



**REGULAR MEETING OF COUNCIL
Tuesday, November 14, 2017 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
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3. ADDITIONS TO AGENDA	
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9. INFORMATION ITEMS

10. COUNCIL COMMITTEE REPORTS

- 10.1 Councillor Sally Mole
Deputy Mayor April – June
- Ucluelet & Area Child Care Society
 - Westcoast Community Resources Society
 - Coastal Family Resource Coalition
 - Food Bank on the Edge
 - Recreation Commission
 - Ucluelet Health Centre Working Group
- => *Other Reports*
- 10.2 Councillor Marilyn McEwen
Deputy Mayor July – September
- West Coast Multiplex Society
 - Ucluelet & Area Historical Society
 - Wild Pacific Trail Society
 - Vancouver Island Regional Library Board – Trustee
 - Alberni-Clayoquot Regional District Board – Alternate
- => *Other Reports*
- 10.3 Councillor Mayco Noel
Deputy Mayor October – December
- Ucluelet Volunteer Fire Brigade
 - Central West Coast Forest Society

- Ucluelet Chamber of Commerce
- Tourism Ucluelet
- Signage Committee
- Clayoquot Biosphere Trust Society - Alternate
- Barkley Community Forest Board

=> *Other Reports*

10.4 Councillor Randy Oliwa
Deputy Mayor January – March

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

=> *Other Reports*

10.5 Mayor Dianne St. Jacques

- Alberni-Clayoquot Regional District Board
- West Coast Committee
- Airport Committee
- Coastal Community Network
- Groundfish Development Authority
- DFO Fisheries Committees for Groundfish & Hake
- Regional Fisheries Committees
- Pacific Rim Arts Society
- Whale Fest Committees
- Ucluelet Health Centre Working Group

=> *Other Reports*

11. REPORTS

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13. LATE ITEMS

- Late items will be addressed here as addenda items

14. NEW BUSINESS

15. QUESTION PERIOD

16. CLOSED SESSION

Procedural Motion to Move In-Camera:

17. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, October 24, 2017 at 7:30 PM

Present: **Chair:** Acting Mayor Noel
 Council: Councillors McEwen, Oliwa, and Mole
 Staff: Mark Boysen, Chief Administrative Officer
 Darcey Bouvier, Recording Secretary

Regrets: Mayor St. Jacques

1. CALL TO ORDER

1.1 Acting Mayor Noel called the regular meeting to order at 7:30 pm.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3. ADDITIONS TO AGENDA

4. ADOPTION OF MINUTES

4.1 October 10, 2017 Regular Minutes

- Councillor Mole noted item 11.3 was missing who moved and seconded the motion.

2017-001

It was moved by Councillor Oliwa and seconded by Councillor McEwen
THAT Council approve the October 10, 2017 Regular Minutes as amended.

CARRIED.

5. UNFINISHED BUSINESS

6. MAYOR'S ANNOUNCEMENTS

6.1 Acting Mayor Noel acknowledged and thanked Abigail Fortune, Director of Parks & Recreation for her 25 years of employment with the District of Ucluelet and presented her with a commemorative plaque.

7. PUBLIC INPUT, DELEGATIONS & PETITIONS

7.1 Public Input

B. Schramm questioned what actions were coming forward as a result of her delegation on behalf Alliance Holdings and

the property owners at 1951 Bay Street. CAO Mark Boysen replied that Staff are working on options and will be bringing them forward to Council and will keep Schramm updated on the progress.

L. Kemps where Staff were at with respects to the paving from Victoria Road to Edwards Place. Staff advised that this project is included in the 2018 budget.

7.2 Delegations

Tourism Ucluelet Five-Year Strategic Plan **Denise Stys-Norman, Executive Director for Tourism Ucluelet**

- Provided a brief overview of their 2018 budget and marketing plan.
- Visitor numbers as high as 900 people daily at the height of summer; the visitor centre continues to be one of the busiest on the island behind Victoria.
- Ucluelet has shown fantastic growth to date, the MRDT (hotel tax) is up almost 13% over 2017
- Focus for 2018: growth of shoulder and off season with storm watching, conferences and retreats, increase on media tours, real West Coast, fishing BC, BC ale trail, collaboration with the Chamber and social media (they have reached 50,000 followers on Facebook).
- Total estimated revenues (which are comprised of MRDT, sales of marketing packages, Provincial and Federal grants and retail): \$542,250; total expenses: \$567,250

8. CORRESPONDENCE

8.1 BC Air Access Program Survey Request Ministry of Transportation

2017-002 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
THAT Council receive correspondence item, "BC Air Access Program Survey Request" for information.

CARRIED.

8.2 Resolution Support for Maintaining and Improving Inter-city Bus Service Lisa Helps, Victoria Mayor

2017-003 **It was moved by Councillor Mole and seconded by Councillor McEwen**
THAT Council direct staff to write a letter of support, noting that this does affect us here on the Coast.

CARRIED.

**8.3 Bike BC Survey Invitation
Ministry of Transportation**

2017-004 **It was moved by Councillor Oliwa and seconded by Councillor McEwen**
*THAT Council receive correspondence item, "Bike BC Survey Invitation" for
information and fill out the survey.*

CARRIED.

**8.4 Invitation to the Climate Leadership Institute
BC Municipal Climate Leadership Council**

2017-005 **It was moved by Councillor Oliwa and seconded by Councillor Mole**
*THAT Council receive correspondence item, "Invitation to the Climate
Leadership Institute" for information.*

CARRIED.

**8.5 Tofino Official Community Plan 2018 Consultation
District of Tofino**

2017-006 **It was moved by Councillor McEwen and seconded by Councillor Mole**
*THAT Council direct Staff to write a letter to the District of Tofino accepting
their invitation to participate in their 2018 Official Community Plan consultation.*

CARRIED.

9. INFORMATION ITEMS

**9.1 Ucluelet's Call Volume and First Responder Data
BC Emergency Health Services**

2017-007 **It was moved by Councillor McEwen and seconded by Councillor Mole**
*THAT Council receive information item, "Ucluelet's Call Volume and First
Responder Data" for information and have Staff forward a copy to the Ucluelet
Volunteer Fire Brigade.*

CARRIED.

10. COUNCIL COMMITTEE REPORTS

10.1 Councillor Sally Mole
Deputy Mayor April – June

Food Bank on the Edge

- The food bank was recently broken into and a significant amount of items were stolen. A new security system has since been installed. The community response and fundraising efforts that took place were incredible and on behalf of the Food Bank to the community, thank you!

10.2 Councillor Marilyn McEwen
Deputy Mayor July – September

West Coast Multiplex Society

- Last meeting held on October 12th with the architects. The ACRD, Board and West Coast Committee were in attendance.
- Sprung design around 16 million dollars, pre-engineered was closer to 17 million dollars.
- Society is committed to raising those funds.
- Brought a set of the design boards back to Ucluelet and gave them to Abby Fortune at the Ucluelet Community Centre to be displayed for the public.

Ucluelet & Area Historical Society

- Met on October 16th.
- Christmas Craft fair being held Saturday, November 25th at the Ucluelet Community Centre from 11:00 to 3:00pm
- The Chamber of Commerce is approaching their 70th anniversary and has asked the Historical Society for any photos or newspaper articles that may be relevant.
- Robin Fells who used to own and manage the old Wickaninnish Lodge, which is now the Kwisisit Visitor Centre, is donating two old wooden signs from when it was the Lodge.
- The AGM will be held on April 1, 2018.
- Made a motion to change their domain name from www.pacificrimhistory.com to www.ucluelethistory.com
- Nicky Ling from Ukee Info Tech is assisting with this, as well as with their website design.

Alberni-Clayoquot Regional District Board – Alternate

- Attended October 11th and will be going again this Wednesday, October 25th.
- Delegation from a couple that live at Sproat Lake. Their neighbours home is now a nightly AirBnB. Regional Districts do not have the ability to issue business licenses. No bylaws were being upheld or investigated. They resolved that their bylaws would be upheld and enforcement be done.

10.3 Councillor Mayco Noel
Deputy Mayor October – December

Ucluelet Volunteer Fire Brigade

- The District sold the former "Engine #2" fire truck to the Ahousaht First Nation.

Ucluelet Chamber of Commerce

- Received over \$112,000 in funding for the Ucluelet Business and Employment, Retention and Expansion Program (UBERE). This program is in response to the Ucluelet Economic Development Strategy.
- Hosting an event on Tuesday, November 14th from 10:00am to 2:00pm in the George Fraser Room at the Ucluelet Community Centre to further discuss this program. RSVP to the Chamber.

=> Other Reports

- Attended the EMCON winter meeting. The contract is coming up at the end of the year and should be coming out within the next 60 days. Currently Monday to Friday operations, however they will add more crews as the snow begins to fall. The message boards are controlled by Drive BC.
- Talked about road closures and blockages we had this summer. EMCON cannot allow the public to go down a road (ex. gravel forestry roads) because due to liability issues they cannot send their own equipment and crews down a road like that, therefore cannot send the public.
- Construction around Kennedy Lake this coming summer, would like to let businesses know in the Spring what to expect.

10.4 Councillor Randy Oliwa *Deputy Mayor January – March*

Aquarium Board

- Attended October 11, 2017.
- No financials available at the time, had a spectacular season.
- Updating their bylaws to meet the society act requirements
- Staff accommodations and how to address this. Came up with some creative ideas, even discussed the option of purchasing something. Same issues that every business in the area is having with housing.
- October 18th, the Aquarium hosted the Pacific Rim

Chapter of the Surf Rider Foundation's presentation "Straws Suck". The Board hopes to continue to support these types of events at their facility.

2016-8

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

THAT Council accept all committee reports as presented.

CARRIED.

10.5 Mayor Dianne St. Jacques

11. REPORTS

11.1 Halloween Howl Road Closure & Community Invite *Abigail Fortune, Director of Parks & Recreation*

2017-009

It was moved by Councillor Mole and seconded by Councillor McEwen

THAT Council approve recommendation 1 & 2 of report item, "Halloween Howl Road Closure & Community Notice" which states:

1. THAT Council authorizes the following road closures on Tuesday, October 31st, 2017:

- a) Matterson Road from 8:45 - 9:30 p.m. From Victoria Road to the corner of Matterson Road and Marine Drive,*
- b) Marine Drive from 7:00 p.m. - 9:00 p.m. From Marine Drive and Matterson Drive to Rainforest Drive in front of the Ucluelet Community Centre.*

2. THAT Council attend the Halloween Howl Festivities and invite the community to join them.

CARRIED.

11.2 Wild Pacific Trail Connector - Spring Cove *Abigail Fortune, Director of Parks and Recreation*

2017-010

It was moved by Councillor McEwen and seconded by Councillor Oliwa

THAT Council move recommendation 1 of report item, "Wild Pacific Trail Connector - Spring Cove", which states:

- 1. THAT Council authorize the Director of Parks & Recreation to award a Sole Source contract services to the Wild Pacific Trail Society to complete the Spring Cove Section of the Wild Pacific Trail Project.*

CARRIED.

11.3 Bylaw Enforcement and Dispute System *Brent Ashton, Bylaw Services Officer*

2017-011

It was moved by Councillor Oliwa and seconded by Councillor McEwen

THAT Council move recommendation 1 of report item, "Bylaw Enforcement and Dispute System" which states:

- 1. THAT Council receive this information update regarding a new Bylaw*

Offence Notice and Adjudication System for the District of Ucluelet.

CARRIED.

12. LEGISLATION

12.1 REPORT

Permissive Tax Exemption Report - Adoption

Carolyn Bidwell, Chief Financial Officer

- 2017-012 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
 THAT Council approve recommendation 1 & 2 of legislation item, "Permissive Tax Exemption Bylaw 1221, 2017 and Bylaw 1222, 2017" which states:
1. *THAT Council give Fourth Reading and Adoption to "District of Ucluelet 2018-2022 Permissive Tax Exemption Bylaw 1221, 2017"*
 2. *THAT Council give Fourth Reading and Adoption to "District of Ucluelet 2018-2027 Permissive Tax Exemption Bylaw 1222, 2017"*

CARRIED.

12.2 BYLAW

District of Ucluelet 2018-2022 Permissive Tax Exemption Bylaw No. 1221, 2017

- 2017-013 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
 THAT Council give Fourth reading and Adoption to District of Ucluelet 2018-2022 Permissive Tax Exemption Bylaw No. 1221, 2017.

CARRIED.

12.3 BYLAW

District of Ucluelet 2018-2027 Permissive Tax Exemption Bylaw No. 1222, 2017

- 2017-014 **It was moved by Councillor Mole and seconded by Councillor McEwen**
 THAT Council give Fourth reading and Adoption to District of Ucluelet 2018-2027 Permissive Tax Exemption Bylaw No. 1222, 2017.

CARRIED.

12.4 REPORT

Municipal Regional District Tax Bylaw No. 1223, 2017

Carolyn Bidwell, Chief Financial Officer

- 2017-015 **It was moved by Councillor Mole and seconded by Councillor Oliwa**
 THAT Council approve recommendation 1 of legislation item, "Municipal Regional District Tax Bylaw No. 1223, 2017" which states:
1. *THAT Council give First, Second, and Third reading to the "Municipal Regional District Tax Bylaw No. 1223, 2017".*

CARRIED.

12.5 BYLAW

Municipal Regional District Tax Bylaw No. 1223, 2017

- 2017-016 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
THAT Council give First reading to Municipal Regional District Tax Bylaw No. 1223, 2017.
CARRIED.
- 2017-017 **It was moved by Councillor Oliwa and seconded by Councillor McEwen**
THAT Council give Second reading to Municipal Regional District Tax Bylaw No. 1223, 2017.
CARRIED.
- 2017-018 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
THAT Council give Third reading to Municipal Regional District Tax Bylaw No. 1223, 2017.
CARRIED.

13. LATE ITEMS

- Late items will be addressed here as addenda items

14. NEW BUSINESS

14.1 Councillor Mole

- Discussed assisting the public to help recruit, educate and assist anyone considering running for Mayor and Council as well as School Trustee positions.
- Acting Mayor Noel mentioned the possibility of hosting public information sessions to try and encourage a larger demographic to put their name forward.

15. QUESTION PERIOD

16. CLOSED SESSION

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

- 2017-019 *THAT the meeting be closed to the public in order to address agenda items under Section 90(1) of the Community Charter.*
Moved By Acting Mayor Noel, Seconded By Mole.
CARRIED.

16.2 **Acting Mayor Noel suspended the regular meeting at 8:42 pm and moved in-camera at 8:48 pm.**

17. ADJOURNMENT

17.1 **Acting Mayor Noel adjourned the in-camera meeting at 9:07 pm and resumed the regular meeting.**

17.2 Acting Mayor Noel adjourned the regular meeting at 9:07 pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, October 24, 2017 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noel
Acting Mayor

Mark Boysen
CAO



DISTRICT OF UCLUELET

Request to Appear as a Delegation

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

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

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

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

Requested Council Meeting Date: November 14, 2017

Organization Name: RCMP

Name of person(s) to make presentation: Sgt. Steve MANCINI

Topic: Ucluelet RCMP Update

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

Please describe:

Contact person (if different from above): _____

Telephone Number and Email: 250.726.7773

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

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



DISTRICT OF UCLUELET

Request to Appear as a Delegation

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

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

Requested Council Meeting Date: November 14th

Organization Name: BC Salmon Farmers Association

Name of person(s) to make presentation: Jeremy Dunn

Topic: Salmon Aquaculture Industry Update

Purpose of Presentation:

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

Please describe:

To provide an update on the overall health of the Salmon Aquaculture Industry including an overview of the Association's 2017 Sustainability Progress Report and to share the results of its Economic Impact Study.

Contact person (if different from above): Lucas Schmidt

Telephone Number and Email: 604 209 1559 & lucas@bcsalmonfarmers.ca

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

- Handout(s)
- PowerPoint Presentation

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

Subject: ACTION REQUIRED: Microcell Resolution & Notice of Wireless Harm
Attachments: Letter to municipalities_Oct_2017.pdf

From: [REDACTED]
Sent: Tuesday, October 24, 2017 9:07 PM
Subject: ACTION REQUIRED: Microcell Resolution & Notice of Wireless Harm

Dear Mayors and Councillors,

At last month's UBCM, BC municipalities voted in favour of a Resolution mandating that land use authorities and the public be consulted when microcells are placed within 100 metres of schools, hospitals, and residences. This requested change to existing policy closes a federal loophole that allows microcells to be placed on existing structures with no public consultation whatsoever. Over the next several months, the FCM (Federation of Canadian Municipalities) will be discussing the content of the UBCM resolution with the federal government.

Microcell placement and municipal rights is a hot topic. While some individuals perceive microcells as benign or even benevolent transmitters that are essential to improving connectivity and achieving economic prosperity, a growing number of civic leaders are concerned about the many issues arising from installing microcells in the public right of way. (See Section 3: **Why Local Governments are Concerned about Microcells** below.) On October 15th 2017, SB 69 - a bill giving telecoms free rein to install microcells on California rights of way, [which 300 Californian cities opposed](#) - was vetoed by state Governor Jerry Brown.

High-speed connectivity is not dependent on microcells. Safe and data-secure technological options are available. (See Section 4: **Tech-Wise-Solutions for Connectivity** below.)

The material below summarizes the concerns about microcells and outlines important actions you may take **now** to insure that as a local government you are as fully engaged as current federal policy allows in the placement of microcells in your community.

Suggested Approach:

- 1) Put the brief **Notice of Wireless Harm** in Section 2 below on the agenda of your next council meeting.
- 2) Review all permits, antenna siting policies, and agreements currently in place between your government and telecommunication companies. (See Section 5: **Action Check List** below.)
- 3) Take a few moments to read the material below so that you may make informed telecommunications decisions. This letter and that material are also attached as a PDF,

With Best Wishes,
 Citizens for Safe Technology
cst.citizensforsafetechnology@gmail.com

Section 1: Overview

The Resolution that was passed:

WHEREAS public consultation on the placement of cell towers is mandated; and
WHEREAS new technology is moving away from these large towers to micro-transmitters which do not require local government or public consultation;
 THEREFORE BE IT RESOLVED that the AKBLG request the UBCM petition relevant provincial and federal governments to mandate consultation with the land use authorities and the public regarding microcell transmitter siting within 100 metres of residences, schools and hospitals.

Why this Resolution Matters

ISED (*Innovation, Science and Economic Development*, formerly *Industry Canada*) allows microcells, or small cell antennas, to be placed on existing structures without any public input or often knowledge. In their 2014 [Guide to Assisting Land-Use Authorities in Developing Antenna Siting Protocols](#), Industry Canada makes an assumption that: "certain proposals ... have minimal impact on the local surroundings and so are excluded from public and land-use consultations."

The UBCM's support for the microcell placement resolution shows that ISED has underestimated and overlooked the impact microcells have on municipalities and their residents.

Section 2: Microcells - Notice of Wireless Harm

There is no scientific research proving microcells are safe. The widespread installation of microcell technology is based on the misconception that wireless transmitters cause no harm. [Thousands of independent scientific studies](#), however, link the RFR (radiofrequency radiation) microcells emit to increased cancer risk, neurological disorders, and infertility. Even low levels of RFR exposure over time have been linked to adverse effects on plants and [insects, especially pollinators](#)

- As of October 2017, 235 scientists from 41 countries have signed the [International EMF Scientists Appeal](#) urging world leaders to "protect mankind and wildlife from the dangers of EMFs and wireless technology."

ISED says microcells are safe as long as they comply with Health Canada's Safety Code 6. Health Canada, however, continues to ignore the non-thermal effects of artificial

electromagnetic frequencies as well as the science which shows that exposure to these frequencies, [even at levels lower than those deemed safe by Safety Code 6](#), cause potential biological harm.

- On September 28, 2014, over [50 Canadian physicians](#) condemned Safety Code 6. On July 9, 2014, [fifty-three scientists from eighteen countries](#) called on Health Canada to intervene to “help avoid an emerging health crisis.”

Microcells are establishing the infrastructure for “5G” (fifth generation) technology which the telecom industry is poised to install across the nation. “5G” microwave frequencies have never been independently tested to prove they will not cause adverse biological and/or health effects. By allowing telecoms to install microcells, local governments currently have no recourse over how many transmitters are placed and if these microcells will be used to transmit “5G.”

- On Sept. 13, 2017, over 180 scientists from 35 countries sent a [declaration to the European Commission](#) calling for a moratorium on the rollout of microcell transmitters and “5G” saying that fifth generation technology “could lead to tragic, irreversible harm”

In 1998, Canada adopted the Wingspread Precautionary Principle, which states: “When an activity raises threats of harm to human health or the environment, precautionary measures should be taken, even if some cause and effect relationships are not fully established scientifically.”

Rethinking the indiscriminate installation of microcells in our communities supports this principle and protects local governments from being liable for damage and injury resulting from wireless harm.

Section 3: Why Local Governments are Concerned about Microcells

- **Public and Environmental Health and Safety** - as discussed in the above **Microcells - Notice of Wireless Harm**
- **Liability**

Once a municipal government has been made aware that microcells may cause personal injury or environmental harm (the **Notice of Wireless Harm** above informs you of this), permitting microcell transmitters to be installed in your ROWs may be deemed an act of negligence, and you may be held liable for any environmental damage or personal injury resulting from this equipment having been installed. Telecommunication workers (“linemen”) are at particular risk.

In 2013, the *CRTC* and the *FCM* established this liability criterion in their **Model Municipal Access Agreement**, which may be downloaded here:

<http://crtc.gc.ca/cisc/eng/ciscmanu.htm>.

• **Local Authority & Urban Planning**

The [Antenna Siting Systems Protocol Template](#) developed in 2013 by the *FCM* and the *Canadian Wireless Telecommunications Association (CWTA)* offers municipalities examples of how they may add their input to antenna siting in their communities, specifying design preferences, for instance, or naming preferred and discouraged locations for antenna siting. However, once a land use authority gives its permission for microcells to be installed, telecommunication companies have the final say in where microcells are placed.

This Lack of Local Authority over microcells negatively impacts:

- **Public Health and Safety** Transmitters in the public right of way are affecting pole integrity, creating increased distraction for drivers, and causing sidewalk and roadway crowding.
- **Urban Planning:** There is no limit to the number of small cells allowed per property, and no consideration for competing demands, noise, size, lighting, design, or fiscal impacts.
- **Aesthetics & Property Values:** Universal deployment of microcells degrades intentionally designed neighborhoods and historic buildings, and negatively affects property values.
- **The Public's Use and Enjoyment of the ROW:** Street-side gardening, block parties, neighbours visiting across the fence, children riding their bikes on the road by their homes... So many pastimes that add colour to a community and pleasure to life may be curtailed as citizens experience legitimate concern about lingering under the microcells and being exposed to radio frequencies.

Section 4: Tech-Wise - Solutions for Connectivity

Safe and data-secure technological options are available.

For mobile connectivity we could emulate Paris, France's pilot project and install small cells with signals that are adequate for mobile use but do not penetrate buildings or peoples' homes. For home and business internet access, wired networks of fiber optic and Ethernet cables or of fiber optic, copper wire and Ethernet cables (G-Fast) provide safe, fast, reliable, and cyber-secure connection, and will not blemish or obstruct local rights of way.

Section 5: Microcells - Municipal Rights and Responsibilities

Action Check List

- Have microcells been installed on existing structures in your municipality?
- If not, do you want to discuss other connectivity options with telecom providers before giving them access to your ROWs?
- Do you have an Antenna Siting Protocol in place? If so, does it require that notification is required for all new transmitters? If not, consider writing one that does, even for microcells being installed on existing structures.
- If microcells are installed in your ROWs:
 - Has written consent been given to the telecom by local land use authorities for each transmitter installed?
 - Have you asked the company who installed the microcell network for RF exposure level data?
 - Have you asked this company what strategies they have employed to keep the ambient RF radiation levels in residential areas as low as possible, and what strategies could still be implemented?
 - Have you negotiated a Municipal Access Agreement with the telecom who has installed these microcells?
 - Has the telecom submitted detailed before and after plans to your municipal engineer for each microcell installation?

The Model Municipal Access Agreement and You

The **Model Municipal Access Agreement** negotiated between the CRTC and the FCM in 2013 (<http://crtc.gc.ca/cisc/eng/ciscmanu.htm>) defines the parameters of local governments' current rights and responsibilities in relation to microcell placement. Most significantly:

1. **Consent:** Pursuant to section 43 of the Telecom Act a company must have a municipality's written consent prior to constructing equipment within the ROW.

2. **Permits:** Work within the ROWs by the company is subject to the authorization requirements established by the municipality. Municipalities determine if permits are required for each and every microcell.

3. **Plans:** Unless otherwise agreed to by the municipality, prior to installing microcells the company must submit the following to the municipal engineer:

- Construction plans of the proposed work showing the locations of the proposed and existing equipment and other facilities, and specifying the boundaries of the area within the municipality within which the work is proposed to take place

And

- All other relevant plans, drawings and other information as may be normally required by the municipal engineer from time to time for the purposes of issuing permits.

4. **Refusal to issue Permits.** In case of conflict with any *bona fide* municipal purpose, including reasons of public safety and health and conflicts with existing infrastructure, the municipality may request amendments to the plans provided by the company or may choose to refuse to issue a permit.

5. **Utility co-ordination committee.** The company shall participate in a utility co-ordination committee established by the municipality and contribute to its equitable share of the reasonable costs of the operation and administration of the committee as approved by such committee.

6. **"As-built" drawings.** The municipality may request that, no later than a given number of days after completion of any work, the company shall provide the municipal engineer with accurate "as-built" drawings sufficient to accurately establish the plan, profile, and dimensions of the equipment installed within the ROWs.

7. **Liability.** The municipality is responsible for any damage to the natural environment and any injury to any person arising from the presence of electromagnetic radiation in connection with the company's use of the ROWs if such damage was caused directly or indirectly, in whole or in part, by the negligence of the municipality.



Virus-free. www.avast.com



Citizens for Safe Technology

ACTION REQUIRED: Microcell Resolution & Notice of Wireless Harm

Dear Mayors and Councillors,

At last month's UBCM, BC municipalities voted in favour of a Resolution mandating that land use authorities and the public be consulted when microcells are placed within 100 metres of schools, hospitals, and residences. This requested change to existing policy closes a federal loophole that allows microcells to be placed on existing structures with no public consultation whatsoever. Over the next several months, the FCM (*Federation of Canadian Municipalities*) will be discussing the content of the UBCM resolution with the federal government.

Microcell placement and municipal rights is a hot topic. While some individuals perceive microcells as benign or even benevolent transmitters that are essential to improving connectivity and achieving economic prosperity, a growing number of civic leaders are concerned about the many issues arising from installing microcells in the public right of way. (See Section 3: **Why Local Governments are Concerned about Microcells** below.) On October 15th 2017, SB 69 - a bill giving telecoms free rein to install microcells on California rights of way, [which 300 Californian cities opposed](#) - was vetoed by state Governor Jerry Brown.

High-speed connectivity is not dependent on microcells. Safe and data-secure technological options are available. (See Section 4: **Tech-Wise-Solutions for Connectivity** below.)

The material below summarizes the concerns about microcells and outlines important actions you may take **now** to insure that as a local government you are as fully engaged as current federal policy allows in the placement of microcells in your community.

Suggested Approach:

- 1) Put the brief **Notice of Wireless Harm** in Section 2 below on the agenda of your next council meeting.
- 2) Review all permits, antenna siting policies, and agreements currently in place between your government and telecommunication companies. (See Section 5: **Action Check List** below.)
- 3) Take a few moments to read the material below so that you may make informed telecommunications decisions. This letter and that material are also attached as a PDF,

With Best Wishes,

Citizens for Safe Technology
cst.citizensforsafetechnology@gmail.com

Section 1: Overview

The Resolution that was passed:

WHEREAS public consultation on the placement of cell towers is mandated;
and

WHEREAS new technology is moving away from these large towers to micro-transmitters which do not require local government or public consultation;

THEREFORE BE IT RESOLVED that the AKBLG request the UBCM petition relevant provincial and federal governments to mandate consultation with the land use authorities and the public regarding microcell transmitter siting within 100 metres of residences, schools and hospitals.

Why this Resolution Matters

ISED (*Innovation, Science and Economic Development*, formerly *Industry Canada*) allows microcells, or small cell antennas, to be placed on existing structures without any public input or often knowledge. In their 2014 [Guide to](#)

[Assisting Land-Use Authorities in Developing Antenna Siting Protocols](#), Industry Canada makes an assumption that: “certain proposals ... have minimal impact on the local surroundings and so are excluded from public and land-use consultations.”

The UBCM’s support for the microcell placement resolution shows that ISED has underestimated and overlooked the impact microcells have on municipalities and their residents.

Section 2: Microcells - Notice of Wireless Harm

Although there is no scientific research proving microcells are safe, the widespread installation of microcell technology is based on the misconception that wireless transmitters cause no harm. [Thousands of independent scientific studies](#), however, link the RFR (radiofrequency radiation) microcells emit to increased cancer risk, neurological disorders, and infertility. Even low levels of RFR exposure over time have been linked to adverse effects on plants and [insects, especially pollinators](#)

- As of October 2017, 235 scientists from 41 countries have signed the [International EMF Scientists Appeal](#) urging world leaders to “protect mankind and wildlife from the dangers of EMFs and wireless technology.”

ISED says microcells are safe as long as they comply with Health Canada’s Safety Code 6. Health Canada, however, continues to ignore the non-thermal effects of artificial electromagnetic frequencies as well as the science which shows that exposure to these frequencies, [even at levels lower than those deemed safe by Safety Code 6](#), cause potential biological harm.

- On September 28, 2014, over [50 Canadian physicians](#) condemned Safety Code 6. On July 9, 2014, [fifty-three scientists from eighteen countries](#) called on Health Canada to intervene to “help avoid an emerging health crisis.”

Microcells are establishing the infrastructure for “5G” (fifth generation) technology which the telecom industry is poised to install across the nation.

“5G” microwave frequencies have never been independently tested to prove they will not cause adverse biological and/or health effects. By allowing telecoms to install microcells, local governments currently have no recourse over how many transmitters are placed and if these microcells will be used to transmit “5G.”

- On Sept. 13, 2017, over 180 scientists from 35 countries sent a [declaration to the European Commission](#) calling for a moratorium on the rollout of microcell transmitters and “5G” saying that fifth generation technology “could lead to tragic, irreversible harm”

In 1998, Canada adopted the Wingspread Precautionary Principle, which states: “When an activity raises threats of harm to human health or the environment, precautionary measures should be taken, even if some cause and effect relationships are not fully established scientifically.”

Rethinking the indiscriminate installation of microcells in our communities supports this principle and protects local governments from being liable for damage and injury resulting from wireless harm.

Section 3: Why Local Governments are Concerned about Microcells

- **Public and Environmental Health and Safety** - as discussed in the above **Microcells - Notice of Wireless Harm**
- **Liability**

Once a municipal government has been made aware that microcells may cause personal injury or environmental harm, (the **Notice of Wireless Harm** above informs you of this) permitting microcell transmitters to be installed in your ROWs may be deemed an act of negligence, and you may be held liable for any environmental damage or personal injury resulting from this equipment having been installed. Telecommunication workers (“linemen”) are at particular risk.

In 2013, the *CRTC* and the *FCM* established this liability criterion in their **Model Municipal Access Agreement**, which may be downloaded here: <http://crtc.gc.ca/cisc/eng/ciscmanu.htm>.

- **Local Authority & Urban Planning**

The [Antenna Siting Systems Protocol Template](#) developed in 2013 by the FCM and the *Canadian Wireless Telecommunications Association* (CWTA) offers municipalities examples of how they may add their input to antenna siting in their communities, specifying design preferences, for instance, or naming preferred and discouraged locations for antenna siting. However, once a land use authority gives its permission for microcells to be installed, telecommunication companies have the final say in where microcells are placed.

This Lack of Local Authority over microcells negatively impacts:

- **Public Health and Safety** Transmitters in the public right of way are affecting pole integrity, creating increased distraction for drivers, and causing sidewalk and roadway crowding.
- **Urban Planning:** There is no limit to the number of small cells allowed per property, and no consideration for competing demands, noise, size, lighting, design, or fiscal impacts.
- **Aesthetics & Property Values:** Universal deployment of microcells degrades intentionally designed neighborhoods and historic buildings, and negatively affects property values.
- **The Public's Use and Enjoyment of the ROW:** Street-side gardening, block parties, neighbours visiting across the fence, children riding their bikes on the road by their homes... So many pastimes that add colour to a community and pleasure to life may be curtailed as citizens experience legitimate concern about lingering under the microcells and being exposed to radio frequencies.

Section 4: Tech-Wise - Solutions for Connectivity

Safe and data-secure technological options are available.

For mobile connectivity we could emulate Paris, France's pilot project and install small cells with signals that are adequate for mobile use but do not penetrate buildings or peoples' homes. For home and business internet access, wired networks of fiber optic and Ethernet cables or of fiber optic, copper wire and Ethernet cables (G-Fast) provide safe, fast, reliable, and cyber-secure connection, and will not blemish or obstruct local rights of way.

Section 5: Microcells - Municipal Rights and Responsibilities

Action Check List

- Have microcells been installed on existing structures in your municipality?
- If not, do you want to discuss other connectivity options with telecom providers before giving them access to your ROWs?
- Do you have an Antenna Siting Protocol in place? If so, does it require that notification is required for all new transmitters? If not, consider writing one that does, even for microcells being installed on existing structures.
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 - Construction plans of the proposed work showing the locations of the proposed and existing equipment and other facilities, and specifying the boundaries of the area within the municipality within which the work is proposed to take place;

And

 - All other relevant plans, drawings and other information as may be normally required by the municipal engineer from time to time for the purposes of issuing permits.
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1095097

October 19, 2017

Ms Dianne St. Jacques
Mayor
District of Ucluelet
PO BOX 999
Ucluelet BC V0R 3A0

Dear Mayor St. Jacques:

Thank you for raising the issue of primary care space at the Union of British Columbia Municipalities convention on September 27, 2017.

I understand that you have been in contact with the Vancouver Island Health Authority (VIHA) regarding integrated primary care space in Ucluelet, and they are currently considering your request. VIHA's mandate is to govern, plan, and deliver health-care services within its geographic area.

I encourage you to continue the dialogue with VIHA regarding the provision of health care needs in Ucluelet.

Yours truly,

Manjit Sidhu, CPA, CA
Assistant Deputy Minister
Finance and Corporate Services

Darcey Bouvier

Subject: Letter from the Honourable Katrine Conroy

From: MCF Info MCF:EX

Sent: Friday, November 03, 2017 4:14 PM

Subject: Letter from the Honourable Katrine Conroy

Ref: 234366

Her Worship Mayor Dianne St. Jacques and Council

District of Ucluelet

E-mail: info@ucluelet.ca

Dear Mayor St. Jacques and Council:

As the new Minister of Children and Family Development, I am honoured and delighted to proclaim November as Adoption Awareness Month. This annual proclamation offers an opportunity to celebrate the many families in the province who have opened their hearts and their homes through adoption, and to highlight the need for more families to consider adopting.

In your community and across the province, there are young people hoping for a permanent home to call their own. There are approximately 1,000 children and youth in foster care waiting for a permanent home. Some are part of a sibling group, some have special needs, and some are teens. Regardless of their personal circumstances, each and every child deserves a family to belong to, a stable place to grow up, help and guidance preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

There are many ways to celebrate adoptive families and help raise awareness of the need for more adoptive families in British Columbia. Your council could proclaim Adoption Awareness Month in your community, you could create an adoption display in your office, use a copy of the Provincial Proclamation, invite Ministry of Children and Family Development (MCFD) Adoption Social Workers to set up an information booth, have your community newspaper feature articles on adoption and invite local adoptive parents to a “meet and greet”. If you are interested in exploring these ideas please contact MCFD staff at: MCF.AdoptionsBranch@gv.bc.ca.

The Adoptive Families Association of British Columbia (AFABC) has been supporting adoptive families in British Columbia for forty years. The AFABC’s representative for your area can provide you with information on events in your community and on adoption in general. Their contact information, as well as contact information for the four licensed adoption agencies in British Columbia, can be accessed at: <http://www.mcf.gov.bc.ca/adoption/index.htm>.

Last year the Ministry of Children and Family Development launched the *Adopt BC Kids* Web site; the portal allows citizens to complete an adoption application online 24/7. Since its inception, more than 340 prospective adoptive families have registered on *Adopt BC Kids* and 97 families have submitted applications to adopt. Please take a look at the site and encourage community members who are interested in adopting a child in foster care to register at www.gov.bc.ca/adoptbckids.

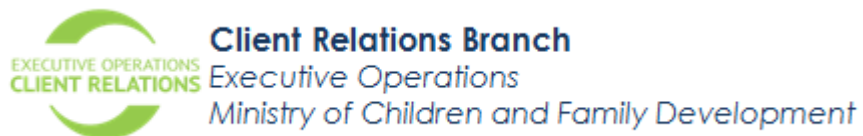
On behalf of the Ministry of Children and Family Development, thank you for helping us raise awareness about adoption and working with us to find homes for British Columbia’s children and youth.

Sincerely,

ORIGINAL SIGNED BY

Katrine Conroy
Minister of Children and Family Development

Sent on behalf of the Minister by:





The SalishSea

...World Heritage

To: Mayors & Councils, and Regional Directors in the Province of BC

re: A Grande Finale for 2017,
...Sustainable Development, & Our Local & World Heritage

October 27, 2017

Dear Mayor & Councils, and Regional Directors,

We have two requests which would greatly benefit from your personal consideration ...and your formal support as representatives of local government in British Columbia.

1) Recognition for December 11th, A Day For Our Common Future, this year being the 30th anniversary of the Brundtland Report's presentation to the United Nations. The BC Government, and many local governments have supported this designation since 2012.

<<http://viccs.vcn.bc.ca/all-nations-and-peoples-proclamation-a-day-for-our-common-future/>>

2) Praise and recognition of the 41 UNESCO World Heritage Site applications submitted in 2017, from across Canada; Minister McKenna to announce ten successful bids this December.

<<http://salishseatrust.ca/2016/10/31/updated-canadas-tentative-list-for-world-heritage-sites/>>

As 2017 comes to an end we find a wonderful opportunity before us, a chance to provide leadership and commitment to the very best our communities, province and country have to offer. And as respected and honourable representatives of local government - Mayors & Council Members and Directors in the Province of BC, we are then approaching you - to champion the spirit and strength that vitalizes and runs throughout our communities in British Columbia, and Canada.

In the near future, over the next month, we hope you might then find a chance to support the 30th anniversary of UNCED and sustainable development. And as you debate our legacy, and future, please consider support for UNESCO and our rich cultural and natural World Heritage ...in your neighbourhoods and regions, and across our great province and country.

Additional information is available, at your request. As non-profit organizations we are working together to encourage efforts locally which reflect national and global goals. These requests highlight new and ongoing work in the community of communities that is B.C. and Canada, and the benefits that follow from such initiatives.

Thank you for your time and consideration.

Laurie Gourlay
Interim Director, Salish Sea Trust
President, V.I. Coast & Conservation Society

*c.c. - MP Rachel Blaney, MP, North Island - Powell River,
sponsor of House of Commons Salish Sea World Heritage Petition E-1269

*Salish Sea Trust, Box 333, Cedar, B.C., V9X 1W1
250.722.3444, <SalishSeaTrust@shaw.ca> (www.salishseatrust.ca)*

A Grande Finale for 2017 Requests The Salish Sea

Subject: Message from Hara Associates - Passenger Directed Vehicle Services

From: CivicInfo BC

Sent: Thursday, October 26, 2017 11:04 AM

Subject: Message from Hara Associates - Passenger Directed Vehicle Services

This message is being sent by CivicInfo BC to local governments in British Columbia on behalf of Hara Associates.

Subject: Passenger Directed Vehicle Services

Intended Recipient(s): Mayor and Council/Regional District Chair/Chief Administrative Officer

Attachments: None (0). See message below

If you have received this message in error, we ask that you forward it to the appropriate person in your office.

MESSAGE:

Subject: Passenger Directed Vehicle Services

Hara Associates (Hara) has been engaged by the Province of British Columbia to consult with stakeholders concerning passenger directed vehicle services, as discussed in these links:

<https://news.gov.bc.ca/releases/2017TRAN0260-001759>

<http://www.th.gov.bc.ca/rpt/index.htm>

As part of this process Hara will be consulting with municipalities, and has identified a number of ways your municipality can participate:

- a) Your municipality may email comments to municipal.BCreview@haraassociates.com
- b) Your municipality may participate in a workshop of municipalities that will be held the afternoon of Thursday November 23, 2017 in the Richmond area. If your municipality would like to attend this meeting, please advise so we will have a sense of the number of attendees and can book an appropriate facility.
- c) Hara will contact a sample of municipalities by telephone. If your municipality cannot attend the meeting, it may email municipal.BCreview@haraassociates.com to indicate an interest to be included in this sample. Please provide the name and phone number of a contact person.

Your interest in this matter would be welcome.

Brian Bourns
Associate Principal
Hara Associates

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in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

CivicInfo BC makes no representations or warranties whatsoever, either expressed or implied, with respect to the accuracy, reliability or suitability for any purpose, of the information contained or referenced in this message.

Subject: Open for Business Awards
Attachments: 135898 Attachment - Open for Business Awards Nomination Announcement.pdf

From: Minister, JTT JTT:EX
Sent: Monday, November 06, 2017 4:21 PM
Subject: Open for Business Awards

Ref: 135898

Dear Mayor and Council:

I am pleased to invite you and your community to enter a nomination for the 2018 Open for Business Awards (OFB).

The OFB is an annual event hosted by the Roundtable. These awards recognize communities that are undertaking initiatives and partnerships to create a “business friendly” environment.

This year, the Roundtable is collaborating with Small Business BC to create a fresh approach to generate renewed excitement and increased participation. The Roundtable has therefore introduced the new OFB categories:

- *Small Community:* a community of fewer than 5,000 residents
- *Medium Community:* a community of 5,000 to 25,000 residents
- *Large Community:* a community of more than 25,000 residents
- *First Nations Community:* a First Nations community supporting small business

The deadline for nominations is November 30, 2017.

I encourage your staff and government officials to collaborate with your local business improvement association, chamber of commerce, economic development officers and business community to seek their nomination. To initiate a nomination please visit: www.sbbcawards.ca/open-for-business.

The winners will be announced February 23, 2018, at a Gala event at the Vancouver Convention Centre. A professionally produced video will be created to showcase all winners, and will be played at the Awards Gala. Award winners will be eligible to use the OFB logo in communications to help attract new business and investment in their community.

Further information about the Roundtable and the OFB is included in the package and is available online at: www.smallbusinessroundtable.com. For questions or support with preparing an application, please contact the Roundtable Secretariat by telephone at 250 387-9083, or by email to roundtablesecretariat@gov.bc.ca.

We look forward to receiving your submission.

Sincerely,

Bruce Ralston
Minister of Jobs, Trade and Technology

Attachment



2018 Open for Business Awards Nomination Process

The *Open for Business Awards* recognize and celebrate communities that best demonstrate they are promoting and adopting business friendly initiatives within their region. The Awards provide an important platform for local government to learn and share Best Practices, and showcase winning initiatives that have contributed to the success of local businesses.

For the 2018 *Open for Business Awards*, we invite and encourage communities of all sizes to tell your story, about how you are creating a Business Friendly environment within your community.

Nominations open from October 1 to November 30

This year for the first time, we are opening nominations to both the public and the community, and asking simply, why should your community win this award.

EXTENDED APPLICATIONS – DECEMBER 8 TO JANUARY 5

The next stage is to let our judges know what makes your community the best. Select **one initiative** that has been implemented in your community within the **last three years** that has had a meaningful impact on attracting, retaining and helping local businesses to succeed in your community.

Prepare a case study to tell a story about your initiative to the Roundtable and your peers.

Here is a guideline of what to include in your Case Study:

- *Background – what lead up to the initiative, why was it needed?*
- *Who does it target?*
- *What are the objectives, goals and targets?*
- *How was it developed and implemented?*
- *Who was involved?*
- *What are the outcomes?*
- *What did it cost?*
- *What is the feedback from your community?*
- *What lessons were learned?*
- *Pictures to demonstrate your story.*

For 2018, four new award categories have been created so that communities are competing with others of similar size.



Small Community:
less than 5,000 residents



Medium Community:
5,000 to 25,000 residents



Large Community:
over 25,000 residents



First Nations Community:
all First Nations Communities*

* First Nations Communities may elect to compete in the First Nations Community Category, or the Small, Medium, Large Community Category according to their size.

Nominate today: www.sbbcawards.ca/open-for-business



Pacific Rim Hospice Society

PHONE/FAX: 250-725-1240

EMAIL: ed@pacificrimhospice.ca

WEB: www.pacificrimhospice.ca

MAIL: P.O. Box 7, Tofino BC, V0R 2Z0

RADIOTHON FUNDRAISER IS BACK !

October 1, 2017

Dear Pacific Rim Hospice Society Supporter,

The Pacific Rim Hospice Society (PRHS) is bringing the RADIOTHON back on November 24th, 2017. We are partnering with **Tuff City Radio. Jamies Restaurant and Lounge and Tofino Brewery** to offer an all-day radiothon and burger & beer deal. We are inviting businesses to consider donating a gift certificate or service for the radiothon. We will be following up this letter with a phone call or visit next week and hope you will support Hospice services on the west coast. Our staff can pick up gift certificates, activities, overnight stays, restaurant meals, transportation etc. any time – feel free to call hospice at 250.725.1240. We truly appreciate your support!

Funds raised help hospice provide programs and services at no cost to clients within eight west coast communities. Hospice is so much more than end of life care; hospice also supports individuals who are grieving the loss of a loved one (human and animal); support for individuals who have a debilitating illness or injury; as well as a 'Friendly Visiting Program' that assists individuals such as isolated seniors who may benefit from the company of compassionate and caring volunteers. The PRHS offers emotional, psychological and/or spiritual support using a variety of programs (grief groups, walking groups, one on one compassionate listening etc.) geared to all age groups.

Hospice services rely heavily on community donations in order to continue providing care and comfort for community members and their families in need. Every donation, no matter how small or large, is effective and gratefully appreciated and goes back to your local hospice – the Pacific Rim Hospice Society.

Please consider donating to the Pacific Rim Hospice Society's radiothon fundraiser on November 24th. We will be pleased to include your name and logo on our print and social (Facebook) media advertising, quarterly newsletters, annual report, and radio.

Thank you for considering our request.

To learn more visit: www.pacificrimhospice.ca

Warm regards,

Tarni Jacobsen
Executive Director
Pacific Rim Hospice Society

Pacific Rim Hospice Society

Presents...

RADIOTHON

with Tuff City Radio 90.1 FM

Friday, November 24th, 2017

Purchase gifts 8am-8pm

@ Jamies Restaurant & Lounge

****Bring your family or staff for lunch or dinner****

Burger | Fries | Beer | \$15

11am-2pm & 5-8pm

Tunes provided by Geoff Johnson

All proceeds to Hospice

Info: 250.725.1240



JAMIE'S
Rainforest Inn
on the Inlet



Pacific Rim
HOSPICE SOCIETY





STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 14, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 0640-30

SUBJECT: QUARTERLY PROJECTS UPDATE – 3RD QUARTER 2017

REPORT NO.: 17-59

ATTACHMENT(S): APPENDIX A – 2017 QUARTERLY PROJECT STATUS REPORT TABLE

RECOMMENDATION(S):

1. **THAT** Council receive this Q3 update on the progress of Staff projects budgeted for 2017.

PURPOSE:

The purpose of this report is to provide a quarterly update on the progress of key projects that were budgeted for 2017. Financial actuals for these projects are reported to September 30th, 2017.

BACKGROUND:

To ensure Council are regularly informed of the status of budgeted projects, Staff are pleased to provide this quarterly update on the status of departmental projects for 2017.

Table 1 below provides a summary of the 2017 projects that are On Schedule and those that will carry into 2018. 5 projects will not be initiated until 2018 due to significant organizational changes in 2017.

Table 1: 3rd Quarter 2017 Status of Departmental Actions.

Department	Planning	Env-Emg Services	Parks/Rec	Public Works	Admin/ Finance	Totals
Completion in 2017	1	3	4	5	2	15
Completion in 2018	5	3	4	5	2	19

2017 3rd Quarter Highlights

- The Matterson Reservoir Interconnection is operational.
- Testing of LED streetlighting options are near completion.
- The old fire truck was sold to Ahousaht First Nation.
- The Age Friendly Project has been initiated.
- UCC AV equipment installation was completed.

4th Quarter Reporting will be provided at the first Council meeting in February 2018.

FINANCIAL IMPACTS:

Departments have provided an update on the financial status for projects in **Appendix A.**

OPTIONS REVIEW:

1. Council receives this Quarterly Projects Update – 3rd Quarter 2017.

Respectfully submitted:

Mark Boysen, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: November 14, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

Appendix A – 2017 Q3 Quarterly Project Status Report Table

Planning				
Project	Budget	Actuals	Completion Status	Comments
OCP Review (Strategic Plan Priority #9)	\$40,000	\$100	25%	Carry over to 2018. New Manager of Planning to develop detailed scope with VIU and Planning staff. Majority of work to be completed in spring 2018.
Subdivision Bylaw	\$30,000	\$921	2018	Carry over to 2018.
Development Cost Charges Bylaw	\$7,000	\$0	2018	Project will be initiated in 2017. Additional funds required to complete full project and have been requested for 2018 budget.
LED Lighting	\$6,333	\$5,376	80%	Testing of lighting complete. 2018 budget planning for additional funds to begin full implementation.
Heritage Sign Plaques	\$3,000	\$0	2018	Carry over to 2018. Working with Consultant.
Zoning Bylaw Review	\$10,000	\$0	2019	Moved to 2019.

Environmental and Emergency Services				
Project	Budget	Actuals	Completion Status	Comments
New Fire Truck	\$485,000	\$484,797	100%	Purchase completed and truck in operation. Old fire truck sold to Ahousaht First Nation.
Tsunami Kiosk Stations	\$75,000	\$8,677	20%	Pilot kiosk built, signage and equipment under development. Completion in 2018.
Community Emergency Container	\$5,000	\$0	0%	Materials to be purchased in 2017.
Turnout Gear and Furnishings	\$16,600	\$0	50%	Turn out gear has been purchased and furnishings will be built by the end of the year.
Recovery Plan	\$2,000	\$0	2018	Proposed carry over to 2018.
Electric Vehicles Charging Stations	\$20,000	\$0	50%	DC Fast Charging Station installation is nearing installation. (BC Hydro Funded). No funding is required now for this station and funds will be directed to installing Level 2 stations in the community in 2018.

Parks and Recreation				
Project	Budget	Actuals	Completion Status	Comments
Skate Board Park	\$140,000	\$122,285	90%	Hold back being released. Final project report being submitted to the feds.
St. Jacques Playground	\$65,000	\$1,740	30%	Community consultation has taken place. Will be reissuing the RFQ – deadline extended to June 2018.
Banner Program	\$13,520	\$121	50%	Banner arms to ordered. 2 poles ordered as well.
Age Friendly Project	\$24,650	\$697	40%	WCRS has been contracted out to run this project. Pilot project to be finished March 2018.
Terrace Beach Improvements	\$13,900	\$684	2019	Recommend move to 2019. (RMI)
UCC Conference Room – AV Equip	\$60,000	\$58,732	100%	Completed.
Wild Pacific Trail	\$10,000	\$10,000	2018	Bog trail Project awarded. Completion in 2018.
Knotweed Project	\$2,000	\$2,000	100%	Completed with CWFS – first of three-year project.

Public Works				
Project	Budget	Actuals	Completion Status	Comments
Lagoon Rebuild	\$1,730,000	\$1,444,772	90%	Nearing completion. (Federal and Provincial funding support) First claim submission in August. VFD Controls/ Building to start in 2018
Sewer – Lift Station upgrade Bay Street.	\$35,000	\$9,882	2018	Report to council in September 2017: upgrading Bay street simplex station in 2018 and eliminating Bay street Duplex station 2020. DCC funded current funds will be used for engineering design.
Matterson Reservoir Interconnection (Cedar Road)	\$210,000	\$156,309	95%	Nearing completion. Station is operational (paving outstanding)
Kennedy Lake Water Supply Design and Filtration Testing	\$200,000	\$0	10%	Work has been initiated. Grab samples to start Nov/Dec this year. Full testing beginning in January 2018.
SCADA – Water System	\$90,000	\$77,421	95%	Fiber optic installation to all station will carry into 2018
Well Upgrade (ST-4)	\$57,000	\$0	10%	First phase of multi-year project. Tendering work in progress to be completed for project start in early 2018 timing with the water system
Matterson Reservoir Upgrade (ST-3)	\$46,000	\$0	10%	Work will begin in early 2018 due to timing of the water system. Survey work complete and RFP award in January 2018.
Sewer – Main Extension Repair at Pine and Peninsula	\$30,000	\$29,050	100%	Completed.
Unidirectional Flushing	\$45,000	\$50,600	100%	Completed in June.
Pigging Main Transmission Line	\$30,000	\$0	10%	RFP will be drafted in 2017. Work will begin in early 2018 due to timing of the water system. This will be a 2019 project as this is money set aside for 2018

Administration and Finance				
Project	Budget	Actuals	Completion Status	Comments
Carbon Fund	\$2,500	\$1,500	90%	Funding to be used for energy, fuel, water, and other sustainability initiatives that reduce consumption but also reduce costs.
Records Management System	\$50,000	\$21,000	2018	Contract cancelled with consultant. Staff will use remaining funds to hire part-time staff to finish work in 2018.
Health Care Building Feasibility	\$50,000	\$0	2018	Funding set aside for proposal. VIHA communications have indicated Ucluelet a consideration for 2018. Funding carried over to support design/proposal work in 2018.
Harbour Dock Repair – 15 Small Docks	\$30,000	\$16,050	50%	Floats ordered and will be delivered in December 2017.



STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 14, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: CAROLYN BIDWELL, CHIEF FINANCIAL OFFICER

FILE NO: 1880-20 (FIN. REPORT)

SUBJECT: FIVE YEAR FINANCIAL PLAN 2017-2021 BYLAW VARIANCE REPORT – Q3 REPORT No.: 17-60

ATTACHMENT(S): FIVE YEAR FINANCIAL PLAN 2017-2021 BYLAW VARIANCE SCHEDULE A

RECOMMENDATION(S):

THAT Council receives the Five Year Financial Plan 2017-2021 Variance Report for the Third Quarter ending September 30, 2017.

PURPOSE/DESIRED OUTCOME:

The purpose of this report is to advise Council as to the financial position and variances in relation to the Five Year Financial Plan 2017 - 2021 for the District on a quarterly basis.

STRATEGIC GOAL:

This report is in response to the corporate objective of continually improving processes, including the Financial Planning and reporting processes.

BACKGROUND:

This is a regular report to Council relaying the balances for the various revenue and expenditure summary totals for first three quarters covering the period of January 1 to September 30, 2017 as per the attached Schedule A. Explanations for some of the major variances identified are included in this report, however additional time and analysis is required. This analysis will continue until completion of the year end audit for 2017.

Revenues

Tax Revenue

As reported in the last quarter-Q2, Property Taxes collected are \$107,324 higher than anticipated which is due to an error in calculating the forecasted revenues for the financial plan.

Expenses**Total Expenses**

Are lower than expected once again for the third quarter year to date at 32.27% expensed. Although this percentage is up considerably from the last quarter, we continue to work at completing outstanding expenditure postings that were behind within the finance department. This will correct itself as we prepare for year end.

Capital Projects

Variations as reported to Council in the Chief Administrative Officer's quarterly projects report.

Surpluses

We are showing high current quarter surpluses due to the amount of revenues collected in comparison to a large number of expenditures still to be recorded.

FINANCIAL IMPACTS:

No financial impacts to the Financial Plan Bylaw No. 1217, 2017 to report at this time.

Respectfully submitted: Carolyn Bidwell, Chief Financial Officer
Mark Boysen, Chief Administrative Officer



DISTRICT OF UCLUELET
5-YEAR FINANCIAL PLAN
Variance Report - As at September 30, 2017

	Sep 30 2017 Actual	2017 Budget	Amount Over (Under) Budget	Percent of Budget Used
REVENUE				
Property Taxes	\$2,642,802	\$2,535,568	\$107,234	104.23%
1% Utility Taxes	42,381	42,137	\$244	100.58%
Federal/Provincial in place of taxes	-	55,000	(\$55,000)	0.00%
Taxes	2,685,182	2,632,705	52,477	101.99%
Sale of services	722,844	844,697	(121,853)	85.57%
Penalties and Interest earned	28,229	98,150	(69,921)	28.76%
Grants and donations	1,036,483	2,097,420	(1,060,937)	49.42%
Deferred revenues recognized (DCC, other)	-	134,000	(134,000)	0.00%
Water sale of services	627,271	706,820	(79,549)	88.75%
Sewer sale of services	486,995	585,000	(98,005)	83.25%
Total revenue	5,587,004	7,098,792	(1,511,788)	78.70%
EXPENSE				
Interest payments	31,740	64,410	(32,670)	49.28%
Amortization expenses	746,000	746,000	(746,000)	100.00%
General Government	716,942	1,109,473	(392,531)	64.62%
Protective services	177,807	427,920	(250,113)	41.55%
Transportation services	288,247	636,685	(348,438)	45.27%
Environmental health (Garbage/recycling))	16,766	22,001	(5,235)	76.21%
Harbour	260,234	341,415	(81,181)	76.22%
Cemetery	3,586	13,642	(10,056)	26.29%
Environmental development (Planning)	124,498	294,143	(169,645)	42.33%
Recreation and cultural services	699,178	1,158,337	(459,159)	60.36%
Water operations	237,043	520,385	(283,342)	45.55%
Sewer operations	106,709	292,500	(185,791)	36.48%
Total expense	2,041,103	5,626,911	(4,331,808)	36.27%
Surplus (deficit) carry forward to page 2	\$3,545,901	1,471,881	\$2,820,020	



DISTRICT OF UCLUELET
5-YEAR FINANCIAL PLAN
Variance Report - As at September 30, 2017

	Sep 30 2017 Actual	2017 Budget	Amount Over (Under) Budget	Percent of Budget Used
Surplus (deficit) brought forward from page 1	\$3,545,901	1,471,881	\$2,820,020	
ADD				
Add back amortization	746,000	746,000	(746,000)	100.00%
Long term debt (and lease recognition) proceeds	470,250	505,000	(34,750)	93.12%
Transfers from (to) equity accounts	(52,099)	639,795	(691,894)	(8.14%)
Total additions	1,164,151	1,890,795	(1,472,644)	61.57%
DEDUCT				
Principal payments debt	10	76,956	(76,946)	0.01%
<u>Acquisitions of tangible capital assets</u>				
General Fund:				
Administration/Finance	-	60,220	(60,220)	0.00%
Protective services	493,475	572,600	(79,125)	86.18%
Transportation services	141,886	162,000	(20,114)	87.58%
Enviro Health: Cemetery	6,464	6,500	(36)	99.45%
Enviro Dev: Planning	31,100	30,000	1,100	103.67%
Recreation	59,416	93,900	(34,484)	63.28%
Parks	5,037	65,500	(60,463)	7.69%
Culture	-	-	-	0.00%
Total General Fund	737,378	990,720	(253,342)	74.43%
Water Fund	459,542	708,000	(248,458)	64.91%
Sewer Fund	1,483,704	1,587,000	(103,296)	93.49%
Acquisitions of tangible capital assets	2,680,624	3,285,720	(605,096)	81.58%
Total deductions	2,680,634	3,362,676	(682,042)	79.72%
Financial Plan Balance: Surplus (Deficit)	\$2,029,419	\$0	\$2,029,419	



STAFF REPORT TO COUNCIL

Council Meeting: November 14th, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: 5460

SUBJECT: PENINSULA ROAD CROSSWALKS

REPORT NO: 17-61

RECOMMENDATION(S):

1. **THAT** Council endorse, and communicate to the businesses in the vicinity, two new Ministry of Transportation and Infrastructure constructed crosswalks on Peninsula Road as per the locations and details within the body of this report.

PURPOSE:

To provide Council with information on a “Ministry of Transportation and Infrastructure” (“**MOTI**”) funded crosswalk project.

BACKGROUND:

Planning Staff have been working with MOTI and the Insurance Corporation of British Columbia (“**ICBC**”) over the past few years to review and develop a street improvement strategy for the Peninsula Road commercial corridor. As part of that review, MOTI communicated there was funding available in the 2017 funding cycle and that two crosswalks would fit the criteria for these funds.

DISCUSSION:

On July 28th, 2016 ICBC submitted a report outlining a pedestrian safety review for Peninsula Road. The first two issues recognized in this report were that lack of crosswalks and that the sightlines may not be sufficient to allow approaching drivers to view an entire crosswalk. The following is taken from that 2016 ICBC report:

Issue 1 - Pedestrian desire lines do not always align with marked and unmarked crosswalks.

Description

During site visits, the following pedestrian activity was observed:

- *midblock crossings outside marked/unmarked crosswalks, especially over Peninsula Rd in the commercial area between Bay St and Main St, including crossings to/from vehicles parked on the street*
- *crossing Main St at the wide, uncontrolled approach to Peninsula Rd.*

- *These crossings increase the risk of a pedestrian/vehicle conflict, or a secondary vehicle/vehicle conflict resulting from a driver's action to avoid pedestrians. The risk is increased by:*
- *vehicles turning out of driveways onto Peninsula Rd, conflicting with crossing pedestrians who do not anticipate them.*
- *pedestrians emerging from between parked vehicles to cross Peninsula Road, conflicting with approaching drivers or causing approaching drivers to brake suddenly.*

Location

Pedestrian crossings where there are currently no marked crosswalks include:

- *commercial area between Bay St and Main St, including midblock near Blue Room Bistro and at Matterson Restaurant*
- *over Main St at Peninsula Rd*
- *at Norah St*
- *at Pacific Crescent*

Possible Mitigation

Introduce marked crosswalks to meet pedestrian demand at proven desire lines:

- *may include midblock crosswalks in commercial area between Bay St and Main St*
- *ensure new crosswalk markings meet TAC requirements*
- *safety at midblock crosswalks may be enhanced using the measures described below in Issue 2.*

Issue 2 - Sightlines may not be sufficient to allow approaching drivers to view the entire crosswalk.

Description

Sightline obstructions at the crosswalks shown in ATTACHMENT B increase the risk of a pedestrian/vehicle conflict, or a secondary vehicle/vehicle conflict resulting from sudden braking or swerving to avoid a pedestrian.

Locations

- *west of Lyche Rd*
- *at Hemlock St*
- *at Seaplane Base Rd*
- *at Bay St*
- *at Main St*

Possible Mitigation

The following measures can enhance driver awareness of crosswalks and pedestrians in or entering them, particularly at midblock locations:

1. curb extensions at crosswalks are beneficial in the following ways, particularly along roadways with on-street parking:

- *allow pedestrians to enter the crosswalk from a more conspicuous location*
- *enable Crosswalk (RA-4) signing to be posted in a more conspicuous location*
- *shorten the pedestrian crossing distance*
- *restrict on-street parking (which can obstruct sightlines) near the crosswalk*

2. pedestrian-activated flashers increase driver awareness of pedestrians in or entering a midblock crosswalk

Working MOTI and ICBC Planning Staff identified the two crosswalk locations (Figure 1) that all parties considered are the most important from a pedestrian safety context.



Figure 1 – Crossing locations

The first proposed crossing is on the northwest corner of the Peninsula Road and Main Street intersection (Figure 2). This corner has many challenges and this crossing is not meant to fix all the challenges but to make the pedestrian crossings that are happening there anyway, happen in a safer manner. The curbing at this location is already bumped out towards the road centerline and the work required is curb let downs, a concrete pad on each side, line painting and signage.



Figure 2 – The Northwest of Main Street Crossing (MOTI sketch)

The second location is mid-block on Peninsula Road between Bay Street and Main Street (**Figure 3**). This location is more complex. Peninsula Road in this location is two vehicle lanes widths and 2 parallel parking widths with only the southwest (“SW”) side having a sidewalk. For a crossing to be safely located, with the proper pedestrian sightlines, a bump out or safe area will need to be considered for both sides of Peninsula Road.



Figure 3 – Mid-Block Crossing (MOTI sketch)

Staff and MOTI representatives did a field review to locate the best location for this crossing. MOTI and Planning Staff located this proposed crossing between the entrance to Wayne’s Place and the driveway of the Matterson House. It should be noted that this part of Peninsula Road is under the jurisdiction of MOTI with the design and safety of these crosswalks being their responsibility. It should also be noted that the creation of this bump out removes approximately two parallel parking spots on both sides of Peninsula Road. While Planning Staff recognize that the loss of any street parking is difficult for local businesses, pedestrian safety must be addressed. While a raised concrete bump out is contemplated for the SW side, the Northeast (“NE”) side of the Peninsula Road is not part of the scope of this MOTI project. This is due to there not being a sidewalk located on this side of the road. The current project envisions the crosswalk ending in a painted safe area on the NE side. Planning Staff consider that the crosswalk is a positive step forward and should not be held back until the overall design of the Peninsula road corridor is resolved. Staff propose that a simple pedestrian landing on the NE side of the road can be accommodated within the existing operating budget for a concrete landing area in this location.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

This is a MOTI project and the management of this project will be under their scope. Staff time will be required to monitor the progress and communicate concerns and changes of the proposed project.

FINANCIAL IMPACTS:

This a MOTI funded project. Interim improvements to the NE side of the mid-block crossing will be undertaken within the existing budget, and scheduled to fit into the work plan as time allows. Future upgrades and sidewalk connections on the NE side of Peninsula Road will be considered, with public input, as the overall corridor design is completed.

POLICY OR LEGISLATIVE IMPACTS:

This project involves an improvement to the pedestrian environment of the village square and is fully supported by Ucluelet's Official Community Plan:

- *The Village Square has the community's highest densities and built forms, yet is designed to respect views and existing character. It is appealing and safe for pedestrians of all ages.*
- *Requiring and formalizing mid-block pedestrian connections in large block areas (e.g. north side of Peninsula Road, between Bay and Main Streets);*

OPTIONS REVIEW:

1. That Council approve, and communicate to the businesses in the vicinity, two new Ministry of Transportation and Infrastructure constructed crosswalks on Peninsula Road as per the locations and details within the body of this report. **(Recommended)**
2. That Council direct staff to hold this project and not bring it forward until issues identified in this Council meeting are resolved.
3. That Council direct Staff to cancel this project until the full review of the Peninsula Road corridor is completed.

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



STAFF REPORT TO COUNCIL

Council Meeting: November 14, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: CAROLYN BIDWELL, CFO	FILE NO: 1855-03 MRDT
SUBJECT: MUNICIPAL REGIONAL DISTRICT TAX BYLAW NO. 1223, 2017	BYLAW: 1223, 2017
ATTACHMENT(S): ADDITIONAL HOTEL ROOM TAX BYLAW NO. 1067, 2007	REPORT NO: 17-62

RECOMMENDATION(S):

1. **THAT** Council give Fourth and Final Reading to the “Municipal Regional District Tax Bylaw No. 1223, 2017”.

PURPOSE/DESIRED OUTCOME:

The purpose of this report is to provide Council with an updated Municipal Regional District Tax (MRDT) Bylaw to replace the existing Additional Hotel Room Tax Levy Bylaw No. 1067, 2007.

BACKGROUND:

The updated bylaw will allow the District of Ucluelet in conjunction with Tourism Ucluelet to move forward on their application to the Province of British Columbia, on behalf of the municipality, to collect a 2% additional tax of the purchase price of accommodation sold within the municipality. These funds are to be used for the purposes of tourism marketing, programs and projects as they relate to the District of Ucluelet through the Tourism Ucluelet five-year strategy.

Tourism Ucluelet presents their five-year strategy to the Fixed Roof Accommodation Providers (FRAPS) for their buy-in. The final draft plan comes to the District of Ucluelet Council for their final approval before moving the application forward to the Province by November of this year.

The submission of the five-year strategy and the updated bylaw are requirements from the Province of British Columbia to continue with the MRDT program which funds Tourism Ucluelet. This is a standard renewal process for this program.

FINANCIAL IMPACTS:

There is no impact to the Five Year Financial Plan Bylaw 2017-2022 other than those that were already included.

POLICY OR LEGISLATIVE IMPACTS:

This bylaw will repeal Bylaw No. 1067, 2007 to properly reflect the legislation under section 240 of the Provincial Sales Tax Act.

Respectfully submitted: Carolyn Bidwell, Chief Financial Officer
Mark Boysen, Chief Administrative Officer

**DISTRICT OF UCLUELET
BYLAW NO. 1223**

A bylaw for the imposition of a tax on accommodations under provisions of the
Provincial Sales Tax Act

WHEREAS the Council of the District of Ucluelet wishes to raise revenues for the purpose of financing tourism marketing, programs and projects;

AND WHEREAS a municipality may request, that the Lieutenant Governor in Council make a regulation, under section 240 of the Provincial Sales Tax Act, imposing, on behalf of the municipality, an additional tax not exceeding two (2) percent of purchase price of accommodations sold within the municipality;

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

1. The Lieutenant Governor in Council is hereby requested to make a regulation under Section 240 of the Provincial Sales Tax Act declaring that effective January 1, 2018, section 123 (1) of the Act applies in respect of accommodation purchased within the District of Ucluelet.
2. The tax to be imposed under the provisions of the regulation is requested to be two (2) percent of the purchase price of the accommodation.
3. The funds paid to the District of Ucluelet under the provisions of the regulation shall be applied to tourism marketing, programs and projects.
4. This bylaw may be cited for all purposes as “Municipal Regional District Tax Bylaw No. 1223, 2017.
5. Bylaw “Additional Hotel Room Tax Levy Bylaw 1067, 2007” is hereby repealed.
6. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

READ A FIRST TIME this 24th day of **October, 2017**

READ A SECOND TIME this 24th day of **October, 2017**

READ A THIRD TIME this 24th day of **October, 2017**

ADOPTED this ____th day of **November, 2017**

CERTIFIED CORRECT: District of Ucluelet Municipal Regional District Tax Bylaw No. 1223, 2017.

Mayor
Dianne St. Jacques

Chief Financial Officer
Carolyn Bidwell

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

Chief Administrative Officer/ Corporate Officer
Mark Boysen



STAFF REPORT TO COUNCIL

Council Meeting: November 14th, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

REF NO: RZ17-03 **FOLIO NO:** 3360-20 **FILE NO:** 3360-20

SUBJECT: RZ17-03, CS-5 SIDE YARD SETBACK ZONING BYLAW AMENDMENT

REPORT NO: 17-63

ATTACHMENT(S): APPENDIX A – ZONING AMENDMENT BYLAW No. 1219, 2017

RECOMMENDATION(S):

1. **THAT** Zoning Amendment Bylaw No. 1219, 2017 be given first and second reading, and advanced to a public hearing.

PURPOSE:

To amend Zoning Bylaw No 1160, 2013 (the “**Zoning Bylaw**”), S. CS-5.6 Tourist Commercial, by reducing the minimum side yard setbacks on multiple small stratified lots in the reef point area (**Figure 1**).

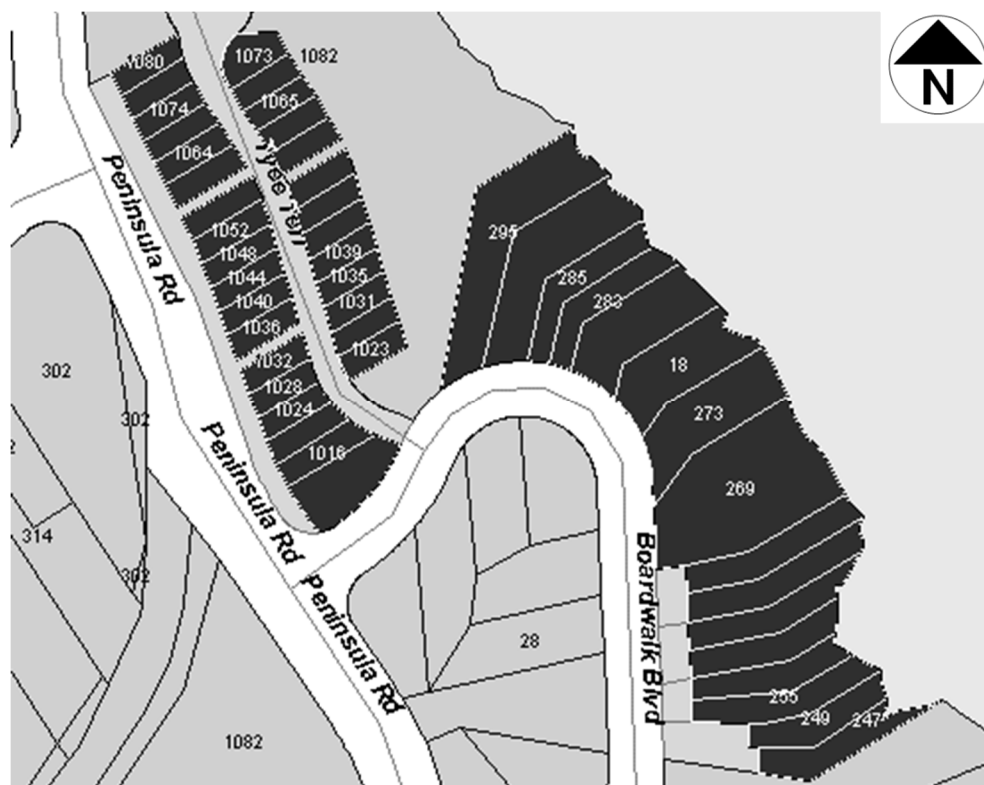


Figure 1 - Subject lots highlighted in dark grey.

BACKGROUND:

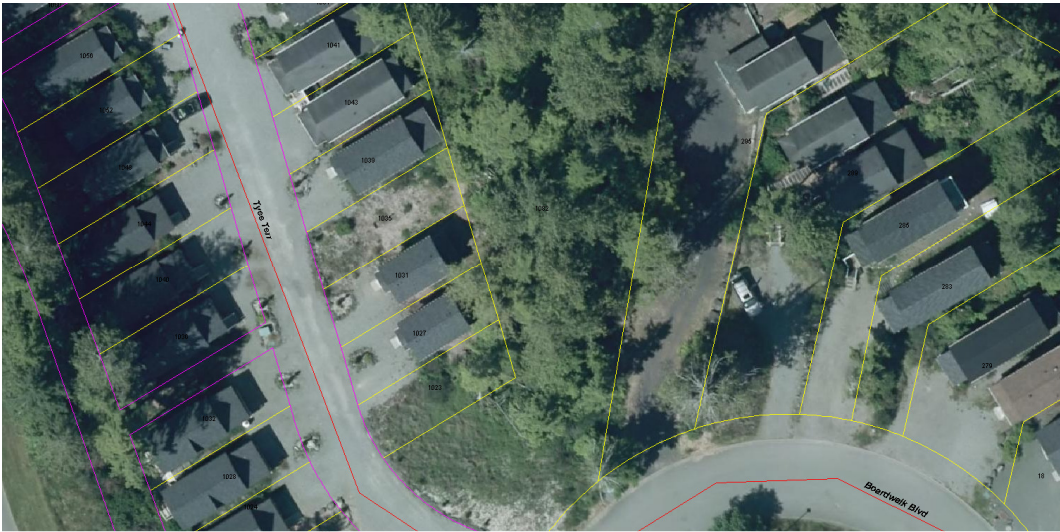
Tyee Terrace and Boardwalk Boulevard, in the Reef Point area, were developed in 1998 and 2000. The small strata lots along Tyee Terrace are part of Plan VIS4490, which was registered on the 7th of January 1998. This plan consists of 31 small strata lots (approx. 130 m²) and a single, large development lot along the water. The lots along Boardwalk Boulevard are part of Plan VIP66186, which was registered on the 27th of July 2000. Lots 11-22 of this plan were further subdivided by splitting into various strata lots (small lots, highlighted in Figure 1). Zoning Bylaw No. 800, 1999 was the bylaw in place at that time, having been adopted May 1999. Bylaw No. 800 indicated the Boardwalk Boulevard area as CS-5, and the following lot regulation has been carried through from Bylaw No. 800 to the current Zoning Bylaw:

	<i>(a) Front Yard Setback</i>	<i>(b) Rear Yard Setback</i>	<i>(c) Side Yard— Interior Setback</i>	<i>(d) Side Yard— Exterior Setback</i>
<i>(1) Principal</i>	<i>6 m (20 ft)</i>	<i>3 m (10 ft)</i>	<i>3 m (10 ft)</i>	<i>6 m (20 ft)</i>
<i>(2) Accessory</i>	<i>6 m (20 ft)</i>	<i>3 m (10 ft)</i>	<i>3 m (10 ft)</i>	<i>6 m (20 ft)</i>

DISCUSSION:

Many of the subject lots (listed below) have been built-out as resort condominiums, but appear to be in non-compliance with the minimum interior side yard setback of 3m. For the most part these lots are approximately 7m wide, so adhering to a side yard setback of 3m on each side would leave a 1m wide buildable area. The resort condominiums that have been built provide a side yard setback of 1.2m or 4ft (**Figure 2**). Staff have initiated this amendment to the Zoning Bylaw to address this inconsistency between the small lots created and the larger setbacks. Staff propose to lower the minimum interior side yard setbacks to 1.2m (4ft) for just the smaller stratified lots in the area. The following lots are the lots that will be subjected by this proposed amendment to the Zoning Bylaw:

- | | | |
|------------------------|---------------------------|----------------------------|
| Plan VIS4490—Lots 1-31 | Plan VIS5843—Lots 1 and 2 | Plan VIS6131—Lot 4 |
| Plan VIS5200—Lot B | Plan VIS6122—Lots A and B | Plan VIS6132—Lot 2 |
| Plan VIS5496—Lot 3 | Plan VIS6124—Lots A and B | Plan VIP66186—Lots 18, 20, |
| Plan VIS5583—Lot 1 | Plan VIS6125—Lots A and B | and 22 |



Staff consider that the 3m (10') set back is appropriate for the larger lots in the area and this proposed amendment does not change any setbacks for these larger lots.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

A minimal amount of staff time will be required to update the Zoning Bylaw and file the Zoning Bylaw Amendment.

FINANCIAL IMPACTS:

There is no direct financial impact as a result of this zoning amendment.

POLICY OR LEGISLATIVE IMPACT:

This Staff initiated zoning amendment is corrective in nature and has no direct Official Community Plan consideration.

OPTIONS REVIEW:

1. That Zoning Amendment Bylaw No. 1219, 2017 be given first and second reading, and advanced to a public hearing. (Recommended)
2. That Council request further information to be identified.
3. That Council considers proposed Bylaw No. 1219, 2017 and determines not to proceed further.

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

DISTRICT OF UCLUELET

Bylaw No. 1219, 2017

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

WHEREAS Section 479 and other parts of the *Local Government Act* authorize zoning and other development regulations;

NOW THEREFORE District Planning Staff have applied to amend the District of Ucluelet Zoning Bylaw No. 1160, 2013 ("Zoning Bylaw") to recognize the requirement for smaller side yard setbacks for the smaller strata lots created within the Reef Point area in the CS-5 Tourist Commercial Zone.

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

1. Section CS-5.6 of the Zoning Bylaw is amended by adding the following subsection:

CS-5.6.3 On the following properties the minimum interior side yard setback shall be reduced to 1.2m (4'): VIS4490 Lots 1-31; VIS5200 Lot B; VIS5496 Lot 3; VIS5583 Lot 1; VIS5843 Lots 1 and 2; VIS6122 Lots A and B; VIS6124 Lots A and B; VIS6125 Lots A and B; VIS6131 Lot 4; VIS6132 Lot 2; VIP66186 Lots 18, 20, and 22,

2. This bylaw may be cited as "Zoning Amendment Bylaw No. 1219, 2017".

READ A FIRST TIME this day of , 2017

READ A SECOND TIME this day of , 2017

PUBLIC HEARING this day of , 2017

READ A THIRD TIME this day of , 2017.

ADOPTED this day of , 2017.

CERTIFIED A TRUE AND CORRECT COPY of "District of Ucluelet Zoning Amendment Bylaw No. 1219, 2017."

Mayor
Dianne St. Jacques

CAO
Mark Boysen

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

CAO
Mark Boysen