
 Chief Administrative Officer  
 Village of Valemount  
 PO Box 168, 735 Cranberry Lake Road  
 Valemount, BC V0E 2Z0  
 Phone: [250-566-4435](tel:250-566-4435) Ext. 225  
 Fax: [250-566-4249](tel:250-566-4249)  
 E-Mail: [cao@valemount.ca](mailto:cao@valemount.ca)  
 Web: [www.valemount.ca](http://www.valemount.ca)



# VILLAGE OF VALEMOUNT

*Let the mountains move you*

MLA Mary Polak  
Minister of Environment  
PO Box 9047, Stn Prov Govt  
VICTORIA, BC V8W 9E2

[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

March 13, 2014

Dear Minister Polak;

Thank you for your efforts towards creating a recycling system for British Columbia. Managing recyclables is an important piece of a sustainable future and we are happy to think that more recycling options could become available in our community. We are keen to participate as the residents of Valemount strongly support the concept of recycling.

The plan as designed now has MultiMaterialBC (MMBC) responsible for implementing the programs for household recycling of packaging and printed paper. As a municipality, we have assessed both the earlier MMBC incentive program for curbside pickup of household recycling, and the more recent MMBC RFP issued for that service. Unfortunately, we were unable to participate in either program as they both had exceedingly high penalties, impractical expectations, and too many uncertainties or unknowns. Each of these factors alone would be enough to make this program unrealistic for us and other small municipalities to participate.

The program appears to be designed for large municipalities of at least 100,000 or more. Statistics taken from CivicInfo BC, a database of municipal information, show that over half of the municipalities in BC have a population of less than 5,000.

Number of municipalities	Municipality size	% of Total	Category	% in Category
29	under 1000	18.00%		
39	1000-2999	24.20%		
19	3000-4999	11.80%	under 5000	54.00%
17	5000-9999	10.60%	under 10,000	64.60%
15	10,000-14,999	9.30%		
11	15,000-19,999	6.80%	under 20,000	80.70%

[www.Valemount.ca](http://www.Valemount.ca)



4	20,000-29,999	2.50%		
8	30,000-49,999	5.00%	under 50,000	88.20%
3	50,000-74,999	1.90%		
7	75,000-99,999	4.30%	under 100,000	94.40%
9	100,000 and up	5.60%		
161 Total		100.00%		

Many of these municipalities have small tax bases, and meeting the requirements of the RFP of MMBC is simply not attainable. For example, Valemount collects slightly over half a million dollars in taxes from citizens. Together with some payments-in-lieu, revenue is around \$1.1 million annually. The cost of technology requirements and penalty financial risks are insurmountable barriers to participation for us.

Some of the factors that are unrealistic for small municipalities to deliver on and that create too great of a risk for small budget and small tax base municipalities are attached as an Appendix to this letter. These requirements are taken from the Statement of Work for Curbside Collection Services attached to the RFP issued by MMBC. We have followed each requirement with our comment on it in red font. Please know that this is a sample of the barriers that make this RFP unrealistic for small municipalities, and is by no means comprehensive.

We want to participate in more recycling, as well as other initiatives to reduce impacts to the environment. We hear from our residents that they support this direction as well. We ask that you consider the barriers and restrictions that small municipalities face, and ensure that systems are designed that encourage and allow participation rather than restrict these environmental initiatives to large municipalities only. This will allow us to help you achieve your objectives in environmental stewardship.

Thank you, and I look forward to hearing from you on how this will be addressed.

Sincerely,

Andru McCracken  
Mayor

Cc: Minister Shirley Bond

## Appendix to letter to Minister Mary Polak on issues with MMBC RFP

1. **2.1.2 (b)** Collected In-Scope PPP may not contain more than three percent (3%) by weight of Non-PPP Items. **3% is an unrealistically low contamination target, especially for new participants in recycling, and with the excessively high penalties for contamination.**
2. **2.1.3. (f)** Contractor will monitor the quality of In-Scope PPP set out for collection. Customers with more than three percent (3%) by weight of Non-PPP Items in a given Container will receive a written notice from Contractor to reduce the quantity of Non-PPP Items. **Additional collection labour to monitor individual customer contamination and for the administration time for letters creates additional staffing needs.**
3. **2.1.4 (b)** Contractor will, at Contractor's cost, procure, assemble, deliver to each Customer, and to otherwise prepare for use, Containers for use with In-Scope PPP that meet the requirements set out in Section 0 and this Agreement.  
**2.1.4. (h)** Upon termination or expiration of this SOW or the Agreement, all Containers used by Contractor to provide Curbside Collection will, at the option of MMBC, revert to MMBC ownership without further compensation to Contractor, including that Contractor will assign any and all warranties associated with the Containers. **Containers purchased by the Contractor revert to MMBC ownership upon termination or expiration of contract. This presents a significant financial risk to the municipality, especially as the contract can be terminated with 60 days notice.**
4. **2.1.5 (c)** ...If the Service Area is not within Metro Vancouver Regional District, the Designated Post-Collection Service Provider will accept delivery of In-Scope PPP from the Contractor at a location sixty (60) kilometers from the municipal boundary at the point of least distance to the facility operated by the Designated Post-Collection Service Provider. **A variable of 60 kilometres is too much uncertainty in the development of an RFP.**
5. **2.1.9 (a)** Contractor's call center will be open at a minimum from 7:00 a.m. (PST) to 6:00 p.m. (PST) on Business Days. **Like most small municipalities, our office is open for 7 – 8 hours per day. Extending the hours of operation to incorporate a call centre for the extremely small number of recycling calls is an unrealistic financial burden.**
6. **2.1.10 (c)** Contractor will provide additional staffing during the implementation period, and especially from two (2) months prior to Service Commencement Date through the end of the fourth month after the Service Commencement Date, to ensure that sufficient staffing is available to minimize Customer waits and inconvenience. Contractor will receive no additional compensation for increased staffing levels during the implementation period. **Six months of additional staffing time without any additional compensation is an unrealistic financial burden.**

7. **3.1.4** All collection vehicles regularly used by Contractor to perform Curbside Collection will be a model released within five (5) years of the year in which the Service Commencement Date occurs or newer. **The depreciation and replacement schedule equipment in our municipality is in the 12-15 year range. A shorter replacement schedule is an unsustainable**
  
8. **3.1.10** All Contractor route, service, and supervisory vehicles will be equipped with properly licensed two-way communication equipment. Contractor will maintain a base station or have equipment capable of reaching all locations within the Service Area in which they are being used. Collection vehicles will also be equipped with back-up cameras as well as route-recording cameras integrated with their on-board route management system.
 

**3.1.11** All collection vehicles will be equipped with global positioning systems (GPS) as well as an on-board computer and data tracking system to track route progress and log non-setouts and other Customer service issues. [Note: May depend on applicable RFP Service Area] The system will incorporate photo documentation of contaminated materials, improperly placed set-outs and non-set-outs by Customers that have reported repeated misses. The resulting data will be uploaded to Contractor's Customer service database no less than hourly to allow Customer service personnel to be fully apprised of route progress, and be able to address Missed Collections and other Customer inquiries in near real-time. The resulting data is considered Confidential Information of MMBC and will be provided to MMBC upon request. **Small municipalities often have connectivity limitations and may not be able to commit to consistent communication within the Service Area. In addition, route recording cameras, on-board route management systems, GPS, on-board computers and data-tracking systems are typically beyond the means of most small municipalities, for whom less sophisticated systems and processes are sufficient. In addition, the requirement to upload data at an hourly minimum is unrealistic for municipalities with neither the sophisticated computer and software systems, nor the connectivity to meet this requirement.**

In addition, **Appendix A of the Statement of Work for Curbside Collection Services**, which details the penalties for infractions, is attached as well. These penalties are unrealistic for a small municipality where the staff is required to do much more than curbside collection. For example:

1. A fine of \$500-\$5,000 for collection before or after the times specified. An issue at the Water Treatment Plant would take priority over curbside collection, or a power outage (common in remote communities) requires staff to attend to lift stations and sewer systems first, or a snowfall requires Village staff to clear snow before curbside pickup could commence.
2. \$500 per day for a missed report deadline, together with stringent reporting requirements and ad hoc reports. Total staff numbers are so low that there may not be resources to meet the tight deadlines.
3. A fine of \$1,250 per load when the contamination rate exceeds 3%. This is too risky.

## Appendix A – Statement of Work for Curbside Collection Services

### ATTACHMENT 0 TO SCHEDULE [•] SERVICE LEVEL FAILURES

Contractor will incur the following Service Level Failure Credits on the following Service Level Failures:

	Service Level Failure	Service Level Failure Credit
1	Collection before or after the times specified in Section 2.1.7(d), (e) or (g) of this SOW, except as expressly permitted in writing by MMBC.	\$500 per incident (each vehicle on each route is a separate incident).
2	Customer complaints after written notification from MMBC to Contractor for failing to replace Containers in designated locations, spilling, not replacing lids, crossing planted areas, or similar violations.	\$50 per incident, not to exceed \$5,000 per vehicle per day.
3	Failure to clean-up or collect spilled materials within two (2) hours.	Twice the cost of cleanup incurred by MMBC (if MMBC performs the clean-up) and \$500 per incident (regardless of who performs the clean-up).
4	Failure to collect a Missed Collection after notification within the times specified in Section 2.1.7(e) of this SOW.	\$100 per incident to a maximum of \$5,000 per vehicle per day.
5	Missed Collection of a block segment of Customers (excluding collections prevented by inclement weather pursuant to Section 2.1.7(g) of this SOW, but not excluding collections prevented by inoperable vehicles). A "block segment" means one side of a street, between cross-streets, not to exceed fifty (50) houses.	\$5,000 per block segment if collection is performed the following collection day; \$10,000 if not collected by the following collection day.
6	Rejection of Customer In-Scope PPP without providing documentation to Customer of the reason for rejection.	\$100 per incident.
7	Failure to provide a required report pursuant to Section 3.1.17 on time.	\$500 per day past deadline.
8	Inaccurate data in a required report pursuant to this Statement of Work.	\$5,000 per incident.
9	Failure to maintain clean, sanitary and properly maintained Containers, vehicles, and facilities.	\$50 per incident, up to maximum of \$1,000 per inspection.
10	Failure to meet Customer service answer and on-hold time performance requirements as set out in Section 0 of this SOW.	\$100 per Customer contact.
11	Failure to separate Curbside Collection of In-Scope PPP from Customers in Service Area from materials collected outside of the Service Area without prior written approval from MMBC.	\$5,000 per route, plus \$3,000 per month until the route is Service Area only or a request for approval has been submitted in writing and has been approved in writing by MMBC.
12	Delivery of materials to Designated Post-Collection Service Provider that contain more than 3% by weight of Non-PPP Items.	<p>[\$•] per weigh-scale ticketed load, but not to exceed in the aggregate in any year: (i) an amount that is equal to 24 loads at the foregoing Service Level Failure Credit amount, or (ii) the total Fees paid or payable to Contractor in the year, whichever is lower.</p> <p><b>[Note: The bullet above will be completed by MMBC prior to Agreement execution based on</b></p>

Appendix A – Statement of Work for Curbside Collection Service

Service Level Failure		Service Level Failure Credit	
		the number of Curbside Households in the Service Area and the following table:	
		# Curbside Households	Per Load Amount
		10,000+	\$5,000
		5,000-9,999	\$3,750
		2,500-4,999	\$2,500
		499-2,499	\$1,250
		0-499	\$500
13	A failure to comply with Section 4.6.1 and 4.6.2, or a failure to enact its applicable Business Continuity Plan, on the occurrence of a Labour Disruption.	An equitable reduction in the Fees to reflect the value of any Services not received by MMBC plus \$5,000 per day of Labour Disruption.	
14	Contractor delivers In-Scope PPP to any location, such as a landfill, incinerator or energy recovery facility, other than the Designated Post-Collection Service Provider without the prior written permission of MMBC.	\$25,000 per weigh-scale ticketed load.	

SAMPLE

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# College of Veterinarians of British Columbia



From the Office of the President

18 March 2014

District of Ucluelet  
200 Main Street  
PO Box 999  
Ucluelet, BC V0R 3A0

**Attention: Bill Irving  
Mayor, District of Ucluelet**

Dear Mr. Irving

**Re: Correspondence of February 4, 2014**

Thank you for your letter of February 4, 2014, regarding the above-captioned matter.

Due to privacy constraints, we are unable to respond specifically to the individual matter referenced in your letter.

The College of Veterinarians of British Columbia takes its responsibilities entrusted to it under the *Veterinarians Act* with great seriousness. It is the legislated mandate of the College of Veterinarians to ensure that only qualified veterinarians practise veterinary medicine within the Province of British Columbia.

The purpose of all self-governing professions is to ensure accountability of its registrants and that the practise of the regulated profession meets the highest possible standards.

Part of this responsibility is also to ensure that unauthorized persons do not contravene the *Act*. This is an important element of the protection of the public for only the College of Veterinarians has the ability to govern and regulate the conduct of its members.

Individuals who carry on the unauthorized practise of veterinary medicine are not accountable to anyone. There is no redress to ensure that incompetent practise is corrected or remediated. Asking this regulatory body to condone the unauthorized practise of veterinary medicine is akin to asking that unauthorized persons provide human health or dental care in your community. Surely you would agree that that would neither be safe for the public nor in the best interest of your community.

I understand your frustration at the lack of available veterinary service in your community. A major determinant of where veterinarians set up practice is economics. The cost of establishing and maintaining a veterinary facility are considerable and if a veterinarian is unsure of the economic viability of a practice and concerned that they may be unable to sustain a professional income in a given community they are unlikely to establish or maintain a practice in that community. It is also true that

- 2 -

communities that are able to provide a professional income generally are attractive to veterinarians wishing to establish practice. There are examples of government providing support in various forms to encourage veterinarians and medical doctors to practice in their communities. One example is the provincially owned veterinary clinics in Manitoba which are funded by grants from the province and each rural municipality. Each facility is controlled by a board that contracts a veterinarian to operate it. This has proven successful in rural Manitoba where veterinarians are reluctant to set up.

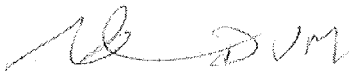
With respect, a solution to your problem with lack of veterinary care might be for you, in concert with the District of Tofino, to own and provide a facility for veterinary practice. It would then be possible for you to contract a veterinarian to operate it at a reduced rent. Terms could be arranged such that if the practice is financially sound rent could be increased or rent could be fixed at a percentage of practice revenue.

Another option would be to approach those clinics referred to in your letter and ask them what would be required for them to offer greater accessibility for your communities.

I humbly make these suggestions in the hopes that it will help you think of solutions that would be in compliance with both the **Act** and the bylaws of the CVBC rather than condoning unregulated veterinary practice which does not serve the Public interest for the reasons previously provided.

Thank you for bringing your concerns to the attention of the College.

Yours truly,



Nicholas Shaw, DVM  
President  
College of Veterinarians of British Columbia





CITY OF BURNABY  
OFFICE OF THE MAYOR  
DEREK R. CORRIGAN  
MAYOR

2014 March 14

FILE: 22000-01

Mayor and Council  
District of Ucluelet  
P.O. Box 999  
Ucluelet, BC V0R 3A0

To Mayor and Council:

**Subject: Fire Department Response to Medical Emergencies**  
(Item No. 03, Manager's Reports, Council 2014 March 10)

Burnaby City Council, at the "Open" Council meeting held 2014 March 10, received a report outlining the results of a review conducted by the Burnaby Fire Department on the impact of changes to the Resource Allocation Plan (RAP) on emergency pre-hospital care services. Council adopted the following recommendations contained in the report:

1. "THAT Council endorse the action plan outlined in Section 3 of this report.
2. THAT the Board Chair of BCEHS be invited to a meeting with Council.
3. THAT a copy of this report be sent to:
  - a) Board Chairperson of BC Emergency Health Services (BCEHS), PO Box 9600, Stn Prov Govt, Victoria, BC V8W 9P1.
  - b) President of Greater Vancouver Fire Chiefs Association c/o North Vancouver City Fire and Rescue, 165 East 13<sup>th</sup> Street, North Vancouver, BC V7L 2L3.
  - c) Chairperson of Ambulance Paramedics of BC – CUPE Local 873.
  - d) President, Burnaby Firefighters Association, Local 323.
  - e) UBCM municipalities."

In accordance with recommendation 3(e), a copy of the report is enclosed for your information.

Very truly yours,

Derek R. Corrigan  
MAYOR



Item .....	03
Meeting .....	2014 Mar 10

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2014 February 24

**FROM:** FIRE CHIEF

**SUBJECT:** FIRE DEPARTMENT RESPONSE TO MEDICAL EMERGENCIES

**PURPOSE:** To inform Council of the results of a review conducted by Burnaby Fire Department on the impact of changes to the Resource Allocation Plan (RAP) on emergency pre-hospital care services and to present a possible course of action for Council consideration.

**RECOMMENDATION:**

1. **THAT** Council endorse the action plan outlined in Section 3 of this report.
2. **THAT** The Board Chair of BCEHS be invited to a meeting with Council.
3. **THAT** A copy of this report be sent to:
  - a) Board Chairperson of BC Emergency Health Services (BCEHS), PO Box 9600, Stn Prov Govt, Victoria, BC V8W 9P1,
  - b) President of Greater Vancouver Fire Chiefs Association c/o North Vancouver City Fire and Rescue, 165 East 13<sup>th</sup> Street, North Vancouver, BC V7L 2L3.
  - c) Chairperson of Ambulance Paramedics of BC – CUPE Local 873
  - d) President, Burnaby Firefighters Association, Local 323
  - e) UBCM municipalities.

**REPORT****1.0 BACKGROUND**

In October 2013 the BC Emergency Health Services totally without any consultation with impacted agencies and the public, amended the Resource Allocation Plan (RAP) used by the BC Ambulance Service (BCAS). These amendments mandated a reduction in response level for the BCAS from “Code 3” to “Code 2” for seventy four event types. The changes are listed in Attachment A for reference. To date, the RAP changes apply to ambulance responses only and those affecting the first responders (Fire services) have not been implemented. As a result of these reduced response levels, the Fire Chief’s Association of BC (FCABC), the Greater

To: City Manager  
 From: Fire Chief  
 Re: Fire Department Response to Medical Emergencies  
 2014 February 24..... Page 2

Vancouver Fire Chief's Association (GVFCA) and staff have expressed concerns of the negative service impact to the general public and the local Fire Department's resources.

In early 2014, staff received a copy of the letter (Attachment B) prepared by BCEHS providing the rationale for the RAP changes and offering an opportunity to municipalities to discuss further RAP changes. The purpose of this report is to provide an update to Council on the result of a review of Burnaby Fire Department's experience in responding to medical emergencies since the implementation of the revised RAP and to recommend a course of action for Council consideration.

## 2.0 STAFF REVIEW

In order to assess the impact of the RAP changes on pre-hospital medical emergency service levels, staff have conducted a review of the response data for the 3 1/2 month periods before and after the RAP changes occurred on 2014 October 29. Results of the review are summarized in Table 1 below.

	Number of medical emergency calls received by BFD	BCAS arrival after BFD (average)	BFD waiting for BCAS > 30 min.	BFD waiting for BCAS > 60 min.
August 1, 2013 – October 28, 2013 (89 days)	2,279	6:38 minutes	20	0
October 29, 2013 – January 31, /2014 (95 days)	2,424	9:21 minutes	44	6

**Table 1. Emergency Medical Response Review**

Although the RAP changes have been implemented for only 4 months and the response data for the amended services collected is of a limited duration, a general conclusion can be drawn that there was a corresponding increase in waiting time since the implementation of RAP changes for the Fire Department first responders to remain on scene awaiting the arrival of the paramedic. Experiences from other Lower Mainland municipalities have also confirmed significant additional delayed response by BCAS since the implementation of the new RAP.

Contrary to the statement in the letter dated 2014 January 3 from BCEHS indicating that most fire departments in BC have decided to match BCAS's new response mode, the BC Fire Chiefs Association has polled its membership regarding fire department response to medical emergencies following the amendments to the RAP for BCAS response. According to the BCFCFA's survey, 78% of the reporting cities indicated they have not changed their level of response for incident types that were previously identified as "Code 3". In addition, almost half (48%) of the reporting cities advise they are experiencing increased 'wait times' for ambulance arrival.

To: City Manager  
 From: Fire Chief  
 Re: Fire Department Response to Medical Emergencies  
 2014 February 24..... Page 3

### 3.0 RECOMMENDED COURSE OF ACTION

According to information released by BCEHA, the RAP changes will reduce motor vehicle incidents caused by code 3 response and therefore will improve public safety. However, it should be noted that based on data from Burnaby Fire Department, there is no evidence to support that code 3 emergency response to medical incidents has resulted in more motor vehicle incidents. For the past two years, BFD encountered only three minor low speed (less than 5 kph) fire vehicle incidents that involved minor scraping to a lamp standard and two parked vehicles in a narrow corridor.

As shown in Table 1, it is evident that the waiting time for BCAS service in Burnaby has increased since the implementation of new RAP. Although the full impact of the new RAP on patient care and recovery is not known at this time, it has an immediate negative effect on pre-hospital care services and the fact that public can no longer rely on timely emergency medical service from BCAS as was before the RAP changes.

The BC Health Emergency Act allows emergency medical assistants to provide medical care to patients based on six levels of certification. Most Fire Departments including Burnaby train their personnel as Emergency Medical Assistant – First Responder (EMA-FR), which is the first of the six levels. As such, they are limited to basic medical protocols including assessment of level of consciousness, pulse and respiration; rapid body survey to check for life threatening injuries; secondary assessment consisting of vital signs, physical examination and medical history; cardiopulmonary resuscitation; wound and fracture management; and maintenance of the patient's airway and ventilation where necessary.

A few Fire Departments have trained or are in the process of training their personnel as Emergency Medical Responders (EMR) which is the second level of certification which allows the provision of additional services such as lifting/loading, extrication/evacuation and patient transportation; cervical collar application; blood pressure assessment; oxygen administration; and use of automatic external defibrillators (AEDs). Burnaby Fire personnel are trained in the use of AEDs when dealing with cardiac emergencies and the removal of victims trapped in car accidents by using auto extrication equipment. Although the EMR certification would allow Burnaby firefighters to provide a higher level of emergency pre-hospital care service, it would download some of the BCAS' responsibilities to the Burnaby Fire Department and add approximately \$210,000 to the City budget for training half of the department personnel and an additional \$50,000 per year to maintain the EMR training.

With the reduced level of ambulance service and the post implementation impact, it is recommended that the City take the following positions and actions:

- a) Council reaffirms its position that timely and efficient pre-hospital care services provided by BCAS are integral to the province's overall emergency health service.
- b) Council acknowledge that staff intend to retain the existing BFD emergency medical response protocol and not downgrade the response mode to match the new RAP.

To: City Manager  
 From: Fire Chief  
 Re: Fire Department Response to Medical Emergencies  
 2014 February 24..... Page 4

- c) BCEHS be requested to undertake a full review of post implementation of the new RAP with respect to emergency pre-hospital care, patient waiting time and concerns, and event types, and make necessary adjustment to correct service deficiencies.
- d) BCEHS be requested to conduct meaningful consultation with municipal councils, BCFCA, GVFCFA and first responders on emergency pre-hospital service level prior to considering further changes to RAP.
- e) The Chairperson of BCEHS be invited to meet with Council to discuss the new RAP, service levels and future change management process.

#### 4.0 CONCLUSION

Firsthand experience of BFD personnel has shown that the new RAP has resulted in delayed ambulance response to medical incidents in Burnaby. For the first 3 ½ months period since the new RAP implementation, Fire Department first responders have experienced an average wait of 9:21 minutes for BCAS to arrive and the number of incidents where department personnel waited for longer than 30 minutes has more than doubled, including six incidents where the wait was greater than one hour.

While BCEHS has reduced its service to the public by reducing the number of calls that medically require a code 3 response, the City remains committed to responding to emergency medical calls from its citizens in a timely manner. More than 70 types of medical incidents have been downgraded from code 3 to 2 under the new RAP, staff are of the opinion that the changes made on the basis of clinical and statistical data have ignored the important needs of immediate scene assessment and stabilization as well as patient conditions and status updates at the scene if the event is escalated to more serious than reported or as classified by the call taker. Furthermore, the delayed ambulance response also requires the BFD's resources to stay at the scene longer and potentially could impact the BFD's ability to respond to other emergencies in a timely manner.

To address the impact of the new RAP, it is recommended that the proposed course of action as outlined in Section 3.0 of this report be endorsed by Council.

Doug McDonald  
 FIRE CHIEF

Copied: Deputy City Manager (Lambert Chu)

Attachment (2)

## " ATTACHMENT A "

2013 Resource Allocation Plan (RAP) Updates – BCAS only  
 \*RAP is HOT (code 3) unless otherwise indicated

Change from HOT to COLD response			
Event Type	Description	Current RAP	New RAP
01C01	Abdo Pain - SUSPECTED aortic aneurysm	BLS-3-FR	BLS-2-FR
01C02	Abdo Pain - Known aortic aneurysm	BLS-3-FR	BLS-2-FR
01C03	Abdo Pain - Fainting or near fainting	BLS-3	BLS-2
01C04	Abdo Pain - Female with fainting or near fainting	BLS-3	BLS-2
01C05	Abdo Pain - Male with pain above navel	BLS-3	BLS-2
01C06	Abdo Pain - Female with pain above navel	BLS-3	BLS-2
02B01	Allergy / Sting - Unknown status	BLS-3	BLS-2
02B01i	Allergy / Sting - Unknown status - Inj admin adv	BLS-3	BLS-2
02B01m	Allergy / Sting - Unknown status - Med admin adv	BLS-3	BLS-2
03B01	Animal Bites - POSSIBLY DANGEROUS body area	BLS-3-FR	BLS-2-FR
04B01a	Assault - POSSIBLY DANGEROUS body area - Assault	BLS-3-FR	BLS-2-FR
04B01s	Assault - POSSIBLY DANGEROUS body area - Sexual assault	BLS-3-FR	BLS-2-FR
05C03	Back Pain - Fainting or near fainting	BLS-3-FR	BLS-2-FR
06C01	Breathing Probs - Abnormal breathing	BLS-3-FR	BLS-2-FR
06C01a	Breathing Probs - Abnormal breathing - Asthma	BLS-3-FR	BLS-2-FR
08C01	HAZMAT/CBRN - Alert with difficulty breathing	BLS-3-FR	BLS-2-FR
08C01b	HAZMAT/CBRN - Alert with difficulty breathing - Biological	BLS-3-FR	BLS-2-FR
08C01c	HAZMAT/CBRN - Alert with difficulty breathing - Chemical	BLS-3-FR	BLS-2-FR
08C01g	HAZMAT/CBRN - Alert with difficulty breathing - Smell of gas	BLS-3-FR	BLS-2-FR
08C01m	HAZMAT/CBRN - Alert with difficulty breathing - CO	BLS-3-FR	BLS-2-FR
08C01n	HAZMAT/CBRN - Alert with difficulty breathing - Nuclear	BLS-3-FR	BLS-2-FR
08C01r	HAZMAT/CBRN - Alert with difficulty breathing - Radiological	BLS-3-FR	BLS-2-FR
08C01s	HAZMAT/CBRN - Alert w/ difficulty breathing - Suicide attempt	BLS-3-FR	BLS-2-FR
08C01u	HAZMAT/CBRN - Alert with difficulty breathing - Unknown	BLS-3-FR	BLS-2-FR
12B01	Convulsions - Effective breathing not verified	BLS-3-FR	BLS-2-FR
12B01e	Convulsions - Effective breathing not verified - Hx seizures	BLS-3-FR	BLS-2-FR
13C03	Diabetic - Abnormal breathing	BLS-3-FR	BLS-2-FR
13C03c	Diabetic - Abnormal breathing - Aggressive	BLS-3-FR	BLS-2-FR
15C01e	Electrocution - Alert and breathing normally - Electrocution	BLS-3-FR	BLS-2-FR
15C01l	Electrocution - Alert and breathing normally - Lightning	BLS-3-FR	BLS-2-FR
15D08e	Electrocution - Unknown status - Electrocution	BLS-3-FR	BLS-2-FR
15D08l	Electrocution - Unknown status - Lightning	BLS-3-FR	BLS-2-FR

17B01	Falls - POSSIBLY DANGEROUS body area	BLS-3-FR	BLS-2-FR
17B01g	Falls - POSSIBLY DANGEROUS body area - On the ground	BLS-3-FR	BLS-2-FR
17B01j	Falls - POSSIBLY DANGEROUS body area - Jumper	BLS-3-FR	BLS-2-FR
17B02	Falls - SERIOUS Hemorrhage	BLS-3-FR	BLS-2-FR
17B02g	Falls - SERIOUS Hemorrhage - On the ground	BLS-3-FR	BLS-2-FR
17B02j	Falls - SERIOUS Hemorrhage - Jumper	BLS-3-FR	BLS-2-FR
18C02	Headache - Abnormal breathing	BLS-3-FR	BLS-2-FR
19C07	Heart Probe - Unknown status	BLS-3-FR	BLS-2-FR
20C01c	Heat / Cold - Heart attack or angina history - Cold exposure	BLS-3-FR	BLS-2-FR
20C01b	Heat / Cold - Heart attack or angina history - Heat exposure	BLS-3-FR	BLS-2-FR
21B01	Hemorrhage - POSSIBLY DANGEROUS Hemorrhage	BLS-3	BLS-2
21C01	Hemorrhage - Hemorrhage through TUBES	BLS-3	BLS-2
21C02	Hemorrhage - Hemorrhage of dialysis fistula	BLS-3-FR	BLS-2-FR
21D03	Hemorrhage - DANGEROUS Hemorrhage	BLS-3-FR	BLS-2-FR
24C01	Pregnancy - 2nd TRIMESTER hemorrhage or MISCARRIAGE	BLS-3	BLS-2
24C02	Pregnancy - 1st TRIMESTER SERIOUS hemorrhage	BLS-3	BLS-2
26C02	Sick Person - Abnormal breathing	BLS-3-FR	BLS-2-FR
29B01	MVA - Injuries	BLS-3	BLS-2
29B01u	MVA - Injuries - Unknown px	BLS-3-FR	BLS-2-FR
29B01v	MVA - Injuries - Multi Patient	BLS-3-FR	BLS-2-FR
29B01x	MVA - Injuries - Unk Px Add Vehs	BLS-3-FR	BLS-2-FR
29B01y	MVA - Injuries - Multi px Add Veh	BLS-3-FR	BLS-2-FR
29B02	MVA - SERIOUS hemorrhage	BLS-3-FR	BLS-2-FR
29B02u	MVA - SERIOUS hemorrhage - Unknown px	BLS-3-FR	BLS-2-FR
29B02v	MVA - SERIOUS hemorrhage - Multi Patient	BLS-3-FR	BLS-2-FR
29B02x	MVA - SERIOUS hemorrhage - Unk Px Add Vehs	BLS-3-FR	BLS-2-FR
29B02y	MVA - SERIOUS hemorrhage - Multi px Add Veh	BLS-3-FR	BLS-2-FR
29B03	MVA - Other hazards	BLS-3	BLS-2
29B03u	MVA - Other hazards - Unknown px	BLS-3	BLS-2
29B03v	MVA - Other hazards - Multi Patient	BLS-3	BLS-2
29B03x	MVA - Other hazards - Unk Px Add Vehs	BLS-3	BLS-2
29B03y	MVA - Other hazards - Multi px Add Veh	BLS-3	BLS-2
29B04	MVA - Unknown status	BLS-3	BLS-2
29B04u	MVA - Unknown status - Unknown px	BLS-3	BLS-2
29B04v	MVA - Unknown status - Multi Patient	BLS-3	BLS-2
29B04x	MVA - Unknown status - Unk Px Add Vehs	BLS-3	BLS-2
29B04y	MVA - Unknown status - Multi px Add Veh	BLS-3	BLS-2
30B01	Trauma Injury - POSSIBLY DANGEROUS body area	BLS-3-FR	BLS-2-FR

<b>30B02</b>	<b>Trauma Injury - SERIOUS hemorrhage</b>	<b>BLS-3-FR</b>	<b>BLS-2-FR</b>
<b>31A02</b>	<b>UC / Fainting - Fainting episode(s) and alert - Cardiac history</b>	<b>BLS-3-FR</b>	<b>BLS-2-FR</b>
<b>31C01</b>	<b>UC / Fainting - Alert with abnormal breathing</b>	<b>BLS-3</b>	<b>BLS-2</b>
<b>31C03</b>	<b>UC / Fainting - Female with abdominal pain</b>	<b>BLS-3</b>	<b>BLS-2</b>

**Change from COLD to HOT response**

<b>32B03</b>	<b>Unknown - Unknown status</b>	<b>BLS-2</b>	<b>BLS-3</b>
<b>32B04</b>	<b>Unknown - Callers language not understood</b>	<b>BLS-2</b>	<b>BLS-3</b>



January 3, 2014

File: 200-20/RAP  
CHF: 990287

To Your Worship,

Re. Local Government Interest in First Responder Services

One of the challenges all emergency services face is ensuring the safety of the travelling public while responding to incidents using the lights and siren. Anytime a first responder agency, be it police, fire or ambulance, responds on an emergency basis, the risk of a motor vehicle incident increases, whether or not the emergency vehicle is involved directly. As you can understand, the safety of the public and the staff that provide the services to the public is important to the BCEHS board.

Additionally, all emergency service providers must ensure that there are enough resources available to provide a timely, safe and quality response to the public while also enabling resiliency in the system to respond to major incidents or other spikes in demand on any given day.

Under the Emergency Health Services Act, the Board of BC Emergency Health Services (BCEHS) is responsible for governing all emergency medical services provided in British Columbia, including those provided by both BC Ambulance Service (BCAS), first responder agencies, BC Patient Transfer Network and Trauma Services BC. We take our responsibility to patients and taxpayers seriously; we are committed to ensuring patient needs come first and using all resources as effectively and efficiently as possible.

On November 12, 2013, BCEHS President Michael MacDougall sent a letter outlining the rationale and process used to update the Resource Allocation Plan (RAP) for ambulances and first responders. The RAP assigns the appropriate resource(s) and response mode (lights and siren or routine) for over 800 different types of pre-hospital medical calls. The evidence-based review was undertaken to ensure that the right resource, responds to the right patient, at the right time and the public isn't exposed to unnecessary risk from emergency vehicles responding using lights and siren when not clinically required.

The results of the review reduced the number of call types requiring a lights and siren response and/or Advanced Life Support ambulances to attend. The review also found that first responders were not required to attend 35 per cent of the medical calls that they are now notified of by BCAS because the patients do not require their medical services. Additionally, if a first responder is assigned a lower priority medical call, there is an increased risk that they are not available to respond to calls of a critical nature where they can have the greatest

impact on a patient's outcome. The RAP does not affect the other services fire departments provide such as scene safety or vehicle extraction. A report summarizing the RAP review is available online at <http://www.bcas.ca/about-us/reports-statistics/>. If you wish to respond to all the incidents, irrespective of the response rating, this is an issue that we would be pleased to discuss with you.

To date, the RAP changes that affect ambulance responses have been implemented, but those affecting first responders have not. Following the review process, BCEHS heard from many municipal fire departments providing first responder services that they were interested in assuming a greater role in pre-hospital care. However, at the Union of BC Municipalities Convention (UBCM), many local governments felt that it was important to use public resources as efficiently and effectively as possible and only wanted to attend medical calls where first responders could have a significant positive impact on the patient's outcome. Most often these instances are during calls involving trauma or cardiac arrests.

It is important to note that historically first responders have driven to all medical calls using lights and siren even if the ambulance was responding routine. Since the RAP changes for ambulances were implemented earlier this fall, most fire departments in B.C. have decided to match BCAS's response mode and only drive lights and siren if the patient's condition warrants an emergency driving response. This change is a significant improvement in public safety for communities throughout B.C. and an example of the positive benefit of collaboration between the groups involved.

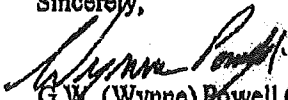
BCEHS and BCAS aim to provide pre-hospital patient care that is safe, timely and of high quality. The BCEHS Board of Directors believes it is important that our partners in pre-hospital care, municipalities and first responders, have an opportunity to provide input into how services are delivered, particularly when changes are being contemplated. BCEHS has been speaking with delegates at the UBCM Convention, the Fire Chiefs' Association of BC, the Greater Vancouver Fire Chiefs Association, an expanded BCEHS First Responder Committee that included several fire chiefs from throughout B.C., individual local governments and other stakeholders about the RAP changes.

BCEHS is in the process of setting up briefings for those municipalities which requested an opportunity discuss the further implementation of RAP following Mr. MacDougall's letter of November 12, 2013. If you want to provide input or require more information, please contact Shelly Drew at [Shelley.Drew@bcehs.ca](mailto:Shelley.Drew@bcehs.ca) or call 250 474-7582.

The BCEHS Board of Directors believes that with your perspectives being considered, we will be able to provide the direction needed to ensure that the BCEHS First Responder Program can be refined in a way that meets the needs of individual communities.

Thank you in advance for your attention to this matter.

Sincerely,



G.W. (Wynne) Powell CPA, FCGA, D. Tech (Hon.)  
Board Chair

File: 11250-55/SI-5513

March 19, 2014

Chairperson Cindy N. Solda  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, British Columbia  
V9Y 2E3

Dear Chairperson Cindy N. Solda:

**Re: Salmon Beach Recreational Village – Request for Wendy Creek Bridge Repair**

Thank you for your letter dated March 5, 2014, regarding the potential replacement of the Wendy Creek Bridge (SI-5513) on Branch 4 of the Maggie Lake Forest Service Road (FSR).

At present, the section of FSR that encompasses SI-5513 is currently classified as an Environmental Maintained Forest Service Road (EMFSR), given that there are no industrial users with responsibility for maintenance on this section of road. EMFSRs are defined as roads that provide general access to Crown land, but may also provide access to a single year-round residence, seasonal access to private land or lot, isolated recreational residences, cabins, commercial operations, including designated or undesignated parks or recreation sites that have not been identified by the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) Recreation Sites and Trails staff to be “high value” Forest Recreation Sites and Trails or “important” Recreational Areas.

The MFLNRO’s maintenance activities and funding for this classification of FSR are limited to the mitigation of environmental and/or safety concerns, which does not include investments such as bridges and infrastructure. The most recent inspection of the bridge was conducted on August 27, 2013, and at that time, the structure did not pose an environmental and/or a safety concern.

I can confirm that an industrial user has applied for a road use permit on this section of road and once granted, this section would become an Industrial Use FSR. The road use permit holder’s obligations, among other conditions, would be to maintain the road and structures to a safe industrial standard while active. These obligations would include district manager approved measures to ensure the crossing can safely accommodate the intended load prior to industrial traffic crossing it.

Page 1 of 2

Although I recognise the concerns raised regarding industrial traffic transiting through the Salmon Beach community, the MFLNRO does not have funding to replace SI-5513 at this time.

Should you wish to discuss this matter further, please contact Darryl Slater, Resource Manager, South Island Natural Resource District at 250-731-3015.

Thank you again for taking the time to apprise me of your concerns.

Yours truly,



Rhonda Morris  
District Manager  
South Island Natural Resource District

pc: Gino Fournier, Coastal Engineering Group Leader, MFLNRO  
Gary Johnsen, Toquaht Nation  
Andrew Yeates, District of Ucluelet  
Bob MacPherson, District of Tofino  
Charles McCarthy, Yuułuʔiłʔatḥ Government  
Scott Fraser, MLA, Alberni-Pacific Rim  
Johnathan Tillie, Operations Manager, MOTI  
Ed Kleywegt, District Engineering Officer, MFLNRO



## Harbour Authority Bulletin

*to Inspire – to Inform – to Involve*




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**Bulletin No. 25**
**March 2014**


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### *New Video Highlights the Work of Canada's Harbour Authorities!*

As many of you are aware, 2013 marked the 25th anniversary of the Small Craft Harbours (SCH) Harbour Authority (HA) Program. The HA Program recognizes the importance and value of involving local users in the management and upkeep of harbours. As an HA member, you ensure that local interests are represented and you manage harbours that are often at the heart of community life. Without your support and dedication, the SCH Program would not be the success it is today.

SCH is pleased to launch a short video, available on our website, outlining the invaluable work of volunteer HAs. We hope this video will help promote the efforts of HAs across Canada. Please take a moment to visit our website and watch this great video outlining *YOUR* amazing achievements!

<http://www.dfo-mpo.gc.ca/media/infocus-alaune/2013/SCH-PPB-eng.htm>

### *Meet you at the Corner!*

We also wanted to take this opportunity to remind you about the HA Corner, an online discussion board for members of HAs across Canada. The HA Corner provides a place where HA members can meet online to hold informal discussions. You can use the HA Corner to share stories and experiences, ask and respond to questions, and exchange tips with your colleagues. The HA Corner is open to all HA members and is easy to join and use. You may decide to have a single account per HA, or create multiple accounts so that each HA member can participate individually.

As the HA Corner is hosted by *Google Groups*, you will need a Google identification (Google ID) to join. To join the HA Corner, please follow these steps:

- 1- From your email address, send a message to [schweb@dfo-mpo.gc.ca](mailto:schweb@dfo-mpo.gc.ca) indicating that you want to join the HA Corner. Include your full name, the name of your HA and the province where the HA is located.
- 2- You will receive an email inviting you to join the HA Corner. Click on the link in the invitation to create a Google ID and fill out the short, one-page form. Obtaining a Google ID will allow you to participate in HA Corner discussions.
- 3- Google will send you an email confirmation of your ID. Click the link in the email and you are done!

If you need more information about the HA Corner, or need assistance in becoming a member, please contact us at [schweb@dfo-mpo.gc.ca](mailto:schweb@dfo-mpo.gc.ca).

The *Bulletin* is available online at <http://www.dfo-mpo.gc.ca/sch-ppb/bulletin/latest-dernier-eng.htm>.



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### Bylaw Services

13211 Henry Ave. Box 159, Summerland, BC V0H 1Z0  
 Phone: 250-494-6451 Fax: 250-494-1415  
 www.summerland.ca



## L.I.B.O.A. CONFERENCE TO BE HELD IN SUMMERLAND-June 3<sup>rd</sup> to 6<sup>th</sup>, 2014

Invitation to all Municipalities to send their representatives to take in the 2014 Conference in Summerland.

Summerland is a beautiful town nestled in the heart of the Okanagan Valley. You will find spectacular beaches and parks, beautiful mountains for biking and hiking, orchards, vineyards, unique shopping and wonderful restaurants. We have many festivals here and sporting events. Summerland is a magical place to live or visit!

The Agenda will include information for all levels of Enforcement Bylaw Licencing, property use inspectors, managers, dog control officers. The information gathered from our litigators is priceless, and the one on one information cannot be compared with e-mails, phone calls etc. This is the perfect opportunity for members of the association to meet, educate, with people in the same line of work.

Also on June 3<sup>rd</sup>, there will be a one day course separate from the conference "Bite Back" hosted Gov Law on Dangerous Dogs and Noisy Dogs taught by Troy DeSouza and Robert Peterson.

Looking forwarding to seeing you,

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Ellis". The signature is fluid and cursive.

Gary Ellis  
 Chairman and Host  
 2014 Annual Licence and Bylaw Association Conference

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**Subject:** RE: Media Release

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**From:** Barb Witte  
**Sent:** March 26, 2014 8:09 AM  
**To:** allstaff; cupe727; adtuforward; Dawna Johnson-Day; [SS@avchildcare.ca](mailto:SS@avchildcare.ca); Davina Hartwell; Info Ucluelet; [office@tofino.ca](mailto:office@tofino.ca); Wendy Thomson; [editor@albernavalleynews.com](mailto:editor@albernavalleynews.com); Ken Zydyk; Rob Cole; Rob Cole; Rob Diotte; Scott McKenzie; Wameesh Hamilton; Westerly News Office  
**Cc:** trustees  
**Subject:** Media Release  
**Importance:** High

**Barb Witte** |Executive Assistant | School District 70 (Alberni) |Direct: 250.720.2770 | Fax: 250.723.0318  
[www.sd70.bc.ca](http://www.sd70.bc.ca)

<Media Release 032614.pdf>



## For Immediate Release

At a Special Board Meeting on March 25, 2014, School District 70 trustees voted unanimously to rescind the March 11, 2014 decision that would have seen the closure of both Gill Elementary and Eighth Avenue Elementary schools. Trustees further decided that there would be no school closures for the 2014/15 school year, retaining the current schools and grade configuration for at least one more year.

“Following the March 11<sup>th</sup> meeting the Board received considerable feedback from parents and community members citing legal and procedural concerns about the decision to close Gill and Eighth Avenue schools”, said Board Chair Larry Ransom. “In response to these concerns, the Board sought legal advice about its school closure process and, ultimately, decided to rescind the March 11<sup>th</sup> decision.”

The Board also acknowledged that its policy on school closure was not in compliance with Ministerial Order 194 – School Opening and Closure and would be revised prior to the start of any subsequent school closure process.

Chair Ransom further clarified that the ongoing financial pressures facing the school district will be addressed through the upcoming budgeting process and that a new school closure and/or reconfiguration process would commence in the fall of 2014.

For more information on this issue please contact:

Larry Ransom, Board Chair

Cam Pinkerton, Superintendent



March 19, 2014



At the Ministry of Social Development and Social Innovation, a key focus is providing the services and supports unemployed British Columbians need to find and keep a job.

That's why we have *Community and Employer Partnerships* that fund community projects initiated by organizations such as yours, focussing on increasing employability and sharing labour market information throughout B.C.

We will consider all eligible projects, but we are particularly interested in supporting projects that provide opportunities for people who are often disadvantaged in the workforce — such as youth, people with disabilities and Aboriginal peoples.

In this package you will find more information about *Community and Employer Partnerships* which may apply to your business, non-profit, Crown corporation, municipality, band/tribal council, public health institution or educational institution.

*Community and Employer Partnerships* were introduced in April 2012 as part of the Employment Program of BC. To date, more than \$3 million has been committed to Community and Employer Partnerships and more than 70 community-building projects have been funded.

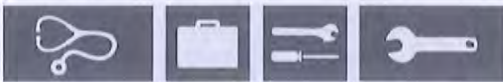
Please refer to the enclosed brochure for more information, including contact information in your region.

Regards,

Honourable Don McRae  
Minister of Social Development and Social Innovation

### Community and Employer Partnerships funding available:

- ▶ *To assist with local projects that create jobs*
- ▶ *To address labour force issues*
- ▶ *For research and development of innovative projects*
- ▶ *To support projects that provide job training*



### *Interested in creating jobs in your community and helping people get work experience?*

*As part of the launch of the Employment Program of British Columbia in April 2012, the Ministry of Social Development and Social Innovation has implemented a component of the Employment Program of BC known as **Community and Employer Partnerships**.*

The purpose of Community and Employer Partnerships is to increase employment opportunities for unemployed British Columbians through the use of agency and business partnerships, shared information and technology, and innovative processes and practices.

Community and Employer Partnerships foster collaborative, coordinated networks of community organizations and employers across the province. These networks work to:

- ▶ promote and simplify communication between stakeholders
- ▶ support the quick and effective flow of local labour market information
- ▶ ensure coordinated approaches to investing the necessary employment supports in communities
- ▶ provide opportunities for community partners to discuss strategies and solutions to address labour market needs

### *There are four types of Community and Employer Partnerships:*

- ▶ Job Creation Partnerships
- ▶ Labour Market Partnerships
- ▶ Project Based Labour Market Training
- ▶ Research and Innovation

## Job Creation Partnerships

***Provide funding to organizations to assist with local projects that create jobs*** and provide unemployed eligible people receiving Employment Insurance with opportunities to gain meaningful work experience. Eligible projects are those that provide community benefit and that normally would not take place without project funding. Projects benefit the job seeker, community and the local economy; however, the primary focus must be on helping the job seeker.

*Both our Folk Music Society and the community have benefited from Job Creation Partnerships. Our not-for-profit charity has been able to utilize the participants in roles related to festival operations and the community has seen citizens with barriers re-enter the work force after their participation in the Job Creation Partnership."*

HUGO RAMPEN, JCP PROJECT HOLDER, EXECUTIVE DIRECTOR,  
SALMON ARM FOLK MUSIC SOCIETY

*"I think the Job Creation Partnership is one of the best initiatives out there. I've learned a lot from it so far. We are actually being shown the proper way to do things - how to use different tools safely and comfortably. We are learning the old ways of doing things, how to properly restore historic buildings, which is very interesting. Everyone works as a team."*

KELSEY, AGE 22, JOB CREATION PARTNERSHIP PARTICIPANT

## Labour Market Partnerships

***Provide funding to organizations to encourage, support and help address labour force issues*** (imbalances) and human resource planning activities which are in the public interest. Labour Market Partnerships also include the Employer Sponsored Training program that provides eligible employers with financial assistance to support training activities for employees who would otherwise lose their jobs.

*The entire Okanagan region is already benefitting from the Labour Market Partnerships. It has created true regional partnerships beyond traditional political jurisdictions, improved industry and public sector linkages to post-secondary and vocational training institutions and, most importantly, has begun to provide an in-depth understanding of labour market needs throughout the Okanagan.*

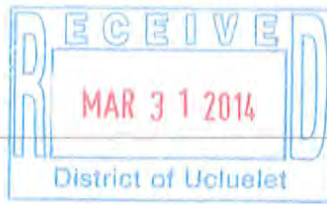
CORIE GRIFFITHS, LABOUR MARKET PARTNERSHIP AGREEMENT  
HOLDER, REGIONAL DISTRICT OF CENTRAL OKANAGAN BUSINESS  
DEVELOPMENT OFFICER

## Project Based Labour Market Training

*Provides funding to projects that offer a combination of on- and off-the-job training* delivered under a project based training model in a group environment to assist eligible British Columbians obtain the skills they need for sustainable employment. Training is supported by a range of activities which may include counselling, vocational and/or learning assessments, work experience, job search skills, mentorship, referral to community resources and post-project follow up.

## Research & Innovation

*Provides funding to community organizations and partners to undertake research or develop and implement innovative projects* (e.g. pilots), processes or practices that strengthen the understanding of the labour market and help move more British Columbians into sustainable jobs. This component uses progressive research and innovation to discover better ways to help unemployed British Columbians join the labour force as quickly as possible. It is designed to fund untried and untested solutions to labour market problems with the goal of creating employment services of the future.



## To Apply

### Regional Staff Contact information

If your organization is interested in applying for funding under Community and Employer Partnerships, please email the contact below in your region:

- ▶ **Vancouver Island**  
[ELMSD.PIFundR1@gov.bc.ca](mailto:ELMSD.PIFundR1@gov.bc.ca)
- ▶ **Vancouver, Richmond, Whistler, Squamish and Sunshine Coast**  
[ELMSD.PIFUNDR2@gov.bc.ca](mailto:ELMSD.PIFUNDR2@gov.bc.ca)
- ▶ **Burnaby to Boston Bar**  
[ELMSD.PIFundR3@gov.bc.ca](mailto:ELMSD.PIFundR3@gov.bc.ca)
- ▶ **Kamloops, Cariboo, Okanagan, Shuswap and Kootenay**  
[ELMSD.PIFUNDR4@gov.bc.ca](mailto:ELMSD.PIFUNDR4@gov.bc.ca)
- ▶ **Northern BC**  
[ELMSD.PIFUNDR5@gov.bc.ca](mailto:ELMSD.PIFUNDR5@gov.bc.ca)

Please visit [www.WorkBC.ca/CEP](http://www.WorkBC.ca/CEP), or telephone 1-800-663-7867 for more information.



*The Employment Program of BC is funded by the governments of British Columbia and Canada.*

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**District of Ucluelet**  
**Expenditure Voucher**

**G-07/14**

**Date: April 03, 2014**

**Page: 1 of 3**

**CHEQUE LISTING:**

**AMOUNT**

Cheques: #20586 - #20640	\$	168,026.84
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**PAYROLL:**

PR 07/14	\$	55,587.73
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<u>\$</u>	<u><b>223,614.57</b></u>
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**RECEIVED FOR INFORMATION AT MEETING HELD: April 08, 2014**

*Jeanette O'Connor, CFO*

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void	
020586	002	24/03/2014	I0070	ICBC	2014	INSURANC	2014/15 FLEET INSU	14,278.00		14,278.00	
020587	002	31/03/2014	ACE92	ACE COURIER SERVIC	11120869		TRANSIGN	247.34		247.34	
020588	002	31/03/2014	AGS11	AGS BUSINESS SYSTE	721303		UCC COPY COUNT FEB	91.85		91.85	
020589	002	31/03/2014	AL001	ACKLANDS - GRAINGE	518363		GLOVES/BATTERY/TOW	148.19		148.19	
020590	002	31/03/2014	AS311	ACME SUPPLIES LTD	513530		WASHROOM SUPPLIES	298.06		298.06	
020591	002	31/03/2014	AVI01	AVICC	120358		AVICC-2014	625.80		625.80	
020592	002	31/03/2014	BCL16	BRUNNELL CONSTRUCT	120728H 1058H 1058AH 1072AH PP#5H PP#6H		HOLDBACK INVOICE 1 HOLDBACK INVOICE 1 HOLDBACK INVOICE 1 HOLDBACK INVOICE 1 HOLDBACK INVOICE P HOLDBACK INVOICE P	17,241.67 10,472.53 1,163.62 14,241.51 3,973.62 0.00		47,092.95	
020593	002	31/03/2014	BPC57	BARCO PRODUCTS CAN	1005941		MESSAGE BOARD	638.48		638.48	
020594	002	31/03/2014	CCS15	CORIX CONTROL SOLU	33560		PVC-VALVE/ADAPTER	179.57		179.57	
020595	002	31/03/2014	CI192	CIBC - VISA CENTRE	MAR 28/14 PYM		MAR 28/14 PRE-PAYE	5,000.00		5,000.00	
020596	002	31/03/2014	CK608	CORTES KEVIN	D416		D416	1,005.21		1,005.21	
020597	002	31/03/2014	CLC12	CARVELLO LAW CORPO	795 798 797 796 799 800		101005 101041 101022 101007 101044 10110a	2,178.58 361.84 5,321.51 1,447.02 481.95 907.70		10,698.60	
020598	002	31/03/2014	CN043	CROWS NEST UCLUELE	5128		CHOWDER CHOW DOWN	35.67		35.67	
020599	002	31/03/2014	COOP	UCLUELET CONSUMER'	3667		23 RANGER	65.95		65.95	
020600	002	31/03/2014	COOP	UCLUELET CONSUMER'	3913		2	55.00		55.00	
020601	002	31/03/2014	COOP	UCLUELET CONSUMER'	5019		24 F150	144.88		144.88	
020602	002	31/03/2014	COOP	UCLUELET CONSUMER'	5218		4	82.65		82.65	
020603	002	31/03/2014	COOP	UCLUELET CONSUMER'	5451		2	54.69		54.69	
020604	002	31/03/2014	COOP	UCLUELET CONSUMER'	6764		R1	110.72		110.72	
020605	002	31/03/2014	COOP	UCLUELET CONSUMER'	6993		5	54.10		54.10	
020606	002	31/03/2014	COOP	UCLUELET CONSUMER'	6994		12	127.82		127.82	
020607	002	31/03/2014	COOP	UCLUELET CONSUMER'	7077		2	58.90		58.90	
020608	002	31/03/2014	COOP	UCLUELET CONSUMER'	70890		2	64.07		64.07	
020609	002	31/03/2014	COOP	UCLUELET CONSUMER'	72027		3	133.30		133.30	
020610	002	31/03/2014	COOP	UCLUELET CONSUMER'	72347		4	107.76		107.76	
020611	002	31/03/2014	COOP	UCLUELET CONSUMER'	72374		2	49.56		49.56	
020612	002	31/03/2014	COOP	UCLUELET CONSUMER'	7442		1	124.85		124.85	
020613	002	31/03/2014	COOP	UCLUELET CONSUMER'	8484		23 RANGER	64.38		64.38	
020614	002	31/03/2014	COOP	UCLUELET CONSUMER'	8938		2	59.54		59.54	
020615	002	31/03/2014	CP300	CRITERION PICTURES	765626 765692		FEB/14 MAR/14	19.49 19.49		38.98	
020616	002	31/03/2014	CT008	CANADIAN TIRE STOR	9594 9674		F150- CAR MATS GREEN HOUSE WATER	59.26 89.59		148.85	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
020617	002	31/03/2014	CUPE1	CUPE LOCAL #118	03-14	03/14	1,141.68		1,141.68	
020618	002	31/03/2014	DK143	DEVRIES KATHY	120858	DEVRIES MAR/14 AFT	500.00		500.00	
020619	002	31/03/2014	EP275	PACIFIC ESCAPE RES	586	POOL RENTAL-SWIM L	426.56		426.56	
020620	002	31/03/2014	FPWD3	FOCAL POINT WOOD D	FEB/14	FEB/14	840.00		840.00	
020621	002	31/03/2014	FW050	FAR WEST FOODS GRO	278990 279246	REFUND-SUGAR CCD CCD SUPPLIES	25.75- 296.58		270.83	
020622	002	31/03/2014	HR865	MPC CONSULTING LTD	UCL-13 INV 16 UCL12INV25ext	MATTERSON RESEVOIR 4321 BAY ST	472.50 2,450.92		2,923.42	
020623	002	31/03/2014	KA001	KOERS & ASSOCIATES	9601-139 1330-008	WATER REVIEW WATER CONSERVATION	496.13 611.89		1,108.02	
020624	002	31/03/2014	KS073	TOTAL DELIVERY SYS	170686 171361	NI LABS NI LABS	21.17 71.14		92.31	
020625	002	31/03/2014	LY001	YOUNG, ANDERSON	79723 79722 79721	1190122 1190121 1190118	84.67 752.64 78.40		915.71	
020626	002	31/03/2014	MC481	MARTIN CHRISTINE	120857	MARTIN YOGA	59.04		59.04	
020627	002	31/03/2014	MI876	MADDEN INK	1403345	SPRING SUPPLEMENT	88.93		88.93	
020628	002	31/03/2014	MS917	MIKE SHEPHERD	CCD 2014	SOUND-CHOWDER CHOW	200.00		200.00	
020629	002	31/03/2014	ND001	VING VI NEWSPAPER	2633 2673	DISTRICT CORNER/WA CHOWDER CHOW DOWN	716.85 222.60		939.45	
020630	002	31/03/2014	NI005	NORTH ISLAND LABOR	89857 89931	HWY RES/HELEN/UCC/ LAGOON/HELEN/HWY R	131.25 283.50		414.75	
020631	002	31/03/2014	SF061	STEVENS FLICKERINE	120856	STEVENS FEB-MAR/14	173.84		173.84	
020632	002	31/03/2014	TE541	TECH ELECTRICAL CO	1911 1912 1913 1914 1915 1916 1917 1909 1910 1907 1908	WELL 1-LCSA REPAIR STREET LIGH REPAIR CONTROL-PEN HEATER-BAY ST STNT REPAIR HEATER-KIMO STREET LIGHT REPAI REPAIR CONTROL SYS REPAIR PW YARD LIG SCADA ANTENNA-BAY REPAIR STREET LIGH DOG KENNEL-LIGHTS/	187.43 414.63 468.56 530.89 217.92 702.00 468.56 2,608.90 229.85 3,217.01 1,477.50		10,523.25	
020633	002	31/03/2014	TE541	TECH ELECTRICAL CO	1918	ELECTRICAL CONDUIT	6,781.09		6,781.09	
020634	002	31/03/2014	UC142	UCLUELET CONSUMER'	C01106495 96 C01125595	VALENTINES DAY CRA FURNACE REPAIR AFTERSCHOOL-FOOD	16.70 210.00 18.48		245.18	
020635	002	31/03/2014	VI200	VANCOUVER ISLAND R	Q1-2014	Q1/14	23,859.00		23,859.00	
020636	002	31/03/2014	WI219	WALCO INDUSTRIES L	23746	MAR 5/14-APR 5/14	280.00		280.00	
020638	002	01/04/2014	COOP	UCLUELET CONSUMER'	APR/14	APR/14	250.00		250.00	
020639	002	01/04/2014	BCL16	BRUNNELL CONSTRUCT	1111	RELEASE OF HOLDBAC	28,751.28		28,751.28	
020640	002	01/04/2014	SC987	SIMPLY COMMUNICATI	300	HR CONSULT	5,356.78		5,356.78	
Total:							168,026.84	0.00	168,026.84	

\*\*\* End of Report \*\*\*

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## Quarterly Motion Report

**Period Covered:** December 2013 – March 2014  
**Prepared for:** April 08, 2013 Regular Council Meeting

**Council Meeting Date:** December 10, 2013

Status	Motion
Complete	Moved by Councillor Lyons, seconded by Councillor Oliwa to renew the existing Memorandum of Understanding as it was previously. <b>{Re: Pacific Rim Visitor Centre Agreement}</b>
Complete	Moved by Councillor Mole, seconded by Councillor Corlazzoli to direct staff to write a letter of congratulations to Tofino's Creative Salmon for achieving organic certification.
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Oliwa to move recommendation one of the "Quarterly Manager's Report – October to December, 2013", which states <i>(1) THAT Council receive the following report for information.</i>
Complete	Moved by Councillor Lyons, seconded by Councillor Corlazzoli to award the External Financial Audit Services contract to the auditing firm of KPMG.
Council Action	Moved by Councillor Oliwa, seconded by Councillor Corlazzoli to consider allocating portions of WCVI funding to the priority items of advanced education and business incentive projects subject to budget process and firm economic development strategies as determined by the economic development committee.
Complete	Moved by Councillor Lyons, seconded by Councillor Corlazzoli to invite the West Coast Wave Initiative to give a presentation on wave energy to Council in early 2014.
Council Action	Moved by Mayor Irving, seconded by Councillor Mole that Council write a letter to the DFO stating concern that the Groundfish Advisory Board is not addressing its mandate.
Complete	Moved by Mayor Irving, seconded by Councillor Lyons that Council endorse the letter of support sent in support of Pacific Rim Arts Society application.
Complete	Moved by Mayor Irving, seconded by Councillor Corlazzoli that Council endorse the letter sent to BC Hydro regarding construction at the Tofino-Ucluelet junction.
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Oliwa to write a letter to the College of Veterinarians of British Columbia expressing dissatisfaction with the treatment of Jane Hunt and the overarching policy that prevents her from practicing; and to also suggest that if a service is removed from the area, it should be replaced or should have a provision for replacement.

**Council Meeting Date:** December 16, 2013

Status	Motion
Council Action	Moved by Councillor Lyons, seconded by Councillor Corlazzoli to send a letter to DFO directors regarding the Groundfish Integrated Advisory Board, as amended.
Complete	Moved by Councillor Mole and seconded by Councillor Corlazzoli that Councillor Oliwa be appointed to the Vancouver Island Library Board as Trustee for 2014.
Complete	Moved by Councillor Lyons and seconded by Councillor Corlazzoli that Councillor Mole be appointed to the Vancouver Island Library Board as Alternate for 2014.
Complete	Moved by Councillor Lyons, seconded by Councillor Mole to give Third Reading to Bylaw No.1161.
Complete	Moved by Councillor Lyons, seconded by Councillor Corlazzoli to give Third Reading to Bylaw No.1162.

**Council Meeting Date:** January 14, 2014

Status	Motion
Complete	Moved by Councillor Oliwa, seconded by Councillor Corlazzoli to receive correspondence C-1 and move funding request to the Grant-In Aid Process. {Re: D.A.R.E. Program}
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Mole to receive correspondence C-2. Motion to write a letter of support for the effort to broaden the appeal and influence of the Coalition in representing coastal communities. Motion to request that the District receive feedback from BC Ferry Coalition on progress.
Complete	Moved by Mayor Irving, seconded by Councillor Mole to receive information item I-1 and to write a letter requesting a meeting with Minister Pimm in Victoria in the next 60 days. Request for Ministry staff contacts for follow up post meeting.
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Oliwa to receive I-3 and forward information item to the Community Forest Board, expressing concerns for the future need for the Gravel Pit. Notify Ministry of Forest of correspondence to comply with 30 day referral limit.
Complete	Moved by Mayor Irving, seconded by Councillor Mole to receive information item I-6 and motion to write a letter requesting a meeting with Minister Stone in Victoria in the next 60 days. Request for Ministry staff contacts for follow up post meeting.
Complete	Moved by Mayor Irving, seconded by Councillor Mole to receive information item I-7 and motion write a letter to Minister requesting a meeting with Dr. Lunney and Mr. Cody to discuss future opportunities with the facility.
Complete	Moved by Councillor Mole, seconded by Councillor Oliwa to write a letter to The Ministry of Highways staff and EMCON. {Re: Concern over (1) overhead signs not reflecting actual road conditions, (2) no plows on road when needed, and (3) maintenance of cat's eyes on the road.}

**Council Meeting Date:** January 28, 2014

Status	Motion
Complete	<p>Moved by Councillor Corlazzoli, seconded by Councillor Lyons to move recommendation one of the “Development Permit for 2070 Peninsula Road”, which states</p> <p>(2) THAT Council consider approval of the following recommendation:  A Development Permit be issued on the above referenced property subject to the conditions outlined below and within the body of this report.</p> <p>a. Full compliance with the current B.C. Building Code and all other relevant requirements through the submission of a complete Building Code application.</p> <p>b. Adherence to the submitted Development Permit drawings and documentation including conditions and commitments outlined herein and noted in the following report.</p>
Complete	<p>Moved by Councillor Lyons, seconded by Councillor Corlazzoli to move recommendations one through three of the “Ucluelet Council Procedure Bylaw No.1166, 2014”, which states:</p> <p>(1) THAT Council give First, Second, and Third Readings to the new District of Ucluelet Council Procedure Bylaw No. 116, 2014.</p> <p>(2) THAT Council direct staff to give notice in accordance with section 94 of the Community Charter including describing the proposed changes in general terms.</p> <p>(3) THAT Staff, on satisfaction of the notice requirement, return the Bylaw for consideration of final adoption and include any public comment received.</p>
Complete	<p>Moved by Councillor Corlazzoli, seconded by Councillor Mole to give First Reading to Bylaw No. 1166, 2014.</p>
Complete	<p>Moved by Councillor Lyons, seconded by Councillor Corlazzoli to give Second Reading to Bylaw No. 1166, 2014.</p>
Complete	<p>Moved by Councillor Mole, seconded by Councillor Lyons to give Third Reading to Bylaw No. 1166, 2014.</p>
Council Action	<p>Moved by Councillor Mole, seconded by Councillor Lyons to nominate the Central Westcoast Forest Society for the Group Hometown Heroes Award.</p>
<i>Nomination package with Councillor Mole.</i>	
Complete	<p>Moved by Councillor Lyons, seconded by Councillor Corlazzoli to write a letter to Carnegie Wave Energy to invite them to present to Council to promote their wave energy program.</p>
Complete	<p>Moved by Acting Mayor Oliwa, seconded by Councillor Lyons to direct the CAO to contact West Coast Aquatic to open dialogue with their administration on the granting process to discern how the District of Ucluelet can access the funds available.</p>
Complete	<p>Moved by Acting Mayor Oliwa, seconded by Councillor Lyons to direct staff to place the District of Ucluelet Economic Development Strategy on the Ucluelet web portal.</p>

**Council Meeting Date:** February 11, 2014

Status	Motion
Complete	Moved by Councillor Lyons, seconded by Councillor Corlazzoli to receive correspondence item C-1 and to confirm support before March 15, 2014 in order to give the scholarship committee ample time to determine the awards.
Complete	Moved by Councillor Lyons, seconded by Councillor Corlazzoli to send a letter to urge the UBCM and its membership to continue to advocate for the update or replacement of the provincial emergency notification system for the safety of residents living in coastal communities in British Columbia.
Complete	<p>Moved by Councillor Lyons, seconded by Councillor Corlazzoli to approve recommendations (1) and (2) of the "Tsunami Debris Cleanup Funds" report, which state:</p> <p>(1) THAT Council receives, reviews, and supports the Ucluelet &amp; Barkley Sound Shoreline Cleanup Program Proposal for submission to the Ministry of Environment (MoE) on Feb 12, 2014.</p> <p>(2) THAT Council by resolution approves the District of Ucluelet to be the appropriate legal authority to administer a Final Agreement with the MoE for awarded tsunami debris cleanup funds.</p>
Complete	<p>Moved by Councillor Lyons, seconded by Councillor Corlazzoli to approve recommendation (1a) of the '2014 AVICC/UBCM Resolutions' report, which states:</p> <p>(1a) THAT Council approve Version 1 of the 'Classification Split on Accommodation Hotels' resolution.</p>
Complete	<p>Moved by Councillor Lyons, seconded by Councillor Corlazzoli to approve recommendation (2) of the '2014 AVICC/UBCM Resolutions' report, which states:</p> <p>(2) THAT Council approves the 'Disaster / Mass Causality medical Preparedness' motion for submission to AVICC for potential resolution at UBCM.</p>
Complete	Moved by Councillor Lyons, seconded by Councillor Corlazzoli that the District of Ucluelet offer a letter of support to the Central West Coast Forest Society for continued knotweed treatment for Big Beach and to grant the West Coast Forest Society permission to do work on District of Ucluelet property viz. Big Beach.
In Process	<p>Moved by Councillor Mole, seconded by Councillor Corlazzoli to direct staff to advertise for two positions on the Harbour Advisory Commission, ensuring applicants have experience with boats and/or possess marine backgrounds.</p> <p><i>Ad sent to The Westerly for print: Mar.26 &amp; Apr.2 papers.</i></p>
Complete	Moved by Councillor Mole, seconded by Councillor Lyons to support in principle the National Parks proposal for a 'WildSafeBC Coordinator' position, pending successful application for funding; also, to direct staff to send a statement to the Provincial Government relating need for this position on the west coast.
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Lyons that the District of Ucluelet write a letter of support to Thornton Creek Hatchery for their grant application to the Clayoquot Biosphere Trust before the deadline of March 17, 2014.



**Council Meeting Date:** February 25, 2014

Status	Motion
Complete	<p>Moved by Councillor Lyons, seconded by Councillor Corlazzoli to direct staff to forward information item I-1 to the relevant individuals and groups to encourage community participation in the music festival.</p> <p>{Re: Sing A Song BC Award}</p>
Complete	<p>Moved by Councillor Corlazzoli, seconded by Councillor Oliwa to approve recommendation 1(a) of the Ucluelet Council Procedure Bylaw No.1166, 2014, which states:</p> <p>(1) THAT Council consider approval of the following recommendation:            (1a) THAT Ucluelet Council Procedure Bylaw No.1166, 2014 be given FOURTH Reading.</p>
Complete	<p>Moved by Councillor Corlazzoli, seconded by Councillor Lyons to give Fourth Reading to Ucluelet Council Procedure Bylaw No.1166, 2014.</p>
In Process	<p>Moved by Councillor Mole, seconded by Councillor Corlazzoli to have a sign installed at the public boat launch stating "30 minute loading and unloading only".</p> <p><i>Design complete, Warren ordering sign.</i></p>
Complete	<p>Moved by Councillor Mole, seconded by Councillor Corlazzoli to provide information to the Harbour Advisory Commission on the rules governing cleaning and filleting of fish in the inner boat basin.</p>
In Process	<p>Moved by Councillor Mole, seconded by Councillor Corlazzoli to direct staff to investigate the engineering potential, cost of, and appropriate funding source for installing a culvert in the ditch on Hemlock St. for the purposes of increasing the area for parking at the Small Craft Harbour.</p> <p><i>Warren investigating.</i></p>
Complete Procedure in Place	<p>Moved by Councillor Lyons, seconded by Councillor Corlazzoli that all approved minutes of the Harbour Advisory Commission be given first to the CAO to address the recommendations, and to provide a staff report with the minutes on the subsequent Harbour Authority meeting agenda.</p>
In Process	<p>Moved by Councillor Mole, seconded by Councillor Corlazzoli that the District of Ucluelet be represented at the Tourism Association of Vancouver Island workshop on March 28, 2014.</p> <p><i>Abby will attend pre-meeting in May/ June</i></p>
Complete	<p>Moved by Councillor Mole, seconded by Councillor Corlazzoli to direct staff to proceed with efforts in applying for the 'Community to Community' funding.</p>
Complete	<p>Moved by Councillor Corlazzoli, seconded by Councillor Oliwa to direct staff to send a report to Minister Shea specifying targeted items that Council would like to see the Minister take action on, i.e. activity on land transfer, investment opportunities for Ucluelet harbours, and to request that the Minister provide the District with contacts that the District may use in order to stay apprised of progress.</p>

Requires Further Council Discussion	Moved by Councillor Oliwa, seconded by Councillor Lyons that the District of Ucluelet contact the Board of Education/School District 70 and have administrators from each side plan out steps necessary to create synergy between both organizations' emergency plans.
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**Council Meeting Date:** March 11, 2014

Status	Motion
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Oliwa to receive correspondence item C-1, and to send a response to the Wild Pacific Trail Society to inform them that the District must formally apply to the Ministry of Highways for a study on speed changes on the Tofino-Ucluelet highway.  <i>E-mail response sent to Wild Pacific Trail.</i>
Complete	Moved by Councillor Mole, seconded by Councillor Corlazzoli to declare April as Daffodil Month in recognition of the Canadian Cancer Society.
Complete	Moved by Councillor Lyons, seconded by Councillor Oliwa to write a letter to the Ministry of Fisheries and Oceans to ensure there is proper monitoring of water radiation levels from Fukushima along the west coast.
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Lyons to approve recommendation (1) in report R-3 "Towns for Tomorrow Grant – Water Conservation Study", which states:  (1) THAT Council adopt the Water Conservation Study as part of the requirements to fulfill the Towns for Tomorrow Grant.
Complete	Moved by Councillor Lyons, seconded by Councillor Corlazzoli to approve recommendation (1) in legislation L-1 "District of Ucluelet Board of Variance Bylaw 1163, 2014", which states:  (1) THAT Council give First, Second and Third Readings to the new District of Ucluelet Board of Variance Bylaw #1163, 2014.
Complete	Moved by Councillor Mole, seconded by Councillor Oliwa to give First Reading to District of Ucluelet Board of Variance Bylaw 1163, 2014. AND FURTHER THAT Council move the aforementioned amendments to District of Ucluelet Board of Variance Bylaw 1163, 2014. <i>{“aforementioned amendments” were in item 5.3, to replace “residents of the District” to “residents and/or landowners of the District”}</i> AND FURTHER THAT Council give First Reading to District of Ucluelet Board of Variance Bylaw 1163, 2014 as amended.
Complete	Moved by Councillor Mole, seconded by Councillor Lyons to give Second Reading to District of Ucluelet Board of Variance Bylaw 1163, 2014.
Complete	Moved by Councillor Mole, seconded by Councillor Oliwa to give Third Reading to District of Ucluelet Board of Variance Bylaw 1163, 2014.

Complete	Moved by Councillor Corlazzoli, seconded by Councillor Oliwa to approve recommendations (1a) and (1b) in legislation L-2 “Proposal to Rezone 1720 Larch Street – RZ#14-01”, which states: (1a) THAT Zoning Bylaw No.1167, 2014 be given First and Second Readings, and (1b) THAT Zoning Bylaw No.1167, 2014 be advanced to a Public Hearing.
Complete	Moved by Councillor Lyons, seconded by Councillor Corlazzoli to give First Reading to Zoning Bylaw No.1167, 2014.
Complete	Moved by Councillor Oliwa, seconded by Councillor Mole to give Second Reading to Zoning Bylaw No.1167, 2014.
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Mole to move forward the policy for Junction Sign Event Banner use.
In Process	Moved by Councillor Corlazzoli, seconded by Councillor Lyons to enter into an agreement with the Wild Pacific Trail Society to proceed with repair and replacement of the He-Tin-Kis staircase at Terrace Beach and use the same process as was used for the Big Beach Project where the District of Ucluelet provides \$7,000 for materials and the Wild Pacific Trail Society is responsible for the labour.  <i>With Abby.</i>

**Council Meeting Date:** March 25, 2014

## Unapproved Motions

Status	Motion
Complete	Moved by Councillor Oliwa and seconded by Councillor Corlazzoli <b>BE IT RESOLVED:</b> WHEREAS District of Ucluelet Bylaw No.761, 1998 requires Council to make official appointments to the Ucluelet Fire Brigade, that Council hereby appoints Ted Eeftink Fire Chief and Mark Fortune Deputy Fire Chief for the District of Ucluelet for the 2014 calendar year.
In Process	Moved by Councillor Corlazzoli and seconded by Councillor Mole <b>BE IT RESOLVED:</b> THAT the request for a \$200 donation to the Big Beach Easter Egg Hunt organized by Black Rock Resort be moved to Council’s budget meeting on March 27, 2014 for discussion.  <i>At budget meeting, Council deferred this to April 8 Regular meeting for decision</i>
In Process	Moved by Councillor Corlazzoli and seconded by Councillor Lyons <b>BE IT RESOLVED:</b> THAT the request for sponsorship in an amount up to \$688.16 to the send Ucluelet Secondary School student Heather Morrison to the national wrestling championships in Guelph, Ontario be moved to Council’s budget meeting on March 27, 2014 for discussion.  <i>At budget meeting, Council deferred this to April 8 Regular meeting for decision</i>
Not Started	Moved by Councillor Lyons and seconded by Councillor Corlazzoli <b>BE IT RESOLVED:</b> THAT staff make an appointment with the superintendent of Parks for Pacific Rim National Park to discuss the installation of a multi-use path on top of the new water line being installed.

Not Started	Moved by Mayor Irving and seconded by Councillor Corlazzoli <b>BE IT RESOLVED:</b> THAT the District of Ucluelet be the applicant to the UBCM in support of a Community to Community Forum to discuss regional advanced education.
Complete	Moved by Councillor Corlazzoli and seconded by Councillor Lyons <b>BE IT RESOLVED:</b> THAT Council provide West Coast Aquatic with a letter in support of the Community to Community application to UBCM.



## STAFF REPORT TO COUNCIL

Council Meeting: **APRIL 8, 2014**

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DEPARTMENT HEADS

**FILE No:** 0550-20-04

**SUBJECT:** FIRST QUARTERLY REPORT 2014

### **RECOMMENDATION(S):**

1. **THAT** Council receives the following report for information purposes.

### **PURPOSE:**

The purpose of this report is to update Council on Departmental highlights on a quarterly basis. The following report covers the quarter from January to March 2014.

### **Parks & Recreation Department**

- **Seaplane Base Recreation Hall Safety Upgrade:** Completed
- **Parks Maintenance Strategy:** Currently assessing one park a month for maintenance and upgrades.
- **Exploring Policy/Structure around Ucluelet Recreation Commission:** Core group looking at assessment/role of Commission
- **Policy Regarding Waiving of Fees:** Report sent to Council; Policy Completion by next quarter.
- **Grants:**
  - Summer Career Placement Grants
  - CBT grant for Ukee Days
  - Healthy Communities Grant
  - C2C Grant application for local event
- **Website Community Calendar:** Populating site with activities and community events
- **WPTS and District Agreement:** Replacement of He-Tin-Kis staircase project.
- **Programming**
  - Fab 55+ Grant (BCRPA) received to by equipment to offer Senior's indoor curling
  - Re-Skilling Festival is conjunction with Raincoast Education society: offering 8 courses over a day i.e. yogurt making, sewing.
- Spring Supplement came out – March 18<sup>th</sup>
- **Special Events**
  - Family Day: received a \$1000 grant for Family DayFamily Fun Day focusing on activity and nutrition
  - Chowder Chow Down: New incentive for restaurants – up from 6 to 11 participants, 450 in attendance at event.

## Planning and Building Services

- **Ucluelet Community Portal Webpage:** Late in 2013 the webpage, [www.Ucluelet.ca](http://www.Ucluelet.ca) was launched. A unique portal page resulting from a collaboration of Tourism Ucluelet, Chamber of Commerce and the District of Ucluelet, the objective of this landing page is to put **Ucluelet** and the community at the centre, transcending individual organizational structure. With the amount of *hits* to the site increasing, it appears that the site is being well used. As with all website launches, there is a period of adjustment and staff continue to monitor the statistical analysis of user groups as well as any features which may need strengthening or correction. As noted in the District Dispatch for this quarter, we continue to encourage the public to become familiar with the website and the community calendar and provide staff with their comments
- **Review and Updates to Bylaws:** Staff continue to review and update bylaws to reflect current legislation.
  - Zoning Bylaw #1160: staff have reviewed additional comments received since the last quarterly report, are completing the new zoning map and will bring the bylaw before Council in next few weeks.
  - Council Procedure Bylaw #1166: Brought forward and adopted
  - Board of Variance Bylaw #1163: Brought forward and on this Agenda for adoption
  - Building Bylaw: Draft complete, incorporating newly adopted Water Conservation Plan. Scheduled to come before Council in May
  - Development Approval Procedure Bylaw: First draft complete.
- **Upcoming Bylaws for Review and Legislation Updates:**
  - License Bylaw (2014)
  - Sign Bylaw (2014 – see update below)
  - Animal Control Bylaw (2014/2015)
  - Development Cost Charges Bylaw (2015)
  - Subdivision Control Bylaw (2015)
  - Water and Sewer Bylaw (2015)
- **The ICBC / McElhanney Traffic Control Review and Recommendations Report:** As updated in the Public Works section of this report, work continues to implement the recommendations with respect to signage and road markings. Quotes for potential road design work have been pursued, and a second stakeholder meeting with PAC, RCMP, Staff, Council and School Representatives has been scheduled for April 9th.
- **Application Summary - this Quarter**
  - **Rezoning#13-03 (Bylaw #1161) 1766 Cypress Street (Amended CS-1):**Adopted
  - **Rezoning #14-01 (Bylaw 1167)1720 Larch Street (R1 to VR1):** PH April 22nd
  - **Dev. Permit#14-01- PW Yard Kennel and Storage Building:** Approved
  - **Building Permits:** 5 new applications
    - Storage/Kennel Building
    - New Residential Home
    - Commercial Renovation
    - Residential basement suite
    - Building- Fire Site Inspection- new permit requirements
- **Policy Writing Session:** Council and Staff participated in a two part policy writing session with a followup session scheduled in late April or early May.
- **Junction Banner Policy:** Completed and adopted
- **Ice and Fish Plants:** Staff and Council Planning Liaison met with Ukee Ice and Neptune Ice on April 8<sup>th</sup> as part of a commitment between Plant Operators and the District to exchange updates and keep good lines of communication open.

- **Board of Variance:** 2 new members appointed, new bylaw explained and BofV seminar held. First meeting of 2014 and under new Bylaw #1163 – April 28<sup>th</sup>.
- **SFU Masters Students:** Planning and Recreation staff hosted a study and information session for Master Degree students from SFU’s School of Resource and Environmental Management (REM) – Community Tourism Planning graduate course. This has become an annual part of the course and we welcome sharing our valuable insights into the world of planning, resource and economic planning and tourism.
- **Interdepartmental Training:** Staff attended several in-house training in new legislation and municipal updates
  - Municipal Insurance Association
  - Legal Seminar – Legislation and Municipal Role in Government(s)
- **Canoe Log Sign – Chamber of Commerce Building:** Historical signage plaque has been completed. Work is beginning on frame to hold signage. Installation and landscaping to be completed by Public Works
- **Sign Bylaw Review:** Staff are creating a survey to send to business owners/operators garnering input on existing bylaws respecting size, number of, location of or in some cases the prohibition of several types of signs including banner signs and temporary signage. The survey is scheduled to be sent out in the month of April or early May.
- **Developer/Purchaser Inquiries:** Staff continue to reply to emails, letters and meet with interested developers or prospective purchasers of land in Ucluelet. The new Zoning Bylaw #1160, having had First Reading, is online and is being well received as “clear in content and layout” and staff are looking forward to its adoption soon. As reported last quarter, an increasing number of community members, home owners and realtors, insurance companies and other development related organizations are availing themselves of staff as we continue to work towards providing excellent, sound and accurate service, record keeping and updated GIS and property information.

### **Environmental and Emergency Services Department**

#### **Ucluelet Volunteer Fire Brigade**

- Comments/questions/recommendations, etc. for the Long Beach Airport Fire Protection Service Agreement
- Automatic Aid Agreement for Tofino Fire - comments/questions/recommendations, meeting with Dan Holder, follow-up emails, currently working on a Council report
- Emergency preparedness and evacuation procedure info session for members on Mar 4 at the fire hall
- Completed Officer of the Fire Commission fire reports for Imperial Lane and Otter St. and contact insurance companies regarding information request
- Obtained four possible applicants for 2014 recruitment
- Participated in a meeting on Mar 27 with ACRD and Tofino regarding a regional centralized records management system and regional fire coordination.

#### **Emergency Program**

- Prepared a Mass Casualty Medical Emergency Preparedness Resolution for AVICC/UBCM.
- Initiated and outlined next steps to the USS principle regarding the joint emergency signage board project, emergency containment endorsement, and additional emergency planning initiatives.

- Hosted an Emergency Management BC, Environment Canada, Natural Resources Canada, and District of Ucluelet community public education forum on Mar 25 regarding earthquake and tsunami preparedness, as well as, attend a similar info session with accommodation providers from Tofino. Westerly advertisement was in collaboration with the District of Tofino.
- Meeting with EMBC Regional Manager regarding Community Emergency Profile Project (Ucluelet's Emergency Service dept. Community Profile format will be used as a template for other emergency managers / coordinators on Vancouver Island).
- Arranged Justice Institute EM-132 Community Recovery training for Apr 15-16 (obtained over 20 participants).
- Ordered and received equipment for the high frequency radio internet system, offer amateur radio certification for ECC members and incident responders, and meet with Public Works and Dave Payne on Mar 4 to implement the antenna installment plan.
- Collaboration with Lenore Gibson regarding the development of an emergency education program for ECC members.

### **Marine Debris Program**

- Submitted a thorough proposal to the Ministry of Environment with 26 letters of support and obtained \$81,538 for a 13 month tsunami debris program and assisted the MOE with a Provincial news release.
- Coordinated and hosted a shoreline cleanup project with the Japan Love Project and the International Volunteer University Student Association, along with the following events on Mar 8 to Mar 12: welcome and safety briefing, sorting and recycling event of 6.5 tonnes of debris, Japanese lumber and inventory, 3<sup>rd</sup> anniversary memorial, public information session regarding Mar 11, 2011, and Ucluelet Secondary School information event regarding emergency preparedness. Along with the cleanup project and associated events, media relations (media advisory, interviews, prepare interview questions and key messages, logistics, etc.) for Global TV, CBC News, CTV News, Canadian Media Tours, NHK Broadcasting, Westerly News, Japanese newspapers, and misc. broadcasting correspondents.
- Discussion with Living Oceans, ASAPGeomatics and Environment Canada Wildlife Branch on the methodology for a debris detection trial at the Wyndansea debris monitoring.

### **Finance / Administration Department**

- The Ucluelet and Area Childcare Society lease, which goes to March 31, 2015, has been signed and the monies received.
- DARE program funding request was moved to the Grants-in-Aid section of budget deliberations.
- The 5-year financial plan working group has met three times and is close to being completed.
- Commemorative Marriage and Birth Certificates are complete; currently soliciting interest for certificates before printing and distributing.
- AVICC resolutions have been submitted and registration for Mayor and Council to attend the AVICC conference is complete.
- Internal policy review is nearing completion; amalgamating all revised and retained policies into one manual.



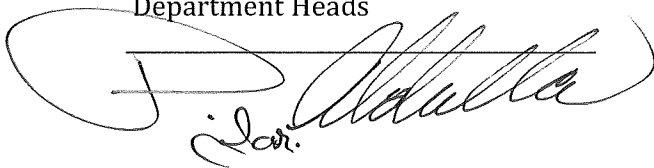
- An internal procedure manual for the Finance Administration department is in the process of being created and formalized.
- The final claim (from the Finance Department) for the “Towns for Tomorrow”: 4-3-2-1 Mercantile Water Source was sent to the Province of BC on February 18, 2014.
- Goals and deadlines for stages of completion of Central Filing system changeover have been set; Staff continuing to make good progress on this project and converting paper to electronic filing.
- Work continues on the preparing all the necessary working papers, financial statements, reconciliations and continuity schedules needed for our annual audit. The electronic working papers will be sent to KPMG before they arrive on site.
- New recycling bins for the Small Craft Harbour have been installed.
- Work on “52 Steps” is complete.
- Advertised in *The Westerly* for one commissioner position and one alternate position for the Harbour Advisory Commission; submissions closed on April 7, 2014.
- The process of having all approved minutes of the HAC given first to the CAO to address the recommendations, and to provide a staff report with minutes on the subsequent HA meeting agenda has been initiated.
- The Harbour Manager has completed a Small Craft Harbour newsletter that will be available to the patrons of that facility.
- The SCH Reserved Berthage Policy and the Live-Aboard Policy continue to be worked on.

### Public Works

- **Water:** 4321 Mercantile creek Upgrade: Site visit from VIHA and engineering consultants to confirm operations was completed in March and final preparation for the towns for tomorrow grant have been underway. Staff have been working on providing a throughway between the control building and the pumping room. A stairway has been added, clean-up and painting is 90% complete.  
Water Conservation: A water conservation study has been completed.  
Discoloured Water: The next steps have been completed at the area of concern. The installation of a meter setter with a back flow preventer device has been installed. The Public Works staff continue to look at other ways to control water discoloration within the community. Flushing is the best tool to use and flushing continues regularly.
- **Sewer:** Norah St. Sewer: Norah St. sewer infrastructure is complete. A new 150mm sanitary sewer main was installed to replace the existing collapsed line and a new 150mm sewer main was extended 20 meters up Norah St. to accommodate flows for future needs.
- **Boat Launch loading/unloading signage:** designed and ordered.
- **Dog Kennel:** The Dog Kennel is now complete. To assist with by-law, the Public Works department and the Planning department collaborated to design and construct a new dog kennel to attach to an existing storage building at the Works Yard. The kennel consists of two separate runs each run having an exterior area secured by fencing and an interior heated area for sleeping and night time use.
- **Broom and Alder removal:** Staff continue to remove broom and alder on an ongoing bases. The multi-use path along the highway was identified as an area of concern. Staff are now taking steps to address this area. Minato road was recently completed.

- **ICBC Report Progress:** Signage concerns, based on the recommendations provided by the ICBC report, continue to be addressed by staff. To date PW has completed 7 of the signs. Quotes on conceptual road designs have been received as well as quotes on reader boards. Staff have monitored the area and a school parking lot re-configuration and student drop off area design has been drafted for consideration. A second stakeholder meeting is being planned for April 9<sup>th</sup>.
- **Tree Removal:** Hazardous trees identified on Peninsula and Main Street have been removed.
- **Cemetery:** Improvements to the front entrance are underway by staff. The work involves the cleaning and painting of the gates and the construction of an archway.
- **Beautification:** With the recent Whale Festival parks staff has been working hard to provide a tidy appearance to the community. The office area and promenade were pressure washed and cleaned, the UCC gardens received plants produced from our greenhouse and picnic tables were washed, stained and distributed throughout the green spaces within the community.

Respectfully Submitted,  
Department Heads



A handwritten signature in cursive script, appearing to read 'J. Scar', written over a horizontal line. The signature is fluid and somewhat stylized.



## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 8, 2014

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNING ASSISTANT

**FILE NO:** 6410-01

**SUBJECT:** REMOVAL OF TWO EXISTING HOUSING AGREEMENTS AT 270 OTTER STREET

**ATTACHMENT(S):** APPENDIX A – BYLAW NO. 1168, 2014

### **RECOMMENDATION(S):**

1. **THAT** Council receives this report for information.
2. **AND THAT** Council direct staff to further develop an affordable housing policy and building specifications.
3. **AND THAT** Council give First, Second and Third reading to Housing Agreement (270 Otter St.) Amendment Bylaw No. 1168, 2014 (Appendix A)
4. **AND THAT** Council, on adoption of the Bylaw, direct staff to remove notice of the existing ownership housing agreements on the title of Strata Lots 1 & 2, Plan VIS6505 (270 Otter Street).

### **PURPOSE:**

To provide Council with the information and analysis on the existing Perpetual Affordable Housing (PAH) Units as an affordable housing mechanism and to release the subject units from their housing agreements for reasons outlined in this report.

### **BACKGROUND:**

In 2004, Council amended the OCP to adopt inclusionary zoning policies to help address affordable housing issues. The amendment required 15-20 percent of units in new multi-family developments to be affordable. In 2008, The Moorage development built 14 units which required the developer to create two affordable units. The two units were put into the PAH program. The units were created for individuals and families who were either long-term residents of Ucluelet or who intended to become long-term residents. The program was geared for those who were unable to enter into market rental and ownership housing opportunities. The qualified applicants were entered into a lottery that determined the order in which they are to be placed into a PAH unit. The prices for the units were set to be affordable to someone earning 80% or less than the median household income in the District of Ucluelet as reported by Statistics Canada and as defined by Canada Mortgage Housing Corporation, CMHC. The PAH concept involved a Housing Agreement on title to keep housing prices affordable in perpetuity. In 2008, two PAH homeownership units sold for \$150,000 and \$160,000 respectively and two Housing Agreements were approved by Council on May 27th, 2008 with the adoption of the "Ucluelet Housing Agreement Bylaw No. 1076, 2008". The Housing Agreement was signed by the developer, the unit owners and the District of Ucluelet. In December of 2011 the owner of the lower PAH unit, Strata Lot 1, Section 21, Plan VIS6505 requested Staff to initiate the sale of their unit through the

Ucluelet Affordable Housing Committee (UAHC). A new price was calculated based on the Annual CPI increase plus 0.2%. The new listing price was \$162,695. Since 2011 there has only been one interested party in the unit and they could not get a mortgage for the unit. The owners have since dropped the price to \$160,000 and to date they have not received an inquiry at that price. Also Staff have received requests (See Appendix B1 and B2) from the two PAH unit owners to remove their ownership Housing Agreements from their respective property titles.

**AFFORDABILITY ANALYSIS:**

Affordability as set by CMHC is a Gross Debt Service (GDS) ratio at 32% or less of your gross household monthly income. Working back from the monthly servicing costs of the units:

Gains	
Mortgage	\$929.00
Hydro	\$200.00
Life insurance	\$50.00
Property Tax	<u>\$121.00</u>
Total Monthly Housing costs:	\$1300.00

If \$1300.00 is 32% then the required minimum monthly gross household income is \$4062.50 per month or \$48,744.00 per year or one person full time at \$27.45 an hour. This assumes the household has no other debts to service. An annual wage of \$48,744.00 is above the 2005 census average income for Ucluelet at \$42,507.00 indicating you would need to make over the average income to afford either of these Units. The PAH ownership program was meant to help people enter the real-estate market, to benefit from property ownership. The housing agreements were put in place to keep the attainability of these units in perpetuity. The existing owners purchased their units at a time when the local real-estate market did not offer much choice for households with a combined income at or below the median income level for a family living in Ucluelet. Since then the market has shifted, housing and land prices have fallen, and there is a large inventory of housing for sale. The PAH units, like many other properties in town, are overvalued at their original purchase price.

**EXISTING UNIT DESIGN**

The two existing PAH units both are approximately 900 sq.ft. and have two bedrooms each. These units were built in an over / under arrangement which is a design that is vulnerable to sound transference. Both Tenants have complained of sound transference due to this over / under arrangement. The small size and uncomfortable sound transference quality of these units lead staff to consider these units as starter homes only with the expectation that the owners would want to move within 5 years.

**PERSONNEL IMPLICATIONS**

Housing Agreements can require significant staff time due to administrative complexities and monitoring of the terms of the housing agreement. The Agreement states the building is to be in a good state of repair, all appliance replacements are to be high energy conservation rating and a no rental clause. All of which would take considerable staff time to monitor and enforce as these units age. Such is a normal part of an affordable housing strategy that is considered important and necessary as part of an overall policy direction, but such staff commitment can be directed elsewhere when the market itself has corrected the affordability issue. If the market does not improve significantly, the District could face the uncomfortable position of enforcing these terms and requiring the owners to make costly upkeep even though a lower income is part of the ownership purchasing requirement.

**EXISTING POLICY**

***Official Community Plan***

The existing policy references the two existing units as follows:

*Land Use Policies,  
3.5, Residential  
i. Affordable Housing*

...  
*In 2004, the District initiated the Perpetual Affordable Housing (PAH) program. The PAH involves a Covenant and Housing Agreement on title to keep housing prices and rent affordable in perpetuity. The units are created for individuals and families who are either long-term residents of Ucluelet or who intend to become long-term residents. The program is geared for those who are unable to enter into market rental and ownership housing opportunities. Qualified applicants are entered into a lottery which determine the order in which they are selected to be placed into a PAH unit. In 2008, the first two PAH homeownership units sold at \$155,000 and \$160,000, respectively—well below the average price of housing in Ucluelet of \$234,300. Two PAH units have been built to date.*

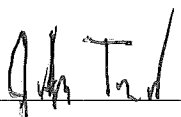
The object of the report is not to remove the PAH program, or affordable housing policies generally, but to remove the existing two housing agreements and start the discussion on how the PAH program can better meet its affordable housing objective in all market conditions.

**SUMMARY AND CONCLUSION:**

The two existing PAH ownership units have served their purpose by creating smaller housing units located close to schools and the Village Square. The PAH program has allowed the two owners to enter the housing market and are now in a position of home ownership. The PAH program was successful in creating these units, selecting the ownership candidates and at restricting the candidates ability to flip these units in positive economic times. The two existing PAH units with housing agreements in perpetuity is no longer furthering the objective of the affordable housing program. Therefore this staff report recommends the removal of the housing agreements from the two existing units; and further seek councils direction to develop an affordable housing policy and building specifications for future affordable housing units.

The removal of the two existing housing agreements in no way indicates a change in policy or a change to any existing or future development agreement in regards to affordable housing and the PAH program.

**Respectfully submitted:**

  
\_\_\_\_\_  
John Towgood, Planning Assistant

**DISTRICT OF UCLUELET****Bylaw No. 1168, 2014**

Housing Agreement (270 Otter St.) Amendment Bylaw No. 1168, 2014

**WHEREAS** Section 905 and of the *Local Government Act* permits the District amend and conclude a housing agreement;

**WHEREAS** the owners of land affected by the housing agreement have requested and consented to its termination;

**NOW THEREFORE** the council of the District of Ucluelet, in open meeting assembled, enacts as follows;

1. The District of Ucluelet amends the Housing Agreement associated with "Ucluelet Housing Agreement Bylaw No. 1076, 2008" by decreeing it concluded and no longer necessary for the original purposes intended.
2. The Mayor and Corporate Officer are hereby authorized to execute such documents and give such notices as necessary to implement this bylaw in relation to the following lands:
  - a. PID 027-409-139 Strata Lot 1 Section 21 Block 3 Clayoquot District Strata Plan VIS6505 together with an interest in the common property in proportion to the unit entitlement of the Strata Lot shown on Form V; and
  - b. PID 027-409-147 Strata Lot 2 Section 21 Block 3 Clayoquot District Strata Plan VIS6505 together with an interest in the common property in proportion to the unit entitlement of the Strata Lot shown on Form V.
3. This Bylaw may be cited as "Housing Agreement (270 Otter St.) Amendment Bylaw No. 1168, 2014".

**READ A FIRST TIME** this \*\* day of \*\*\*, 2014.

**READ A SECOND TIME** this \*\* day of \*\*\*, 2014.

**READ A THIRD TIME** this \*\* day of \*\*\*, 2014.

**ADOPTED** this \*\* day of \*\*\*, 2014.

**CERTIFIED A TRUE AND CORRECT COPY** of "Housing Agreement (270 Otter St.) Amendment Bylaw No. 1168, 2014"

\_\_\_\_\_  
 Mayor  
 Bill Irving

\_\_\_\_\_  
 CAO  
 Andrew Yeates

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

\_\_\_\_\_  
 CAO  
 Andrew Yeates



## STAFF REPORT TO COUNCIL

Council Meeting: **APRIL 8, 2014**

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** PATRICIA ABDULLA, MANAGER OF PLANNING & BLDG. SERVICES

**FILE NO:** 3360-02 REPORT

**SUBJECT:** CEDAR AND CYPRESS ROAD – REQUEST TO CONSIDER TEXT AMENDMENT TO EXISTING CS-1 VILLAGE SQUARE COMMERCIAL ZONE TO PERMIT RESIDENTIAL SINGLE FAMILY DWELLING USES (SFD) AS A PRINCIPAL USE ON THE FOLLOWING PROPERTIES:  
1746, 1656, 1762, 1774& 1786 CEDAR ROAD AND  
1761, 1769, 1752 AND 1785 CYPRESS ROAD

**ATTACHMENT(S):** FOR REFERENCE – PREVIOUSLY SUBMITTED LETTERS FROM RESIDENTS, NOVEMBER 12, 2013 REPORT TO COUNCIL

### **RECOMMENDATION(S):**

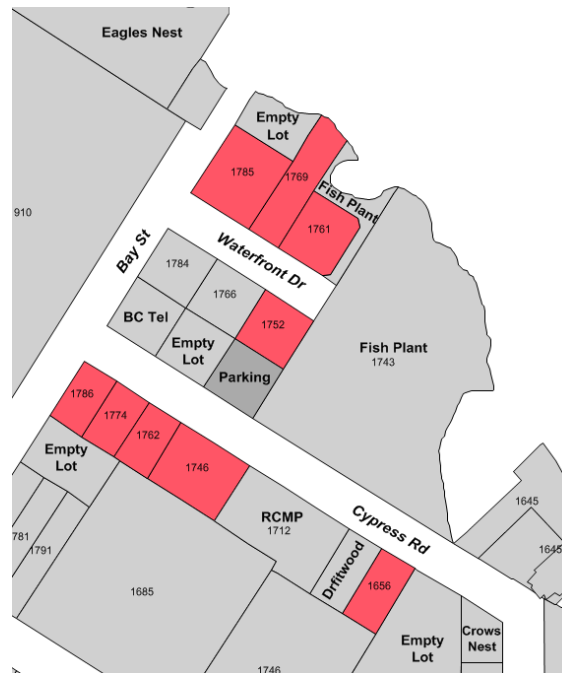
1. **THAT** Council receives this report for information only **or**;
2. **THAT** Council consider a rezoning request initiated by the residents, *which will require an amendment to the Official Community Plan*, to allow for residential Single Family Dwellings as a principal permitted use in the CS-1 Village Square Zone for the subject properties **or**;
3. **THAT** Council initiate a rezoning to allow for residential Single Family Dwellings as a principal permitted use in the CS-1 Village Square Zone for the subject properties, *which will require an amendment to the Official Community Plan*, **or**;
4. **THAT** Council direct staff to include residential Single Family Dwellings as a principal permitted use in the CS-1 Village Square Zone for the subject properties in the new Zoning Bylaw #1160 before bringing it forward to 2<sup>nd</sup> Reading and *which will require an amendment to the Official Community Plan*.

### **PURPOSE:**

To respond to Council's November 11, 2013 resolution that staff investigate and report back to Council with recommendations on possibilities in addressing the request of the residents; to consider a text amendment to the existing CS-1 Village Square Commercial Zone to permit residential Single Family Dwelling Uses (SFD) as a principal use on the following properties; 1746, 1656, 1762, 1774& 1786 Cedar Road and 1761, 1769, 1752 AND 1785 Cypress Road on the lots indicated in **Figure 1** below.

**BACKGROUND:**

On the Regular Council Agenda of August 13, 2013 Council received a letter from three residents of Cedar and Cypress Road which requested that Council consider “the term residential” in the permitted uses within Village Square CS-1 Zone. Council requested that staff meet with the residents to review the permissive uses under the CS-1 Village Square Zone, the Official Community Plan and the legislation under the Provincial Local Government Act which govern non-conforming uses. Staff met with the three residents on October 4<sup>th</sup> and provided them with the relevant history, legislation and context for the prevailing zoning. The residents wished to take that information back to other residents within the area and discuss it further. On October 22, 2013 they, along with five additional property owners, submitted a new letter which requested an amendment to the CS-1 zone to permit Single Family Dwellings (SFD) as a lawfully permitted principle use in the CS-1 Village Square Commercial zone (**attached**). On November 11, 2013 staff submitted a report (**attached**) outlining the background of the zoning change in 1999, under the adoption of Bylaw #800, which described the new Village Square boundaries as contained within the Official Community Plan. The adoption of Zoning Bylaw #800 also changed this area’s zoning from residential Single Family Dwelling zoning to the CS-1 Commercial Village Square Zone in line with the OCP.



**Figure 1**

**CONSIDERATIONS:**

In the intervening months since their last report, staff have reviewed and considered various scenarios and options by which some residential use components as well as commercial could be permitted under existing zoning or with minimal changes. Council may recall that two rezonings within the CS-1 Village Square have occurred during this time period; RZ# 13-02 on Main Street and RZ# 13-03 on Cypress Road. However, both these rezoning applications acknowledged the commercial aspect of the prevailing CS-1 zoning as well as the Official Community Plan and the proposals retained a commercial component within the dwelling unit. In contrast, the request



expressed by the residents of Cedar and Cypress Road in their October letter (**attached**) is to permit residential single family dwelling uses as a 'stand alone' principal use in the CS-1 Village Square Commercial Zone.

Once adopted as a bylaw, an Official Community Plan(OCP)has a legal status that requires that all subsequent bylaws enacted and works undertaken be consistent with the plan. The CS-1 Village Square zoning was based on the adopted Official Community Plan adopted in. It envisioned and created a *town core* commercial area, which among other uses, allowed for new developments to have a residential component but only on the second floor and if in conjunction with a mixed residential/commercial use. Section 1.5 of the OCP outlines Economic Development several objectives including to " *Emphasize the Village Square area as the focal point for commercial and socio-economic activity in Ucluelet*" and to " *Support the operating fish plant and associated industry*". The guiding principles of the OCP speak about creating a compact and vibrant Village Square, building a sustainable local economy and managing residential growth in balance with job creation and provision of services. The OCP further delineates land use designations clearly and notes that over time it is anticipated that redevelopment will occur and land use will align with future intended uses, as noted in the OCP. The Village Square designation is defined as containing a broad range of mixed uses including retail uses, offices, restaurants, tourist accommodation, financial, cultural and community services, and multi-family residential (e.g. apartments and residential units above retail stores). Compact, high density, mixed-use buildings which respect the existing character of the neighbourhood are encouraged.

**SUMMARY:**

In 1999 the prevailing CS-1 Village Square zone was adopted for the area outlined in the Official Community Plan and designated for Commercial and Mixed Commercial/Residential uses. The subject area was included in that zoning and in the OCP under the Village Square designation. Those uses which were lawfully in existence prior to the adoption of the 1999 Zoning Bylaw are governed under Provincial Legislation under the Local Government Act Section 911. The Board of Variance may hear appeals with respect to structural alterations or additions as well as appeals with respect to the 75% determination as laid out in subsection 8 of Section 911. A zoning amendment to permit single family dwellings as a permitted principle use in the CS-1 zone is in conflict with not only the prevailing zoning but the adopted OCP. A change to this zoning would require both an amendment to the OCP and the Zoning Bylaw. To this end staff have provided Council with the four options by which this request may be furthered.

**Respectfully submitted:**



Patricia Abdulla, Manager of Planning

FOR REFERENCE



## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 12, 2013  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** PATRICIA ABDULLA, MANAGER OF PLANNING & BLDG. SERVICES

**FILE NO:** LAND ADMINISTRATION- ZONING AND REZONING - 3360-01 GENERAL

**SUBJECT:** CEDAR AND CYPRESS ROAD – REQUEST TO CONSIDER TEXT AMENDMENT TO EXISTING CS-1 VILLAGE SQUARE COMMERCIAL ZONE TO PERMIT RESIDENTIAL SINGLE FAMILY DWELLING USES (SFD) AS A PRINCIPAL USE ON THE FOLLOWING PROPERTIES:  
1746, 1656, 1762, 1774& 1786 CEDAR ROAD AND  
1761, 1769, 1752 AND 1785 CYPRESS ROAD

**ATTACHMENT(S):** FOR REFERENCE – PREVIOUSLY SUBMITTED LETTERS FROM RESIDENTS

### RECOMMENDATION(S):

1. THAT Council receives this report for information.

### PURPOSE:

To provide Council with context and background material from the Local Government Act, Ucluelet Official Community Plan (OCP), Ucluelet Zoning Bylaw and other relevant documents with respect to the attached letter(s) from the letter from the owners on the lots indicated in **Figure 1** below.

### BACKGROUND:

On the Regular Council Agenda of August 13, 2013 Council received a letter from three residents of Cedar and Cypress Road which requested that Council consider “the term residential” in the permitted uses within Village Square CS-1 Zone. Council requested that staff meet with the residents to review the permissive uses under the CS-1 Village Square Zone, the Official Community Plan and the legislation under the Provincial Local Government Act which govern non-conforming uses. Staff met with the three residents on October 4<sup>th</sup> and provided them with the relevant history, legislation and context for the prevailing zoning. The residents wished to take that information back to other residents within the area and discuss it further. On October 22, 2013 they, along with five additional property owners, submitted a new letter which requested an amendment to the CS-1 zone to permit Single Family Dwellings (SFD) as a lawfully permitted principle use in the CS-1 Village Square Commercial zone.

FOR REFERENCE

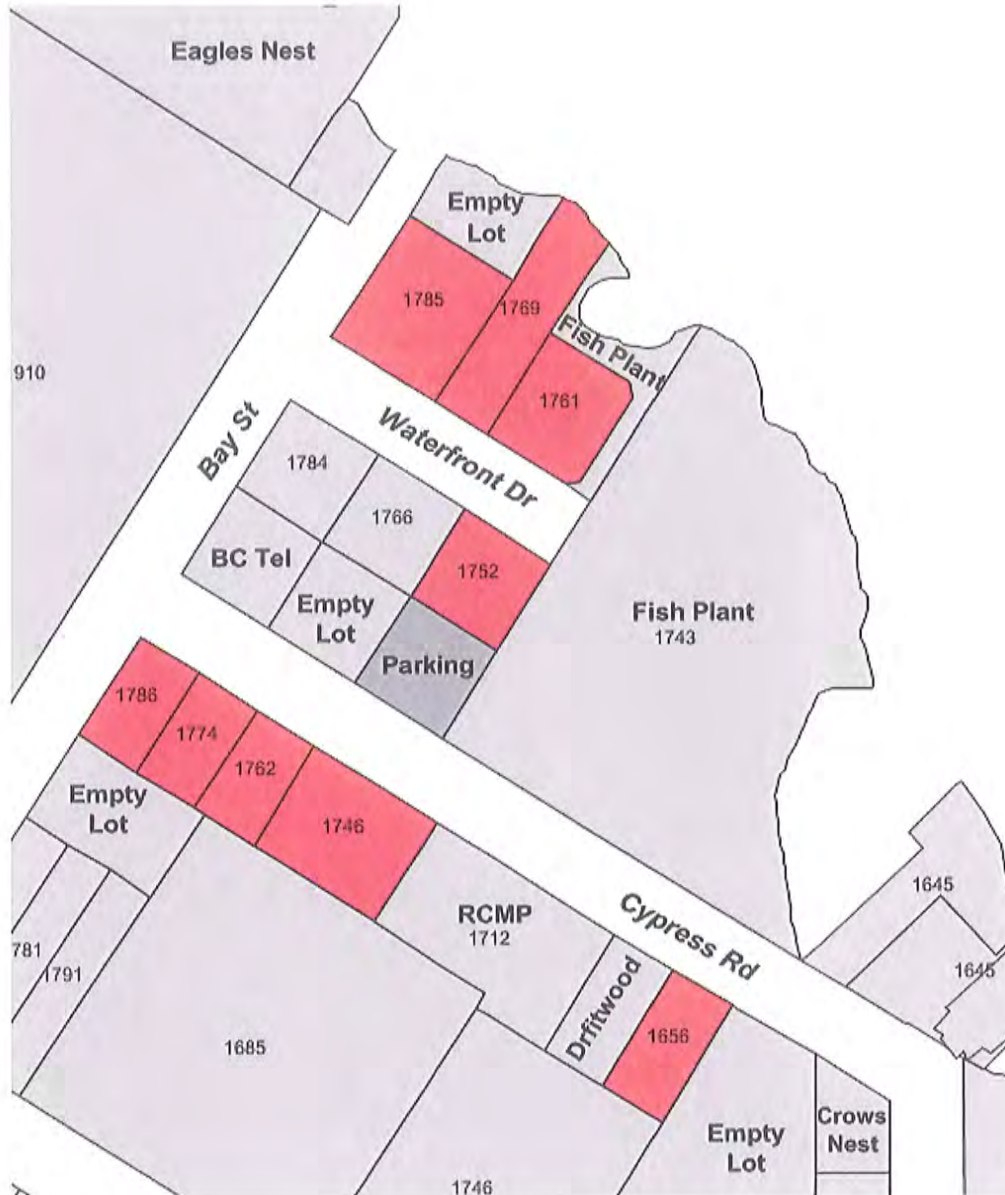


Figure 1

**CONTEXT AND CONSIDERATION:**

***Prevailing CS-1 Village Square Zone***

In 1999 the Ucluelet Zoning Bylaw #800 was adopted. The Village Square designation and zoning was defined and articulated under this new zoning bylaw and its described boundaries included the subject area (see Figure 1). The CS-1 Village Square zoning (of which this area is a part of) was based on the adopted Official Community Plan. It envisioned and created a *town core* commercial area, which among other uses, allowed for new developments to have a residential component but only on the second floor and if in conjunction with a mixed residential/commercial use. This zoning has been in place since the adoption of the prevailing Zoning Bylaw in 1999. In the intervening

FOR REFERENCE

years several properties in the Village Square have and continue to utilize the CS-1 zoning, converting Single Family Dwellings into offices, restaurants and other commercial enterprises. These opportunities were not available before the prevailing zoning was adopted in 1999. Since 1999 the District has also received several mixed use development proposals and in 2012 the District rezoned a property on Cypress Road to provide parking for current and future commercial businesses within the Village Square. This specific area of the Village Square also contains an operating Fish Plant, a Police Station, Telus Site, working dock and upland storage area and is bordered by the C5-Tourist Commercial zone to the West (See Figure 1 for non-residential uses in immediate vicinity.)

### ***Lawful Non-Conformity***

With the adoption of the prevailing Zoning Bylaw in 1999, those properties which did not conform to the new CS-1 Village Square Zone (and which were lawfully in existence at that time) became lawfully non-conforming. Provincial Legislation governs the continued use, repair or rebuild of lawfully non-conforming uses under Section 911 of the Local Government Act (LGA). It acknowledges pre-existing uses and addresses the means for their continuance. However, it does so within the legislation laid out under this Section and in deference to the adoption of zoning bylaws and in particular the adoption of an Official Community Plan. These permissive clauses or restrictions are not within the jurisdiction of Council to review or change. Section 911(8) of the Local Government Act reads, *"If a building or other structure, the use of which does not conform to the provisions of a bylaw under this Division is damaged or destroyed to the extent of 75% or more of its value above its foundations, as determined by the building inspector, it must not be repaired or reconstructed except for a conforming use in accordance with the bylaw"*. Section 911 provides a means by which repairs and alterations of the structures of the non-conforming uses may be permitted through a Board of Variance. The Board of Variance may also hear an appeal on the 75% rule as indicated in the section noted above.

In summary, those uses which were lawfully in existence upon adoption of the 1999 Zoning Bylaw are permitted to remain lawfully in existence and their continuance is governed by Provincial Legislation under Section 911 of the Local Government Act. Repairs and alterations or rebuilds may be referred to the Board of Variance.

### ***Official Community Plan***

The Local Government Act also acknowledges the need for local governments to consider long term land use implications for their communities. This is done through the adoption of Official Community Plans which becomes a guiding document by which all other plans and bylaws are compared and adopted. Official Community Plans are created through community input and stakeholder consultation. The visioning exercise of an OCP is long range and anticipates best use of land, community needs and its 'build out' over a period of time. Long term market trends may also be a consideration when periodic OCP reviews are undertaken. Any changes to this guiding visioning document are considered carefully. Section 884 (2) of the LGA states that *"all bylaws enacted or works undertaken by a council, board or greater board, or by the trustees of an improvement district, after the adoption of (a) an official community plan, or (b) an official community plan under section 711 of the Municipal Act, R.S.B.C. 1979, c. 290, or an official settlement plan under section 809 of that Act before the repeal of those sections became effective, must be*

FOR REFERENCE

*consistent with the relevant plan*". Therefore any consideration by Council for text amendments or zoning changes must reviewed in context of the adopted OCP. As these single family dwellings are within the Village Square Development Permit Area in the OCP any change would require consideration and an amendment to the Official Community Plan.

***Property Assessment and Land Value***

Property Assessment and land value is determined by BC Assessment and is not within the jurisdiction of Municipal Government.

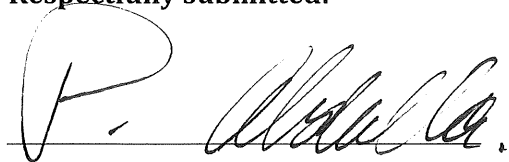
***Property Taxes***

Those properties which are lawfully used as residential are taxed as residential and not commercial.

**SUMMARY:**

In 1999 the prevailing CS-1 Village Square zone was adopted for the area outlined in the Official Community Plan and designated for Commercial and Mixed Commercial/Residential uses. The subject area was included in that zoning and in the OCP under the Village Square designation. Those uses which were lawfully in existence prior to the adoption of the 1999 Zoning Bylaw are governed under Provincial Legislation under the Local Government Act Section 911. The Board of Variance may hear appeals with respect to structural alterations or additions as well as appeals with respect to the 75% determination as laid out in subsection 8 of Section 911. A zoning amendment to permit single family dwellings as a permitted principle use in the CS-1 zone is in conflict with not only the prevailing zoning but the adopted OCP. A change to this zoning would require both an amendment to the OCP and the Zoning Bylaw. The new proposed Zoning Bylaw #1160, which has received First Reading, does not conflict with, nor was intended to conflict with, the adopted Official Community Plan.

**Respectfully submitted:**



Patricia Abdulla, Manager of Planning

FOR REFERENCE

Dear Ucluelet Council,

October 10, 2013.

We are writing this letter to request that you consider an amendment to the zone CS-1. The amendment we would like to see concerns the clause on residential use. In this zone residential use is restricted in that if the home were to be destroyed (more than 75%) it could not be rebuilt solely as a residence, but only in conjunction with a commercial space. We would ask that this clause be changed so that in the event a home was destroyed it could be rebuilt with just a residence and not be required to include a commercial component. Also if the home was destroyed, the lot could be sold for residential use if the homeowners were unable to rebuild.

OCT 11 2013

October 22, 2013 CM

We are residents of the CS-1 zone and face difficulties because of the requirements of this zone.

These difficulties are:

- 1) While the value of the lot as commercial land may be similar to a residential lot it is not as saleable. ( There are currently two commercial lots on our streets that are empty or vacant.)
- 2) Buyers have difficulty getting mortgages for homes in this area as some institutions won't lend money for a residence in this type of zoning.
- 3) As well buyers are reluctant to buy a home that has these restrictions placed on it.

In all, we the owners of residences in the CS-1 zone are in a precarious position if we ever had to re-build our homes or as we try to sell our homes.

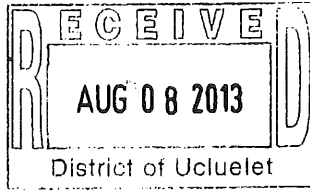
Thank-you for your time,

Arlene & Steve Winpenny	1746 Cedar Rd.
Stephanie Deering	1656 Cedar Rd.
Benj Youngson	1762 Cedar Rd.
Dave Taron	1774 & 1786 Cedar Rd.
Caitlin Woodbury	1761 Cypress Rd.
Thelma McMillan	1769 Cypress Rd.
Robert Zurowski	1752 Cypress Rd.
Sandra Leslie	1785 Cypress Rd.

**FOR REFERENCE**

To:  
Ucluelet Village Council  
200 Main St.,  
Ucluelet, B.C.  
Attention: P. Abdulla

From: Sandra Leslie and neighbours  
1785 Cypress St.  
Ucluelet, B.C.  
August 8, 2013.  
*sleslie@ucluelet.net*



*August 13, 2013 CM*

Dear Council Members,

I am writing this letter to request that you include the term 'residential' in your list of uses for land included in the village square designation. Currently a residential designation is excluded from the list of uses for the area. This impacts my property and my neighbours properties on both Cedar St. and Cypress Street. It impacts us because future uses of the land specifically excludes residential use. If my house were to burn down I could only sell the land as commercial or at best residential/commercial. This requirement deters buyers from buying a current residence because:

- a) there are stricter controls on renovations for these properties
- b) the new homeowners would have to pay commercial tax rates (specifically on 1746 Cedar, possibly on other properties as well)
- c) If their homes were to burn down they could not rebuild a family home.

As well, mortgages to build commercial properties on Cedar and Cypress streets would be very difficult to get as there is no shortage of commercial spaces in our town. (Currently there are 23 commercial spaces that are empty and offered for lease in town.)

Thank- you for considering this issue. I look forward to hearing your reply.

Sandra Leslie  
Neighbours-

*DAVID + PATRICIA TARON 1774 CEDAR RD. David Taron Po Box 157*  
*STEPHEN + ARLENE WINPENNY 1746 CEDAR RD. A. Winpenny*

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## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 8TH, 2014  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** PATRICIA ABDULLA, MANAGER OF PLANNING

**FILE NO:** 3900-25 BYLAW 1163

**SUBJECT:** FOURTH READING REPORT - BOARD OF VARIANCE 1163, 2014

**ATTACHMENT(S):** (1) BYLAW #1163, 2014

**RECOMMENDATION(S):**

1. **THAT** Council consider approval of the following recommendation:
  - a. **THAT** Ucluelet Council Procedure Bylaw No. 1163, 2014 be given **FOURTH** Reading.

**PURPOSE:**

To advance Bylaw #1163 to Fourth Reading, having given First, Second and Third Readings to this bylaw on March 11, 2014 and having given Public notice in accordance with Sections 124(3) and 94 of the Community Charter, including newspaper notices on March 19<sup>th</sup> and March 26<sup>th</sup>, 2014.

**Respectfully submitted:**

A handwritten signature in black ink, appearing to read "P. Abdulla", is written over a horizontal line.

Patricia Abdulla, Manager of Planning

**DISTRICT OF UCLUELET**

**BYLAW NO. 1163, 2014**

A Bylaw to establish the Board of Variance

\*\*\*\*\*

**WHEREAS** the Council of the District of Ucluelet has adopted a Zoning Bylaw and is required to establish a Board of Variance;

**AND WHEREAS** the population of the District of Ucluelet is twenty-five thousand (25,000) or less;

**AND WHEREAS** the District can define the procedures for applications to and the conduct of the Board of Variance;

**AND WHEREAS** Council has authority to delegate matters to staff;

**AND WHEREAS** this table of contents is inserted for purposes of ease of reference only:

**PART 1 – ADMINISTRATION AND INTERPRETATION ..... 1**

1. TITLE ..... 1

2. INTERPRETATION AND DEFINITIONS..... 2

3. ADDITIONAL & ALTERNATE PROCEDURAL RULES ..... 2

**PART 2 – ESTABLISHMENT AND MEMBERS ..... 3**

4. ESTABLISHMENT OF THE BOARD OF VARIANCE..... 3

5. MEMBERSHIP & APPOINTMENT ..... 3

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9. PROCESSING OF APPLICATION ..... 6

10. ABANDONED & EXPIRED APPLICATIONS ..... 6

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**SCHEDULE "A" ..... 9**

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

**PART 1 – ADMINISTRATION AND INTERPRETATION**

**1. TITLE**

- 1.1. This Bylaw may be cited for all purposes as "District of Ucluelet Board of Variance Bylaw No. 1163, 2014" or the "Board of Variance Bylaw".

- 1.2. All previous bylaws concerning the establishment of a board of variance, or zoning board of appeal, including the **relevant portions of the District's Zoning Bylaw**, are hereby repealed.

## 2. INTERPRETATION AND DEFINITIONS

- 2.1. In this Bylaw, the following terms have the following meanings:
- (a) **"Board"** means the Board of Variance established under this bylaw;
  - (b) **"Council"** means the Council of the District of Ucluelet;
  - (c) **"District"** means the District of Ucluelet;
  - (d) **"District Office"** means the District of Ucluelet local government administration office, located at 200 Main Street, Ucluelet, British Columbia;
  - (e) **"Manager of Planning"** means the person employed or contracted in that capacity by the District and, in their absence, the Director of Corporate Administration for the District; and
  - (f) **"Regular Board Meeting Place"** means the District of Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet, British Columbia.
- 2.2. Any enactment referred to in this Bylaw is a reference to an enactment of British Columbia and its regulations, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to in this Bylaw is a reference to an enactment of the Council of the District of Ucluelet as amended, revised, consolidated or replaced from time to time.
- 2.3. Any section, subsection, sentence, clause or phrase of this Bylaw, which is for any reason held to be invalid by the decision of any Court of competent jurisdiction, may be severed from the balance of this Bylaw without affecting the validity of the remaining portions of this Bylaw.
- 2.4. Nothing contained within this Bylaw shall relieve any person from the responsibility to seek and comply with other applicable legislation.
- 2.5. The failure of Council or staff to observe the provisions of this Bylaw does not affect the validity of resolutions passed or decisions by Council or the Board otherwise in compliance with statutory requirements.

## 3. ADDITIONAL & ALTERNATE PROCEDURAL RULES

- 3.1. The following sections of the Council Procedure Bylaw No. 1166, 2014 apply to meetings of the Board of Variance with references to the presiding member, the body and other provisions modified as appropriate:
- (a) Section 11 [Council Meetings by Electronic Means], at the discretion of the presiding member noting the cost and availability of electronic meeting facilities,
  - (b) Section 15 [Open Meeting Rule],

- (c) Section 16 [Minutes], except certification is by the Chair if the Corporate Officer is not in attendance,
- (d) Section 20 [Authority and Responsibility of the Mayor],
- (e) Section 32 [Notice of Committee Meetings], and
- (f) Section 33 [Committee Procedures].

For convenience only, the above sections are excerpted and adapted to the Board, **in Schedule "A" to this Bylaw.**

- 3.2. In circumstances not provided for under this Bylaw or applicable legislation, the most recent edition of Robert's Rules of Order, Newly Revised applies to the extent that those rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with provisions of this Bylaw, the *Local Government Act*, or the *Community Charter*.
- 3.3. Any one or more of the procedures in this Bylaw, except those that are governed by statutory provisions, may be temporarily suspended by unanimous vote of the Board.

## **PART 2 – ESTABLISHMENT AND MEMBERS**

### **4. ESTABLISHMENT OF THE BOARD OF VARIANCE**

- 4.1. A Board of Variance having jurisdiction over the entire jurisdictional area of the District of Ucluelet is hereby established.

### **5. MEMBERSHIP & APPOINTMENT**

- 5.1. The Board shall consist of three (3) members.
- 5.2. In accordance with the *Local Government Act*, employees, officers, Council members or members of an advisory planning commission may not be appointed as a member of the Board, but they may attend meetings in a resource capacity.
- 5.3. Board members shall be residents of the District of Ucluelet and/or a land owner within the District of Ucluelet.
- 5.4. The appointment of members to the Board shall be by resolution of the District Council in its sole and unfettered discretion.
- 5.5. Members of the Board shall be appointed for a three-year term; such term beginning on the date of appointment and ending on the third anniversary.
- 5.6. Members of the Board may or may not be reappointed for a further term or terms.
- 5.7. Upon resignation, death or removal of a member during his or her term of office, the District Council may by resolution appoint a successor who shall hold office during the remainder of the term of the former member.
- 5.8. Board members serve at the will of Council and may be removed, individually or collectively, without notice or cause.

## 6. CHAIR & SECRETARY

- 6.1. The Board shall choose, at the first meeting in each and every year, a Chair from among its appointed members.
- 6.2. In the event the Chair is not in attendance within 15 minutes after the time appointed for a meeting, and has not previously appointed another member acting chair to preside in the absence of the Chair, the Board shall appoint an Acting Chair for the duration of the meeting.
- 6.3. The Chair may be removed from the position as Chair by a majority vote of the District Council.
- 6.4. The Manager of Planning or, another person designated by him or her, shall act as Secretary to the Board.
- 6.5. The Secretary shall be responsible for:
  - (a) Receiving applications to the Board;
  - (b) Establishing the date of Board meetings;
  - (c) Issuing written notice of Board meetings;
  - (d) Giving written notice of any decision of the Board to the Applicant; and
  - (e) Advising District Council **of the Board's decisions.**

## 7. EXPENSES

- 7.1. Members of the Board shall serve without remuneration except for any reasonable and necessary expenses that arise directly out of the performance of their duties and paid at rates:
  - (a) provided for in the District remuneration and expenses bylaw, or
  - (b) at the discretion of the Corporate Officer, if not addressed by bylaw.
- 7.2. Members may be reimbursed for necessary travel expenses within District boundaries only, but are not reimbursed for travel to or from the District.

## PART 3 – APPLICATIONS

## 8. APPLICATIONS

- 8.1. An owner of land interested in a variance or other decision within the jurisdiction of the Board of Variance must make written application in accordance with this Bylaw.
- 8.2. All applications must:
  - (a) be made by the owner of land affected, or by a person authorized in writing by the owner;
  - (b) be made in the form:

- (i) attached in a Schedule to this Bylaw, or
  - (ii) where no form is attached, on the form prescribed by the Manager of Planning who is hereby delegated authority to prescribe such forms;
  - (c) be made in writing to the Manager of Planning;
  - (d) be accompanied by an application fee of \$250, or other greater or lesser amount specified in a fees bylaw; and
  - (e) be accompanied by the information requested:
    - (i) on the form;
    - (ii) in this Bylaw; and
    - (iii) in Appendix A of the Official Community Plan, where the land contains a riparian area.
- 8.3. An applicant must provide the following information, but only insofar as relevant to the variance or other decision requested:
- (a) a written statement outlining the proposal in full including description of:
    - (i) the purpose of and reasons in support of the requested variance or other decision;
    - (ii) an explanation of the undue hardship that would be caused if the variance or other decision is not granted;
    - (iii) the existing and proposed use(s) of the land, including its building and structures, and the impact of the variance or other decision on those uses and the existing uses of adjacent land;
    - (iv) the existing and proposed Works and Services for the land, including its buildings and structures; and
    - (v) any consultations the Applicant has undertaken or proposes to undertake with neighbours and the community.
  - (b) title search made within 15 days of the date of Application, along with copies of all non-financial encumbrances (e.g. covenants, statutory rights of way, easements, etc);
  - (c) **three (3) full sized copies and one clearly legible 8.5 x 11" reduction of a Site Plan**, drawn to scale, showing:
    - (i) the variance or other decision;
    - (ii) site context;
    - (iii) topographical and geographical features on the site;
    - (iv) all buildings and structures, including roof structures;
    - (v) density, floor area ratio, lot coverage and other regulations of applicable OCP designation and Zoning Bylaw zones;
    - (vi) parking and loading areas;

- (vii) Works and Services, and street lighting;
  - (viii) areas subject to covenants, statutory rights of way and easements;
  - (ix) sidewalks, streets, lanes, highways and adjacent land uses where affected;
  - (x) existing and proposed landscaping including all sizes, species and planting locations on the site plan; and
- 8.4. If there is a change of ownership of a parcel of land that is the subject of an application pursuant to this Bylaw, the Applicant must provide an updated title search and written authorization from the new owner prior to proceeding further with the Application.

## **9. PROCESSING OF APPLICATION**

- 9.1. The Manager of Planning may, but is not obligated to:
- (a) circulate the Application for comment, whether internally or to outside agencies as deemed appropriate; and
  - (b) prepare a report to the Board regarding the variance or decision requested.
- 9.2. The Secretary shall schedule a meeting of the Board of Variance as soon as is practicable, and in no event later than forty-five (45) days, after receipt of a complete Application, accompanied by required information and application fee.
- 9.3. The Secretary shall give Notice of the Board meeting date in accordance with statutory requirements. [See Schedule A.]

## **10. ABANDONED & EXPIRED APPLICATIONS**

- 10.1. Every Application that has outstanding information requirements for a period greater than nine (9) months is deemed to have been abandoned, with fees forfeited.
- 10.2. Every Application not decided within eighteen (18) months of the date of Application is deemed to have expired, with fees forfeited.
- 10.3. All Applications abandoned or expired shall be considered closed, and shall require a new Application, with new fee.

## **11. RE-APPLICATION**

- 11.1. A Board decision is final and cannot be reconsidered or considered anew.
- 11.2. No application shall be made for the same variance or other decision within twelve (12) months of a previous decision.

## **PART 4 – BOARD MEETINGS AND DECISIONS**

### **12. MEETINGS**

- 12.1. Meetings of the Board shall be called by the Secretary of the Board as reasonably required to deal with variance applications.
- 12.2. Unless notice is otherwise given, the Board shall meet at the Regular Board Meeting Place.
- 12.3. A majority of the Board shall be deemed to be a quorum.
- 12.4. In the event that a quorum is not present within 30 minutes after the time appointed for a meeting, the names of those present will be recorded and the meeting shall be adjourned to the same time on the following day or to such other date and time as determined by the Secretary.

### **13. PROCEDURE AT MEETINGS**

- 13.1. **The Chair, or in the Chair's absence, the Acting Chair, shall preside at the** Hearing and decide all questions of procedure and order, in accordance with this Bylaw, and other District Bylaws as appropriate.
- 13.2. Any person or body with an interest in the Application within the District is entitled to be heard at the meeting and is entitled to be represented by an agent duly appointed in writing.
- 13.3. Oral evidence shall only be given at the hearing of the subject matter of the Application.
- 13.4. The applicant shall be afforded the first opportunity to present the Application for a variance or other decision and his/her evidence and arguments.
- 13.5. Thereafter, evidence and arguments shall be presented in such sequence as the Chair may direct until all interested persons have been afforded an opportunity to be heard.
- 13.6. If the applicant or other person notified does not appear at the Board meeting and has not advised the Secretary in advance that they wish to be heard at another date, the Board may proceed to decide the application in his or her absence.
- 13.7. The Board may adjourn the meeting from time to time and may reconvene without further notification if the time, date and place of reconvening is announced at the adjournment.

### **14. VOTING & DECISIONS**

- 14.1. In accordance with the *Local Government Act*, the Board may impose conditions on its orders, including:
  - (a) setting a time within which construction must be substantially started;
  - (b) setting a time within which the construction of the building, structure or



manufactured home park must be completed.

- 14.2. A member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.
- 14.3. If the votes of the members present at the meeting at the time of the vote are equal for and against, the question is defeated and the Chair must declare the application denied. A tie-vote means the application is denied.
- 14.4. Board decisions shall be recorded in the minutes of Board meetings.
- 14.5. The Secretary shall provide written notice of a Board decision to:
  - (a) the Applicant; and
  - (b) District Council.

**READ A FIRST TIME** this 11<sup>th</sup> day of March, **2014**.

**READ A SECOND TIME** this 11<sup>th</sup> day of March, **2014**.

**READ A THIRD TIME** this 11<sup>th</sup> day of March, **2014**.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, **2014**.

**A TRUE AND CORRECT COPY** of "District of Ucluelet Board of Variance Bylaw No. 1163, 2014".

---

Bill Irving  
Mayor

---

Andrew Yeates  
Corporate Officer

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

---

Andrew Yeates  
Corporate Officer

**SCHEDULE "A"**  
**EXCERPTS FROM COUNCIL PROCEDURE BYLAW**  
**[Adapted for use by Board of Variance]**

**11. COUNCIL [*BOARD*] MEETINGS BY ELECTRONIC MEANS**

- 11.1. In accordance with section 128 of the *Community Charter*, Council [*Board*] is hereby authorized to:
- (a) conduct Council [*Board*] meetings by electronic means, including via teleconference or video-conference;
  - (b) permit the participation of a member of Council [*the Board*] by electronic means, including via teleconference or video-conference, provided the member is unable to attend in person.
- 11.2. Such participation by Council [*Board*] members is only available:
- (a) **if the member is too ill to attend in person or is outside the District's municipal boundaries,**
  - (b) for up to two (2) members per meeting, and
  - (c) for up to four (4) meetings per year, per member.
- 11.3. If the Mayor [*Chair*] participates electronically in a manner that does not include visual means to watch all members of Council [*the Board*], the meeting must be chaired by the member designated to act in place of the Mayor [*Chair*] for that meeting.
- 11.4. In the event of a failure of technology, the member(s) participating electronically will be deemed to have left the meeting.

**15. OPEN MEETING RULE**

- 15.1. Council [*Board*] meetings must be open to the public, except as provided for under section 90 of the *Community Charter*.
- 15.2. Before holding a meeting or part of a meeting that is to be closed to the public, Council [*the Board*] must state, by resolution passed in open meeting,
- (a) the fact that the meeting or part is to be closed, and
  - (b) the basis under the applicable subsection of section 90 of the *Community Charter* on which the meeting or part is to be closed.

**32. MINUTES**

- 32.1. Minutes of Council [*Board*] meetings must be:
- (a) legibly recorded,
  - (b) certified as correct by the Corporate Officer [*Chair, or Secretary*], and
  - (c) signed by the Mayor [*Chair*] at the meeting at which they are adopted.

- 32.2. The minutes of a previous meeting may be corrected, but not debated or reflected upon, at the time they are considered for adoption.
- 32.3. Once adopted, minutes of the open portion of Council [*Board*] meetings must be made available for public inspection at the District Office during its regular office hours.
- 32.4. Minutes of the portion of Council [*Board*] meetings closed pursuant to Section 90 of the *Community Charter* must not be made available to the public unless:
  - (a) resolved by Council, where such resolution is not inconsistent with applicable legislation;
  - (b) released pursuant to the *Freedom of Information and Protection of Privacy Act*; or
  - (c) otherwise required to be released by an enactment or Court of competent jurisdiction.
- 32.5. Minutes of the portion of Council [*Board*] meetings closed pursuant to Section 90 of the *Community Charter* that are released further to the previous section must be received for information, without debate, at a subsequent Council [*Board*] meeting.

### **32. POWERS & DUTIES OF THE MAYOR [*CHAIR*]**

- 32.1. The Mayor [*Chair*] must recognize members desiring to speak in the order in which the members indicate their request, preference being given to the mover and to the seconder should either or both wish to speak.
- 32.2. When the Mayor [*Chair*] desires to speak any member desiring to speak at the same time shall cede to the Mayor [*Chair*].
- 32.3. Debate is closed by the Mayor [*Chair*] when in the Mayor's [*Chair's*] opinion there has been adequate debate.
- 32.4. The Mayor [*Chair*] must preserve order and decide points of order and questions of privilege that may arise, subject to an appeal under section 132 of the *Community Charter*.

### **32. NOTICE OF COMMITTEE [*BOARD*] MEETINGS**

#### **Regular Committee [*BOARD*] Meetings**

- 32.1. At least seventy-two (72) hours before a regular meeting of a Committee [*Board*], the Committee [*Board*] Chair must give notice of the time, place and date of the meeting by posting a notice at the Public Notice Posting Place. [*NOTE: Modified to be the responsibility of the Secretary.*]
- 32.2. At least twenty-four (24) hours before a regular meeting of a Committee [*Board*], the Committee [*Board*] Chair must make the agenda available by [*NOTE: Modified to be the responsibility of the Secretary.*]:
  - (a) leaving copies of the agenda at the reception counter at the District Office for the purpose of making them available to members of the public; and

- (b) leaving one copy for each Committee [*Board*] member at the place to which the member has directed notices be sent.

### **Special Committee Meetings**

- 32.3. At least twenty-four (24) hours before a special meeting of a Committee [*Board*], the Committee [*Board*] Chair must give notice of the time, place and date of the meeting by posting a notice at the Public Notice Posting Place.

### **33.COMMITTEE PROCEDURES**

- 33.1. The rules of the Council [*Board*] procedure must generally be observed during committee [*Board*] meetings,
  - (a) so far as is possible in the determination of the Chair recognizing the more informal nature of such committee,
  - (b) except strict compliance is required for sections specifically referenced in this Part.
- ~~33.2. Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present. [Not applicable]~~
- 33.3. A motion made at a meeting of a committee [*Board*] is not required to be seconded.