



**REGULAR MEETING OF COUNCIL
Tuesday, May 8, 2018 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?i?at̓ First Nations on whose territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. ADOPTION OF MINUTES	
5.1. April 24, 2018 Regular Minutes 2018-04-24 Regular Minutes	5 - 16
6. UNFINISHED BUSINESS	
7. MAYOR'S ANNOUNCEMENTS	
7.1. Press Release: Tsunami Siren Testing in Ucluelet on May 9th from 1 PM - 3 PM Press Release - Tsunami Siren Testing	17 - 18
8. PUBLIC INPUT, DELEGATIONS & PETITIONS	
8.1 Public Input	
8.2 Delegations	
• Lilly Woodbury & Laura Griffich-Chochrane, Surfrider Pacific Rim & Ucluelet Aquarium Re: Ban the Bag Campaign D- 1 Surfrider Delegation	19 - 24
9. CORRESPONDENCE	
9.1. Proclamation Request for National Missing Children's Month and Missing Children's Day Child Find British Columbia C-1 Child Find Proclamation	25 - 26
9.2. Request for Letter of Support	27

Lance Blackwell

[C-2 Blackwell Correspondence](#)

10. INFORMATION ITEMS

- 10.1. Highway 4 Kennedy Hill Safety Improvements Notice to Start Work
Emil Anderson Construction (EAC) Inc. 29 - 31
[I-1 HWY 4 Kennedy Hill Notice](#)
- 10.2. Employer Health Tax Implications 33
John Harwood, Mayor - District of Clearwater
[I-2 Employer Health Tax Letter](#)

11. COUNCIL COMMITTEE REPORTS

- 11.1 Councillor Sally Mole
Deputy Mayor January – February
- 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*
- 11.2 Councillor Marilyn McEwen
Deputy Mayor March – April
- West Coast Multiplex Society
 - Ucluelet & Area Historical Society
 - Wild Pacific Trail Society
 - Vancouver Island Regional Library Board – Trustee
- => *Other Reports*
- 11.3 Councillor Mayco Noel
Deputy Mayor July – October
- 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
 - Alberni-Clayoquot Regional District Board – Alternate

=> *Other Reports*

11.4 Councillor Randy Oliwa
Deputy Mayor May – June

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

=> *Other Reports*

11.5 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
- Pacific Rim Whale Festival Committees
- Ucluelet Health Centre Working Group

=> *Other Reports*

12. REPORTS

- | | | |
|-------|--|---------|
| 12.1. | Road Closure Request for the Porsche Club 'Show and Shine' Event
<i>Abby Fortune, Director of Parks and Recreation</i>
R-1 Road Closure Report | 35 - 37 |
| 12.2. | Ucluelet Economic Development Strategy Progress Report
<i>Mark Boysen, Chief Administrative Officer</i>
R-2 UED Report | 39 - 46 |
| 12.3. | Appointment of Chief and Deputy Election Officers
<i>Marlene Lagoa, Deputy Municipal Clerk</i>
R-3 Election Appointment Report | 47 - 49 |
| 12.4. | Resolution Tracking - April 2018
<i>Marlene Lagoa, Deputy Municipal Clerk</i>
R-4 Resolution Tracking Report | 51 - 57 |
| 12.5. | Quarterly Projects Update - 1st Quarter 2018
<i>Mark Boysen, Chief Administrative Officer</i>
R-5 Quarterly Report | 59 - 64 |

- 12.6. CAO Performance Monitoring Policy
Councillor Randy Oliwa
[R-6 CAO Report](#) 65 - 69
13. LEGISLATION
- 13.1. **REPORT** - Five Year Financial Plan and Tax Rates Bylaws (Report #2) 71
Marlene Lagoa, Deputy Municipal Clerk
[L-1 Five Year Financial Plan Report](#)
- 13.2. **BYLAW** - District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018 73 - 78
[L-2 Bylaw 1229, 2018](#)
- 13.3. **BYLAW** - District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018 79 - 81
[L-3 Bylaw 1230, 2018](#)
14. OTHER BUSINESS
15. QUESTION PERIOD
16. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, April 24, 2018 at 7:30 PM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Mole, Noel, and Oliwa
 Staff: Mark Boysen, Chief Administrative Officer
 Carolyn Bidwell, Chief Financial Officer
 Bruce Greig, Manager of Community Planning
 Marlene Lagoa, Deputy Municipal Clerk

Regrets:

1. CALL TO ORDER

1.1 Mayor St. Jacques called the meeting to order at 7:48 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3. ADDITIONS TO AGENDA

3.1 Pertaining to Agenda Item No. 12.1 Ucluelet OCP Bylaw Review - Project Update:

- ADD Appendix A: Vancouver Island University: District of Ucluelet Official Community Plan Revision - Summary of Consultations Report.

4. APPROVAL OF AGENDA

4.1 April 24, 2018 Regular Agenda

2017-001 **It was moved by Councillor Noel and seconded by Councillor Mole**
 THAT Council approve the April 24, 2018 Regular Agenda as amended.

CARRIED.

5. ADOPTION OF MINUTES

5.1 April 10, 2018 Regular Minutes

- Councillor McEwen noted the omission under item 12.4 of a mover and seconder for the motion to approve a temporary use permit TUP-17-01.

- Marlene Lagoa, Deputy Municipal Clerk, confirmed the motion was moved by Councillor McEwen and seconded by Councillor Noel.

2017-002

It was moved by Councillor Noel and seconded by Councillor Mole
THAT Council approve the April 10, 2018 Regular Minutes as amended.

CARRIED.

6. UNFINISHED BUSINESS

6.1 There was no unfinished business.

7. MAYOR'S ANNOUNCEMENTS

7.1 There were no announcements.

8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

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

8.2 Delegations

Jamie Vann Struth, Ucluelet Chamber of Commerce
Re: Update on the UBERE Program

Jamie Van Struth presented the findings from the UBERE employer interviews.

Presentation highlights included:

- 57 employers interviewed;
- 3 upcoming workshops on social media promotion;
- Connecting small and medium businesses with similar needs to increase local capacity (e.g. staff training);
- Providing education on available government programs and support available to businesses (e.g. wage subsidies);
- Biggest issues were attraction and retention of staff, lack of housing, lack of year-round work for employees; and low wages;
- Majority of businesses have been experiencing strong and steady financial growth;
- Lack of understanding around public services such as property taxes calculations, development approval processes, and waste collection services;

- 53% of businesses believe the highway construction is going to negatively impact revenues; and that
- Business climate issues included lack of land for commercial or industrial development; lack of suitable commercial space for lease; and the supply, quality and cost of housing.

Mayor St. Jacques asked Mr. Van Struth if he could share the detailed survey responses with the District.

**Kerry Harwood,
Housing, Staffing, Stress, and the Well-being of Ucluelet**

Kerry Harwood, resident, presented his concerns with the lack of affordable housing in Ucluelet to accommodate the local workforce. Concerns included the nightly rental market impacting room availability, and the health of employees who are stressed due to poor housing situations. Mr. Harwood shared how stressed workers negatively impact local businesses service levels.

Mr. Harwood suggested the following solutions:

- Residents opening spare rooms to seasonal workers;
- Establishing a housing corporation such as Tofino;
- Setting up a campground for local workers on vacant land and provide washroom services, common areas, as well as charging rent to recoup costs; and
- Offer stress management workshops and counselling services to local workers.

Mayor St. Jacques suggested that he speak with the Manager of Community Planning and the Westcoast Community Resources Society.

9. CORRESPONDENCE

9.1 Coastal Addendum - Alberni Agriculture Plan Alberni-Clayoquot Regional District

Mayor St. Jacques noted that the letter was a follow-up to the delegation made at the April 10, 2018 Regular Meeting and that the District has already committed to attending the May 15th meeting.

Bruce Greig, Manager of Community Planning, responded to questions concerning available agricultural land in the District that may be

surveyed by an agrologist. Mr. Greig noted there was no municipal land that would be suitable to be studied and suggested that the free surveying opportunity is one that may be of interest to private land owners. Mayor St. Jacques suggested the community garden as one possible site.

- 2017-003 **It was moved by Councillor Mole and seconded by Councillor McEwen**
THAT Council refer correspondence item “Coastal Addendum – Alberni Agriculture Plan” to staff and if any additional action is needed to bring a report back to Council.
- CARRIED.

9.2 Cannabis Taxation Revenue Sharing Reply
Carole James, Ministry of Finance

- 2017-004 **It was moved by Councillor McEwen and seconded by Councillor Noel**
THAT Council receive correspondence item “Cannabis Taxation Revenue Sharing Reply” for information.
- CARRIED.

9.3 Emergency Relief to Communities Hit Hard by Salmon Deal
Doug Kimoto

- 2017-005 **It was moved by Councillor Oliwa and seconded by Councillor Noel**
THAT Council receive correspondence item “Emergency Relief to Communities Hit Hard by Salmon Deal” for information.
- CARRIED.

10. INFORMATION ITEMS

10.1 Spring Clean-Up Day
District of Ucluelet

Concerns were raised with strata and commercial properties being excluded from the Spring Clean-Up Day and whether there was an opportunity to include them in future years.

10.2 Insight into Salmon Farming
BC Salmon Farmers Association

10.3 2018 Facility Hours of Operation
Pacific Rim National Park Reserve

- 2017-006 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
THAT Council receive information items 10.1, 10.2, and 10.3 as a block.
- CARRIED.

11. COUNCIL COMMITTEE REPORTS

- 11.1 Councillor Sally Mole
Deputy Mayor January – February

Ucluelet & Area Child Care Society

- Met to discuss new provincial program and learned it will not assist with the daycare's revenues or expenditures.
- AGM is scheduled for May and they are seeking new board members.

Westcoast Community Resources Society

- Attended the Seniors Lunch earlier that day.
- New Horizons will be delivering workshops in May.

- 11.2 Councillor Marilyn McEwen
Deputy Mayor March – April

Ucluelet & Area Historical Society

- AGM held April 22nd.
- Seven board members were re-elected and there is one vacancy on the board if anyone is interested.
- Featured a historical slideshow which served as a reminder that the region use to get more snow.

=> Other Reports

- Attended seniors lunch. The 2016 Age Friendly Action Plan was reviewed. The group is coming up with a seniors advisory committee. Provided input on seniors' activities and events. Fall Forum will be held on October 1st from 1 to 3 pm at the Ucluelet Community Centre. October 1st is the International Day of Older Persons.
- Attended Vancouver Island Real Estate Board Commercial Building Awards held April 19th in Nanaimo. Nominees included Ucluelet's Welcome Bay, Toquaht's multi-family housing, Ty Histans Health Centre (award of merit), and Tofino's Cypre Corner (award of excellence).

- 11.3 Councillor Mayco Noel
Deputy Mayor July – October

Ucluelet Chamber of Commerce

- Attended advisory committee meeting held April 23rd.
- Workshops are coming up in May.

Tourism Ucluelet

- Visitor data from the Pacific Rim Visitors Centre at the junction showed that March visitor numbers were up 41% from the previous year.
- Working with the George Fraser Committee to setup a popup museum this summer at the downtown visitor centre.

Barkley Community Forest Board

- Announced he had made an error at the April 10th meeting by announcing that fire wood permits were available. That was incorrect.
- Information will be made available once the firewood program rolls out in a couple of weeks.

11.4 Councillor Randy Oliwa *Deputy Mayor May – June*

Aquarium Board

- Attended meeting last week.
- Working on staff accommodation.
- Financials is incomplete but coming forward shortly.
- Invitation to have CAO Mark Boysen to meet with the Chair of the group and get an update on activities.

Seaview Seniors Housing Society

- Group has put out an open invitation to CAO Mark Boysen to join the group for their next meeting. Meet first Monday of every month.
- They have a new Facebook page – Forest Glen Seniors Housing Society.

11.5 Mayor Dianne St. Jacques

=> **Other Reports**AVICC

- Mayor and Council attended the Association of Vancouver Island and Coastal Communities (AVICC) from April 12–15 in Victoria. Workshop topics included: cannabis, opioid crisis, employer health tax, and happy cities.
- Attended a seafood working group session with government staff and Christina Burridge from the BC Seafood Alliance. Mayor is going to invite her to come and present on their work and how they are helping to market seafood products.
- Talked with Dr. Ralph Nilson from VIU and discussed the possibility of gaining the Coast Guard building as an education centre.

2016-7

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

THAT Council receive the verbal committee reports.

CARRIED.

12. REPORTS

12.1 Ucluelet OCP Bylaw Review - Project Update
Bruce Greig, Manager of Community Planning

2017-008

It was moved by Councillor McEwen and seconded by Councillor Mole

THAT Council approve recommendation 1 from report item, "Ucluelet OCP Bylaw Review - Project Update" which states:

1. *THAT Council receive the District of Ucluelet Official Community Plan March 2018 Summary of Consultations Report for information.*

CARRIED.

12.2 MSP - Impact of Provincial Changes
Carolyn Bidwell, Chief Financial Officer

2017-009

It was moved by Councillor Noel and seconded by Councillor Mole

THAT Council approve recommendation 1 from report item, "MSP - Impact of Provincial Changes" which states:

1. *THAT Council receive report "MSP – Impact of Provincial Changes" for information.*

CARRIED.

12.3 Cheque Listing - March 2018
Marlene Lagoa, Deputy Municipal Clerk

The following items were discussed:

- Judy Gray was reimbursed only the portion of the development application costs directly related to hosting a public hearing as the application never progressed to that stage.
- The delay in paying the Tourism Ucluelet invoice from December 2017.

2017-010 **It was moved by Councillor Oliwa and seconded by Councillor Noel**
THAT Council approve recommendation 1 from report item, "Cheque Listing - March 2018" which states:
1. THAT Council receive the District of Ucluelet's March 2018 Cheque Listings for information.

CARRIED.

13. LEGISLATION

13.1 REPORT - Five Year Financial Plan and Tax Rates Bylaws *Carolyn Bidwell, Chief Financial Officer*

2017-011 **It was moved by Councillor Mole and seconded by Councillor Noel**
THAT Council approve recommendations 1 and 2 from report item, "Five Year Financial Plan and Tax Rates Bylaws" which states:
1. THAT the "District of Ucluelet 2018 – 2022 Financial Plan Bylaw No. 1229, 2018" be given first, second and third reading; and
2. THAT the "District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018" be given first, second and third reading.

CARRIED.

13.2 BYLAW - District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018

2017-012 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018 be given first reading.

CARRIED.

2017-013 **It was moved by Councillor Noel and seconded by Councillor McEwen**
THAT District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018 be given second reading.

CARRIED.

2017-014 **It was moved by Councillor Oliwa and seconded by Councillor McEwen**
THAT District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018 be given third reading.

CARRIED.

13.3 **BYLAW - District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018**

Councillor Oliwa noted that he liked the schedules in the older bylaws that showed the percentage of total population and dollar value for each class.

- 2017-015 **It was moved by Councillor Mole and seconded by Councillor Oliwa**
THAT District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018 be given first reading.
CARRIED.
- 2017-016 **It was moved by Councillor Mole and seconded by Councillor McEwen**
THAT District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018 be given second reading.
CARRIED.
- 2017-017 **It was moved by Councillor Noel and seconded by Councillor McEwen**
THAT District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018 be given third reading.
CARRIED.

13.4 **REPORT - Zoning Bylaw Amendments to Clarify the Definition of Cannabis Sales and Production** ***Bruce Greig, Manager of Community Planning***

Bruce Greig, Manager of Community Planning, provided the following responses to Council's questions:

- The 90 days following adoption of federal and provincial legislation is only a recommendation of a reasonable amount of time for applications to be submitted. The timeline can be changed at Council's discretion.
- The 150m buffer from Tugwell Sports Fields was based on the size of the field and local geography. Increasing the buffer to 300m would exclude most commercial and industrial properties in that area of town.
- Limiting to two cannabis sales retail locations was based on it being a good number to begin with for a community of our size. If only one business licence was permitted it might establish a monopoly.

- 2017-018 **It was moved by Councillor Noel and seconded by Councillor McEwen**
THAT Council approve recommendation 1 from report item, "Zoning Bylaw Amendments to Clarify the Definition of Cannabis Sales and Production" which states:
1. *THAT Council, with regard to the proposed zoning amendment to further define cannabis sales and cannabis production, and to clarify that these uses are not currently permitted in any zone within the municipality:*

- a. *give first and second reading to District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018;*
- b. *advance the bylaw to a public hearing;*

CARRIED.

2017-019

It was moved by Councillor Noel and seconded by Councillor McEwen

THAT Council approve recommendation 2 from report item, "Zoning Bylaw Amendments to Clarify the Definition of Cannabis Sales and Production" which states:

2. THAT Council indicate to the community and any future applicants that the following can be expected in the future consideration of rezoning applications for cannabis sales:

- a. *any cannabis sales rezoning applications will be brought to Council no earlier than 90 days following the adoption of federal Bill C-45 and provincial legislation for the legal distribution and regulation of cannabis sales in BC, whichever is later;*
- b. *Council will consider the merits of any rezoning applications for cannabis sales in the context of federal and provincial regulations, community input at a joint public hearing, and the following preliminary criteria:*
 - i. *on commercial property located at least 300m from school grounds, public playgrounds, licensed daycare facilities, the Ucluelet Community Centre, Ucluelet Aquarium and Municipal Hall, and at least 150m from Tugwell Sports Fields;*
 - ii. *low-key storefront design and signage befitting the form and character of the Ucluelet streetscape and surrounding commercial properties;*
 - iii. *all other aspects normally considered with a commercial rezoning application (access, location and amount of parking, landscaping, etc.);*
 - iv. *any components of the proposal which may help to mitigate impacts of the new use or provide a degree of public amenity to present a net public benefit to the community; and,*

3. after hearing public input, Council may deny all applications or approve one or more applications up to a maximum of two cannabis sales

retail locations in Ucluelet at this point in time.

CARRIED.

13.5 BYLAW - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018

2017-020

It was moved by Councillor McEwen and seconded by Councillor Mole

THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018 be given first reading.

CARRIED.

2017-021

It was moved by Councillor Mole and seconded by Councillor Oliwa*THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018 be given second reading.*

CARRIED.

14. OTHER BUSINESS**14.1 Notice of Motion**

- Councillor Oliwa gave a notice of motion that at the next meeting he will be introducing a motion to review the CAO performance review policy and probationary review process.

14.2 Resolution Tracking

- Councillor Noel noted he sent an email to staff listing three items that he would like to see added to the next resolution tracking list.

14.3 Barkley Community Forest

- Councillor Mole noted she would like to keep the communication going with all parties and wished to share information on the availability of an aboriginal education fund.
- Councillor Noel asked if staff had an update on Council's wish to meet with the Barkley Community Forest Corporation to do some visioning.

15. QUESTION PERIOD

15.1 Kerry Harwood, resident, asked about the status of the Community Forest funding and when a decision on how to spend the money will be made. Mayor St. Jacques responded that the District has not allocated the funds and that they will be seeking community input next month.

16. ADJOURNMENT

16.1 Mayor St. Jacques adjourned the regular meeting at 9:13 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, April 24, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Mark Boysen
CAO



PRESS RELEASE

April 27, 2018
For Immediate Release

Tsunami Siren Testing in Ucluelet on May 9th from 1pm-3pm

Ucluelet, BC – The District of Ucluelet will be testing an emergency siren warning system on May 9th every half hour between 1:00 pm - 3:00 pm. The community is asked to participate by providing input to the Municipality through a survey. The District will also be testing its emergency notification services, to cellphones and landlines, at 10am reminding residents of the siren testing.

The siren will sound at a different location during the testing period. Following the testing, residents and businesses are being asked to complete a survey updating the District of where they were and what they heard at those time. This valuable feedback will then be used to help identify the number of sirens the community needs and potential locations.

The survey will be made available closer to the test date and will be available at www.ucluelet.ca. A hard copy of the survey will also be available at the Ucluelet Community Centre (500 Matterson Drive). Community neighbours Yuuṭuṛiṭṭath, Port Albion and other Area C residents are also encouraged to share their experiences during the test.

Following the January 23rd, 2018 tsunami alert event, the District of Ucluelet recognized that a new tsunami warning system is needed to improve notification to residents during an emergency. The District would like to thank the City of Port Alberni for loaning one of their back up sirens to Ucluelet to use for this testing exercise.

The tsunami siren testing is taking place during Emergency Preparedness Week (May 6 - 12, 2018). For more information, please visit: www.getprepared.gc.ca.

For more information, please contact the District of Ucluelet at 250-726-7744, email info@ucluelet.ca, or sign-up to receive email notices from the District at www.ucluelet.ca

Mark Boysen

Chief Administrative Officer



Tsunami Siren Testing in Ucluelet



Wednesday May 9th
Emergency Preparedness Week

The District will be testing a pilot tsunami siren system in different locations on May 9th at the following times:

1pm 130pm 2pm 230pm 3pm

Participate by telling us what you heard and where you were during these times!

An electronic survey will be shared publicly closer to the test date and will be available at www.ucluelet.ca

The District will also be testing Emergency Cell Notification System at 10am on May 9th.

For more information please email info@ucluelet.ca



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: _____

Organization Name: _____

Name of person(s) to make presentation: _____

Topic: _____

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

Please describe:

Contact person (if different from above): _____

Telephone Number and Email: _____

Will you be providing supporting documentation? Yes No
 If yes, what are you providing? Handout(s) - *see attached (Victoria Bylaw)*
 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.

NO. 18-008

**CHECKOUT BAG REGULATION BYLAW
A BYLAW OF THE CITY OF VICTORIA**

The purpose of this Bylaw is to regulate the business use of single use checkout bags to reduce the creation of waste and associated municipal costs, to better steward municipal property, including sewers, streets and parks, and to promote responsible and sustainable business practices that are consistent with the values of the community.

Contents

1	Title
2	Definitions
3	Checkout Bag Regulations
4	Exemptions
5	Offences
6	Penalties
7	Severability
8	Consequential Amendment to the Ticket Bylaw
9	Transition Provisions
10	Effective Date

Under its statutory powers, including sections 8(6) of the *Community Charter*, the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

Title

- 1 This Bylaw may be cited as the "Checkout Bag Regulation Bylaw".

Definitions

- 2 In this Bylaw

“Checkout Bag” means:

- (a) any bag intended to be used by a customer for the purpose of transporting items purchased or received by the customer from the business providing the bag; or
- (b) bags used to package take-out or delivery of food
- (c) and includes Paper Bags, Plastic Bags, or Reusable Bags;

“Business” means any person, organization, or group engaged in a trade, business, profession, occupation, calling, employment or purpose that is regulated under the Business Licence Bylaw or the Cannabis Related Business Regulation Bylaw and, for the purposes of section 3, includes a person employed by, or operating on behalf of, a Business;

“Paper Bag” means a bag made out of paper and containing at least 40% of post consumer recycled paper content, and displays the words “Recyclable” and “made from

40% post-consumer recycled content” or other applicable amount on the outside of the bag, but does not include a Small Paper Bag;

“Plastic Bag” means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a Reusable Bag;

“Reusable Bag” means a bag with handles that is for the purpose of transporting items purchased by the customer from a Business and is

- (a) designed and manufactured to be capable of at least 100 uses; and
- (b) primarily made of cloth or other washable fabric;

“Small Paper Bag” means any bag made out of paper that is less than 15 centimetres by 20 centimetres when flat.

Checkout Bag Regulation

- 3 (1) Except as provided in this Bylaw, no Business shall provide a Checkout Bag to a customer.
- (2) A Business may provide a Checkout Bag to a customer only if:
 - (a) the customer is first asked whether he or she needs a bag;
 - (b) the bag provided is a Paper Bag or a Reusable Bag; and
 - (c) the customer is charged a fee not less than
 - (i) 15 cents per Paper Bag; and
 - (ii) \$1 per Reusable Bag.
- (3) For certainty, no Business may:
 - (a) sell or provide to a customer a Plastic Bag; or
 - (b) provide a Checkout Bag to a customer free of charge.
- (4) No Business shall deny or discourage the use by a customer of his or her own Reusable Bag for the purpose of transporting items purchased or received by the customer from the Business.

Exemptions

- 4 (1) Section 3 does not apply to Small Paper Bags or bags used to:
 - (a) package loose bulk items such as fruit, vegetables, nuts, grains, or candy;
 - (b) package loose small hardware items such as nails and bolts;
 - (c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;

- (d) wrap flowers or potted plants;
 - (e) protect prepared foods or bakery goods that are not pre-packaged;
 - (f) contain prescription drugs received from a pharmacy;
 - (g) transport live fish;
 - (h) protect linens, bedding, or other similar large items that cannot easily fit in a Reusable Bag;
 - (i) protect newspapers or other printed material intended to be left at the customer's residence or place of business; or
 - (j) protect clothes after professional laundering or dry cleaning.
- (2) Section 3 does not limit or restrict the sale of bags, including Plastic Bags, intended for use at the customer's home or business, provided that they are sold in packages of multiple bags.
- (3) Notwithstanding section 3(2)(c) and 3(3)(b), a Business may provide a Checkout Bag free of charge if:
- (a) the Business meets the other requirements of section 3(2);
 - (b) the bag has already been used by a customer; and;
 - (c) the bag has been returned to the Business for the purpose of being re used by other customers.
- (4) Section 3 does not apply to a Checkout Bag that was purchased by a Business prior to the first reading of this Bylaw.

Offence

- 5 (1) A person commits an offence and is subject to the penalties imposed by this Bylaw, the Ticket Bylaw and the *Offence Act* if that person:
- (a) contravenes a provision of this Bylaw;
 - (b) consents to, allows, or permits an act or thing to be done contrary to this Bylaw; or
 - (c) neglects or refrains from doing anything required by a provision of this Bylaw.
- (2) Each instance that a contravention of a provision of this Bylaw occurs and each day that a contravention continues shall constitute a separate offence.

Penalties

- 6 A person found guilty of an offence under this Bylaw is subject to a fine:

- (a) if a corporation, of not less than \$100.00 and not more than \$10,000.00; or
 - (b) if an individual, of not less than \$50.00 and not more than \$500.00
- for every instance that an offence occurs or each day that it continues.

Severability

7 If any provision or part of this Bylaw is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, it shall be severed from the Bylaw and the balance of the Bylaw, or its application in any circumstances, shall not be affected and shall continue to be in full force and effect.

Consequential Amendment to the Ticket Bylaw

8 The Ticket Bylaw No. 10-071 is amended by inserting, immediately after Schedule Y, the Schedule 1 attached to this Bylaw as the new Schedule Z.

Transition Provisions

- 9 (1) Section 3(2)(c)(i) is amended by deleting “15 cents” and substituting “25 cents”.
- (2) Section 3(2)(c)(ii) is amended by deleting “\$1” and substituting “\$2”.
- (3) Section 4(4) is repealed.

Effective Date

10 This Bylaw comes into force on July 1, 2018 except sections 5 and 9 which come into force on January 1, 2019.

READ A FIRST TIME the **14th** day of **December** 2017.

READ A SECOND TIME the **14th** day of **December** 2017.

READ A THIRD TIME the **14th** day of **December** 2017.

ADOPTED on the _____ day of _____ 2017.

CITY CLERK

MAYOR

Schedule 1

Schedule Z
Single Use Checkout Bag Regulation Bylaw
Offences and Fines

Column 1 – Offence	Column 2 – Section	Column 3 – Set Fine	Column 4 – Fine if paid within 30 days
Providing a Checkout Bag to a Customer except as provided in the bylaw	3(1)	\$100.00	\$75.00
Providing a Checkout Bag without asking whether a customer wants one	3(2)(a)	\$100.00	\$75.00
Providing a Checkout Bag that is not a Paper Bag or Reusable Bag	3(2)(b)	\$100.00	\$75.00
Charging less than a prescribed amount for a Checkout Bag	3(2)(c)	\$100.00	\$75.00
Selling or providing a Plastic Bag	3(3)(a)	\$100.00	\$75.00
Providing Checkout Bag free of charge	3(3)(b)	\$100.00	\$75.00
Denying or discourage use of customer's own Reusable Bag	3(4)	\$100.00	\$75.00



Serving British Columbia Since 1984
Provincial Toll Free: 1.888.689.3463 www.childfindbc.com

April 20, 2018

Victoria Office

2722 Fifth Street, 208
Victoria, BC V8T 4B2
(250) 382-7311
Fax (250) 382-0227
Email:
childvicbc@shaw.ca

“A charitable non-profit organization working with searching families and law enforcement to reduce the incidence of missing and exploited children.”

*A Missing Child is
Everyone's
Responsibility*



Dear Mayor and Councilors,

Re: Proclamation for National Missing Children's Month and Missing Children's Day

I write today on behalf of Child Find British Columbia. Child Find BC requests that your local government proclaim May as Missing Children's Month and May 25th as missing Children's Day.

Child Find BC provides “ALL ABOUT ME” ID Kits with child finger printing and photos, to at no cost to families and Child Find BC hosts these Child Find ID Clinics throughout BC. Child Find BC provides education, including public speakers, literature and tips for families to assist them in keeping all of our children safe.

We hope that you will raise this proclamation for consideration to your Council and your community at your next meeting.

Most recent reporting from the RCMP (2017) show that 7,459 cases of missing children were reported in British Columbia Through the support of municipal governments like yours we are able to educate and bring awareness to thousands of BC families on this important issue.

Thank you so much for your consideration of this request and your continuing commitment to Community Services in BC and the children and families of BC. If you have any questions regarding this request please contact the Child Find BC office at 1-888-689-3463.

Yours truly,

Crystal Dunahee
President, Child Find BC

If you or your organization would like to host an “All About Me” ID clinic, have an idea for an event in your community or would like literature and information on becoming a member and supporter of Child Find BC, please call us at 1-888-689-3463.

Your Letterhead here

National Missing Children’s Month and Missing Children’s Day

WHEREAS Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; **AND**

WHEREAS The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; **AND**

WHEREAS Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; **AND**

WHEREAS Child Find’s annual Green Ribbon of Hope Campaign will be held in the month of May and May 25th is National Missing Children’s Day; **AND**

THEREFORE BE IT RESOLVED THAT

I, (Mayors Name) of the (city, town, municipality), do hereby proclaim May as Child Find’s Green Ribbon of Hope month and May 25th as National Missing Children’s day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.

_____ Mayor

Signed at _____ this _____ day of May, 2018

Darcey Bouvier

Subject: Letter of Support from Mayor and Council

From: Lance Blackwell

Sent: May 2, 2018 11:31 AM

Subject: Letter of Support from Mayor and Council

Dear Mayor and Council,

Further to my presentation to Mayor and Council April 10, 2018 I am requesting a letter of support for a **Tourist Radio Channel** in the Ucluelet/Hwy 4 area for the purposes of transmitting important local information, safety advisories, local hazards and other relevant traveller information 24/7. The letter of support is to aid my **Coast Guard Land Share Application** for placement of a broadcast antenna on **Mount Ozzard**.

For the present Industry Canada has recommended my skipping the application for a temporary broadcast facility at the Pacific Rim Visitor Centre and applying directly for an antenna placement on **Mount Ozzard**.

Thank you for your consideration.

Regards,

Lance Blackwell



EMIL ANDERSON CONSTRUCTION (EAC) INC.

April 24, 2018

**Re: Hwy 4 Kennedy Hill Safety Improvements
Notice of Start of Work**

Dear Organization,

Emil Anderson Construction (EAC) Inc has been contracted by the Ministry of Transportation and Infrastructure to construct the Kennedy Hill Safety Improvements, over a 1.6 km section of Highway 4 starting about 14 km NE of the Tofino/Ucluelet junction. We are reaching out to you, an organization that depends on the highway, to introduce ourselves, provide contact info, and key project information.

Our initial tasks include clearing and grubbing of trees along the highway, and relocation of overhead utilities. We plan on starting these work activities on or shortly after May 7th, with traffic control personnel present when required. Stoppages will be limited to a few minutes, with no long-duration closures either at night or during the day, but plan for at least an additional 10 minutes of travel time through the site for your trip during this initial phase.

Starting in July, we will commence drilling and blasting activities. The highway will remain open between 7 am and 10 pm, but may be Single-Lane, Alternating Traffic (SLAT) for extended periods. During SLAT operations at peak summer travel times, drivers should expect up to an additional 30min of travel time to get through the site. Outside of peak periods, these delays should be much reduced. Between 10 pm and 7 am, there will be road closures of up to 3 hours while we conduct our blasting operations, with short windows to clear traffic every few hours. For the detailed nightly road closure schedule, please see the attached table that shows the Traffic Stoppage Windows we will be adhering to.

There is also a traffic advisory hotline, updated daily once we start work, which will provide detailed and up-to-date information to help plan your trip. The number is: **1 855 451-7152**. Information will also be posted on electronic message boards at either ends of the project and along the Hwy 4 corridor between the west coast and Hwy 19 as well as information posted to **DriveBC.ca**.



EMIL ANDERSON CONSTRUCTION (EAC) INC.

Traffic will be impacted for the duration of this project, however we will endeavour to minimize the impacts wherever possible. Every two weeks we will send you an update via email explaining what to expect in terms of delays for the coming two weeks.

For your own safety, it is imperative you respect all construction signage, and stay well clear of any heavy equipment.

We apologize for any inconvenience this project will impose on you, but hope you understand that we are working towards a safer highway for all of us.

Further project information is available on the Ministry's project website at www.gov.bc.ca/highway4kennedyhill. Should you have any questions or concerns I can be reached via email at dgourlay@eac.bc.ca, or by leaving a message on the traffic advisory hotline at 1 855 451-7152.

Sincerely,

Emil Anderson Construction (EAC) Inc.

David Gourlay

David Gourlay
EAC Project Coordinator

**Highway 4 Kennedy Hill Planned Traffic Stoppages Schedule
April 2018 to Summer 2020**

Time	Peak Season	Off-Peak Season
	June 15 - September 15	September 16-June 14
midnight - 1am	Open	Open
1am - 2am	Stoppage	Stoppage
2am - 3am	Stoppage	Stoppage
3am - 4am	Stoppage	Stoppage
4am-5am	Open	Open
5am-6am	Stoppage	Stoppage
6am-7am	Stoppage	Stoppage
7am-8am	Open	Open
8am-9am	Open	Open
9am-10am	Open	Open
10am-11am	Open	Open
11am-noon	Open	Open
noon-1pm	Open	Stoppage
1pm-2pm	Open	Open
2pm-3pm	Open	Open
3pm-4pm	Open	Open
4pm-5pm	Open	Stoppage
5pm-6pm	Open	Open
6pm-7pm	Open	Open
7pm-8pm	Open	Open
8pm-9pm	Open	Open
9pm-10pm	Open	Open
10pm-11pm	Stoppage	Stoppage
11pm-midnight	Stoppage	Stoppage



April 13, 2018

File: 0400-20

Honourable Carole James
Minister of Finance
PO Box 9048 Stn Prov Govt
Victoria, BC V8W 9E2

FILE COPY

Re: Employer Health Tax

Dear Minister James:

District of Clearwater Council understands that implementing an Employer Health Tax is administratively more efficient and replaces a "regressive tax" for Medical Services Premiums (MSP) which are not tied to income. An example noted in a recent press release notes that "a person earning \$45,000 a year pays the same as a person earning \$250,000".

It is understood that the new tax will be phased in over the next couple of years. Using the example of how this will be calculated whereby employers with payroll over the \$500,000 threshold will pay double, will put undue hardship on the District. Based on the information provided for 2019 we will pay half the Medical Services Premiums, plus the new tax. Based on the District's 2018 payroll of \$1,490,351. it will cost approximately \$38,661.85 (2019 Payroll Tax plus 2019 premiums \$9,600) for 2019. This works out to approximately a 1.5 percent increase on property taxes. The District of Clearwater is a small municipality of just over 2,400, and has limited ability to generate revenues outside taxation.

We ask that you consider options for an easier transition to the implementation of the Employer Health Tax. Thank you for your time and consideration to this matter of urgent concern to all B.C. municipalities.

Sincerely,

John Harwood
Mayor

cc: UBCM Municipalities

DISTRICT OF CLEARWATER
P 250.674.2257
F 250.674.2173
E admin@docbc.ca
PO Box No. 157
209 Dutch Lake Road
Clearwater BC V0E 1N0
districtofclearwater.com



STAFF REPORT TO COUNCIL

Council Meeting: May 8, 2018

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION **FILE NO:** 8100-01 **REPORT NO:** 18-37

SUBJECT: ROAD CLOSURE REQUEST FOR THE PORSCHE CLUB 'SHOW AND SHINE' EVENT

Recommendation(s):

1. **THAT** Council authorizes the close of a short section of Main Street (in front of Whiskey Landing) and Cedar Road (in front of the Village Green), and the Main Street Dock (Whiskey Dock) from 9:00 a.m. to 4:00 p.m. on Saturday May 26, 2018 for the Porsche Club 'Show and Shine' event.

Purpose:

The purpose of this report is to allow the use of a short section of Main Street and Cedar Road, and Main Street Dock to showcase up to 50 cars on Saturday, May 26, 2018, as well as to encourage the community to attend the Porsche Club 'Show and Shine' event.

Background:

The four-day Vancouver Island Region Porsche Club event is in its ninth year in Ucluelet. This is an unprecedented showing in one location for this club. The annual event is very popular with Porsche Club members due to the previous success and sells out each year. It is noted this year's event will attract new people that have never been to Ucluelet before. The Porsche Club has fundraised over \$40,000 in the last 9 years for the Ucluelet Volunteer Fire Brigade.

Impact:

The affected businesses will be contacted prior to the event. Signage, notices and advertisements will be distributed to inform the public of the road closure and the event itself. The Harbour Manager will be contacted regarding the use of the Main Street Dock, and staff is working with the Porsche Club Committee and Tourism Ucluelet about the logistics for the 'Show and Shine' event.

Figure 1. Map of the requested closure.



Figure 2. Photo of the Main Street Dock during the 2015 Porsche Club Event. Photo credit to Porsche Club member Kevin Johnston.



Summary and Conclusion:

The closure of Cedar Road and the Main Street Dock locations for the 'Show and Shine' event on Saturday, May 26, 2018 from 9:00 a.m. to 4:00 p.m. Participations and community members felt the event was a great success the last few years due to the central location.

Options Review:

1. **THAT** Council authorizes the close of a short section of Main Street (in front of Whiskey Landing) and Cedar Road (in front of the Village Green), and the Main Street Dock (Whiskey Dock) from 9:00 a.m. to 4:00 p.m. on Saturday May 26, 2018 for the Porsche Club 'Show and Shine' event. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Abby Fortune, Director of Parks & Recreation
Mark Boysen, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: MAY 8TH, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 0640-30

SUBJECT: Ucluelet Economic Development Strategy Progress Report

REPORT NO: 18-38

ATTACHMENT(S):

APPENDIX A – PROGRESS Summary of High Priority Strategies and Actions from the UEDS
APPENDIX B – Summary of Medium and Low Priority Strategies from the UEDS

RECOMMENDATION(S):

1. **THAT** Council approve the six new economic development actions identified in Appendix A.

PURPOSE:

The purpose of this report is to provide Council a progress report on strategies identified in the 2017 Ucluelet Economic Development Strategy (UEDS).

BACKGROUND:

The 2017 UEDS was formally approved by Council on February 27, 2018. The UEDS provides a framework for the District to support economic development which was identified as a priority in the 2015-2018 Strategic Plan.

SUMMARY:

The UEDS identified 22 priority strategies and of those 8 were considered highest priority. A progress summary of high priority strategies is provided in Appendix A which include work-to-date that has been made either through previous Council decisions or staff work priorities.

Existing actions have been included in the summary and a list of “new actions” have emerged:

1. Staff to provide options and recommendation to Council regarding additional resources to support economic development in 2018 and beyond. (Strategy 1)
2. Establish regular meetings between Chamber of Commerce, Tourism Ucluelet, and District staff to ensure communication lines are maintained and to explore partnership opportunities. (Strategy 2 and 19)
3. Review and update the municipal website including an “Open for Business” presence on the main Ucluelet.ca page. (Strategy 3)
4. Staff to provide Council options and recommendations regarding an Affordable Housing Needs Assessment and potential Feasibility Studies for the District. (Strategy 12)

5. The information within Strategy 16 will be forwarded to the Harbour Advisory Commission and the Harbour Authority for consideration. (Strategy 16)
6. The existing agreement between the District of Ucluelet and Tourism Ucluelet is set to expire on May 31, 2018. The update to this agreement will include consideration for the UEDS. (Strategy 19)

A summary of medium and low priority strategies has also been provided in Appendix B for Council's consideration. Most of these strategies have been incorporated into ongoing actions by the District or require further discussion by Council.

Financial Impacts:

Actions 1 and 4 will require additional funds and separate reports to Council for approval.

Council has allocated \$30,000 in the 2018 budget to support economic development and these funds will be considered in the options for actions 1 and 4.

Actions 2, 3, 5, and 6 will be implemented through existing staff resources. No additional funds required.

Options Review:

1. **THAT** Council approve the six new economic development actions identified in Appendix A. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

Respectfully submitted:

Mark Boysen, Chief Administrative Officer

Appendix A: Progress Summary of High Priority Strategies and Actions from the UEDS

High Priority Strategies Actions from UEDS	Lead	Proposed Actions
<p>Strategy 1: Determine the District of Ucluelet’s staff and financial commitment to economic development.</p> <ul style="list-style-type: none"> • Staff to present staffing and funding options to Council, perhaps as part of a broader corporate restructuring and/or part of the 2018 budget process, on options for economic development. • Council to decide on the preferred approach and subsequent hiring decisions made, if required. 	<p>Council and CAO</p>	<p>The CAO has played an active role in economic development of several projects, as time permits. Key focuses have been:</p> <ul style="list-style-type: none"> - Ensuring adequate resources are provided at the staff level to support effective and timely management of short-term rental enforcement, development applications, business licenses, and affordable housing initiatives. - Re-establishing process and participating in meetings for the Harbour Advisory Commission. - Developing opportunities for the Amphitrite properties. - Liaison with First Nation communities. <p>New Action 1: Staff to provide options and recommendation to Council regarding additional resources to support economic development in 2018 and beyond.</p>
<p>Strategy 2: Operate or support a Business Retention and Expansion (BRE) program.</p> <ul style="list-style-type: none"> • Publicly support the UBERE program to encourage business and society participation. • Work with the Chamber to address the issues and challenges that are raised. • Given the potential value of the program for local economic development, assist the Chamber in identifying alternative sources of funding and/or revised program parameters to ensure that a BRE program is operating in the community. 	<p>Chamber of Commerce</p>	<p>The CAO has been included in the UBERE program process and reporting. The CAO will continue to work with the Chamber to support the full implementation of the UBERE program</p> <p>New Action 2: Establish regular meetings between Chamber of Commerce, Tourism Ucluelet, and District staff to ensure communication lines are maintained and to explore partnership opportunities.</p>

<p>Strategy 3: Communicate Ucluelet’s attributes and opportunities for economic development.</p> <ul style="list-style-type: none"> • Create a dedicated Economic Development within the District website. • Discuss the coordination of research and creation of materials with the Chamber of Commerce. • Depending on available staff and financial resources (including possible grant funding), start collecting resource material and create a research plan for collecting and maintaining community economic data. • Use the website and social media platforms to communicate information as widely as possible. 	<p>CAO</p>	<p>While the existing website is still current in its design, there is an opportunity to improve the flow of traffic to municipal partner links and several maintenance process issues that need to be addressed.</p> <p>New Action 3: Review and update the municipal website including an “Open for Business” presence on the main Ucluelet.ca page.</p>
<p>Strategy 5: Maintain a collaborative relationship on economic development projects with neighbouring First Nations.</p> <ul style="list-style-type: none"> • Continue to develop and maintain a regular pattern of communication with each First Nation to understand their economic development plans and identify ways for Ucluelet to support and partner in initiatives where appropriate. 	<p>CAO</p>	<p>Maintain existing relationships (YFN water and sewer, TFN community forest partnership) and seek new opportunities with community partners.</p>

<p>Strategy 12: Continue to support the development of a range of housing options, including dedicated staff housing if the need arises.</p> <ul style="list-style-type: none"> • Consider with affordable housing initiatives through the Ucluelet Affordable Housing Committee, the Official Community Plan update and other planning initiatives. • Prepare for the possible need for future staff housing as resort facilities expand. • Resolve the regulatory situation for short-term vacation rentals (such as Airbnb) that is negatively impacting permanent housing supply. • Include housing price comparisons of Ucluelet to other BC markets (particularly higher-priced markets) as part of community profile research and promotional materials. 	<p>Planning Department</p>	<p>Over the last year, staff have taken several steps to improve housing affordability within the abilities of municipality.</p> <ul style="list-style-type: none"> ○ Updating the OCP with new policies to support affordable housing. ○ Actively enforcing a short-term vacation rental program with a new bylaw officer. ○ Reviewing the recently released BC Housing Strategy, and Bills 18 & 23 announced last week. ○ Contacting Public Works Canada about their Parks property disposition to see about acquiring a parcel of surplus land. ○ Discussions with employers and the Chamber about the need for temporary employee housing. ○ Working with consultant preparing the DCC bylaw, including a discussion about the potential to charge DCC's for an employee housing program. ○ Seeking proposals for preparing a Housing Needs Assessment and Strategies for the District; <p>New Action 4: Staff to provide Council options and recommendations regarding an Affordable Housing Needs Assessment and potential Feasibility Studies for the District.</p>
<p>Strategy 15: Continue working to improve the municipal water system.</p> <ul style="list-style-type: none"> • Continue with water system planning to resolve the short-term and long-term water supply issues in the community. 	<p>Public Works Department</p>	<p>The District is actively exploring the feasibility of a community water supply from Kennedy Lake. Results of the study will be communicated to Council this summer.</p>

<p>Strategy 16: Continue to work with the Department of Fisheries and Oceans (DFO) and industry to maximize the effectiveness of the harbour for commercial fishing operations.</p> <ul style="list-style-type: none"> • Increase staff time for the strategic focus on Harbour issues, either as part of a new economic development position or in combination with another position. • Pursue funding to create an updated Harbour Master Plan that would provide a long-term vision and plan for the harbour and its many users. • Promote a greater understanding in the community of the economic importance of harbour-related industries. • Maintain ongoing liaison with harbour users to stay abreast of ongoing issues and to work on collaborative solutions. Note that some harbour-related companies are likely to be included in the Chamber’s UBERE program. • Maintain an ongoing and regular dialogue with Small Craft Harbours and work with them to maximize the value of this strategic harbour to the commercial fishing fleet, including through additional capital investments. 	<p>CAO</p>	<p>Positive meetings between a new DFO Small Craft Harbour contact and the CAO have occurred. DFO has committed to supporting the District in its update of the Harbour Master Plan.</p> <p>New Action 5: The information within Strategy 16 will be forwarded to the Harbour Advisory Commission and the Harbour Authority for consideration.</p>
--	-------------------	---

<p>Strategy 19: Support the expansion and diversification of tourism amenities and attractions.</p> <p>The Strategy proposes tourism development opportunities to pursue including:</p> <ul style="list-style-type: none"> ○ Supporting the creation of a harbour ferry from downtown Ucluelet to Hitacu. ○ Explore new opportunities within the Barkley Community Forest. ○ Increase casual access to the water for sightseeing, kayaking and other activities by both residents and visitors. ○ Pursue the establishment of a new vehicle ferry service from Ucluelet to Port Alberni. ○ As the Ucluelet Harbour Authority, support the further use of the harbour for recreational and tourism purposes, provided there is no negative impact on the core fishing harbour. ○ Support the development of complementary commercial/recreational amenities at the Pacific Rim Visitor Centre. <ul style="list-style-type: none"> ● Support entrepreneurs and businesses who are trying to create viable new tourism operations, including the new owners of the Wyndansea Resort project. ● Promote an understanding of the importance of tourism to the local economy and, as a Resort Municipality, the need for local government to be actively involved in solving industry challenges, such as staff housing. 	<p>CAO</p>	<p>Several of the proposed items have been recently reviewed by Council, the CAO, and/or staff.</p> <p>The CAO is in regular contact with Tourism Ucluelet and will provide support as needed and bring forward new opportunities to Council as they arise.</p> <p>New Action 2 (Strategy 2) confirms a regular process that is already occurring between Tourism Ucluelet and the CAO.</p> <p>New Action 6: The existing agreement between the District of Ucluelet and Tourism Ucluelet is set to expire on May 31, 2018. The update to this agreement will include consideration for the UEDS.</p>
---	-------------------	---

Appendix B: Summary of Medium and Low Priority Strategies from UEDS

Medium Priority Strategies	Lead
Strategy 6. Create a Committee of Council to support ongoing community input to Economic Development.	Council/CAO
Strategy 7. Continue to support new and expanded post-secondary education and/or advanced research institutions.	Council/CAO
Strategy 10. Continue to support health service improvements in Ucluelet and the region.	Council/Staff
Strategy 11. Continue to support programs/events that enhance Ucluelet's unique sense of place and high quality of life.	Council/Staff
Strategy 21. Explore alternative uses of the Coast Guard lands.	CAO/Staff
Low Priority Strategies	Lead
Strategy 4. Explore marketing synergies with Tourism Ucluelet.	CAO
Strategy 8. Support closer ties between local educational institutions and the business community.	Council/Chamber
Strategy 9. Develop resource package, including referral service, to support entrepreneurs and small businesses	CAO
Strategy 13. Ensure sufficient supply of industrial land is designated and, when appropriate, serviced for future use.	CAO/Planning
Strategy 14. Support continued improvement to regional transportation infrastructure.	CAO/Planning
Strategy 17. Support the continued operation and expansion of marine support services.	CAO
Strategy 18. Support commercial fishing, aquaculture, processing sectors in development of new/higher-value products.	CAO
Strategy 20. Target technology and energy-related entrepreneurs.	CAO
Strategy 22. Support the expansion of forestry and wood products manufacturing.	CAO



STAFF REPORT TO COUNCIL

Council Meeting: MAY 8, 2018

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 4200-20

SUBJECT: APPOINTMENT OF CHIEF AND DEPUTY ELECTION OFFICERS

REPORT NO: 18-39

ATTACHMENT(S): APPENDIX A – IMPORTANT DATES FOR THE 2018 GENERAL LOCAL ELECTION

RECOMMENDATION(S):

1. THAT Council appoints Marlene Lagoa, Deputy Municipal Clerk, as Chief Election Officer, and Abigail Fortune, Director of Parks and Recreation, as Deputy Chief Election Officer for the purposes of conducting the 2018 General Local Election.

PURPOSE:

The purpose of this report is to appoint the Chief and Deputy Chief Election Officers for conducting the 2018 General Local Election to take place Saturday, October 20, 2018, with the Advanced Voting opportunity on Wednesday, October 10, 2018.

BACKGROUND:

Pursuant to Section 58(1) and (2) of the Local Government Act, Council must appoint a Chief Election Officer (CEO) and a Deputy Chief Election Officer (DCEO) for the purposes of conducting an election. The CEO must appoint other election official as required for the administration and conduct of the election.

Marlene Lagoa, proposed CEO, has worked on three local general elections for the Township of Esquimalt in the role of Deputy Chief Election Officer and Presiding Election Official.

Abigail Fortune, proposed DCEO, has worked as an election official for the District over the last 25 years.

Historically, the District hired and appointed contractor Dennis Brown as the CEO and Abigail Fortune as DCEO. It is being recommended that the District conduct the election using current staff resources due to staffs' knowledge and experience in conducting elections.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

The CEO will be primarily responsible for overseeing the legislative process of conducting the elections. The DCEO will take the lead on all logistical aspects of the election in consultation with the CEO. The Finance & Administration Clerk will also assist with elections for the purposes of training and future succession planning.

FINANCIAL IMPACTS:

\$15,000 has been budgeted for all costs related to the administration and facilitating of the 2018 general local election.

OPTIONS REVIEW:

1. THAT Council appoints Marlene Lagoa, Deputy Municipal Clerk, as Chief Election Officer, and Abigail Fortune, Director of Parks and Recreation, as Deputy Chief Election Officer for conducting the 2018 General Local Election. **(Recommended)**
2. THAT Council provide alternative direction to staff.

Respectfully submitted: Marlene Lagoa, Deputy Municipal Clerk
Abigail Fortune, Director of Parks and Recreation
Mark Boysen, Chief Administrative Officer

Important Dates for the 2018 General Local Election

June 12, 2018	Canadidate Information Session @ 6 pm
June 26, 2018	Adopotion of Election Bylaw
July 27, 2018	Nomination Packages Available
September 4, 2018	Nomination Period Opens @ 9 am
September 14, 2018	Nomination Period Closes @ 4 pm
September 24, 2018	Declaration of Election
October 10, 2018	Advance Voting Opportunity (8 am - 8 pm)
October 20, 2018	General Voting Day (8 am - 8 pm)



STAFF REPORT TO COUNCIL

Council Meeting: MAY 8, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 0550-20

SUBJECT: RESOLUTION TRACKING – APRIL 2018

REPORT NO: 18-40

ATTACHMENT(S): APPENDIX A – RESOLUTION TRACKING (APRIL 2018)

RECOMMENDATION(S):

1. **THAT** Council receive the District of Ucluelet's Resolution Tracking List from April 2018 for information.

PURPOSE:

The purpose of this report is to provide Council with a monthly status update on all resolutions that have been adopted by Council.

BACKGROUND:

Following the April 10, 2018 Regular Meeting of Council, staff were asked by Councillor Noel to add an additional three items to the tracking list (Appendix A). Staff have been unable to confirm the dates of these items and whether they are resolutions adopted at a Council Meeting. Staff has requested further clarification from Council on one item - how height restrictions are limiting the build of secondary suites.

The resolution follow-up status categories are:

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

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

OPTIONS REVIEW:

1. THAT Council receive the District of Ucluelet's Resolution Tracking List from April 2018 for information. **(Recommended)**
2. THAT Council provide alternative direction to staff.

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

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Late Items - 11 Jul 2017	1.2.	Appointment of Chief Administrative Officer and Corporate Officer Don Schaffer, Interim CAO/CO	THAT Council approve recommendation 1 and 2 of late item, "Appointment of Mark Boysen as Chief Administrative Officer and Corporate Officer" which states: THAT Council appoint Mark Boysen as Chief Administrative Officer and Corporate Officer. THAT Council appoint Don Schaffer as Interim Deputy Corporate Officer from July 11, 2017 until August 11, 2017.	Prepare and sign Oath. Scan and file Oath.	Don Schaffer Marlene Lagoa	Complete In Progress
Regular Council - 12 Sep 2017	8.3.	Boundary Amendment - West Coast Multiplex Service Area Wendy Thompson, Manager of Administrative Services, Alberni-Clayoquot Regional District (ACRD)	THAT Council pass a resolution consenting to the ACRD Board of Directors adopting Bylaw E1056-1. Moved By Councillor McEwen, Seconded By Councillor Mole	Create a certified resolution consenting to the ACRD Board of Directors adopting Bylaw E1056-1.	Marlene Lagoa <i>Confirm ACRD received Certified Resolution</i>	Complete
Regular Council - 14 Nov 2017	11.3.	Peninsula Road Crosswalks John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Peninsula Road Crosswalks" which states: 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.	Communicate to the businesses in the vicinity once more details are available.	John Towgood	In Progress
Regular Council - 14 Nov 2017	8.5.	Passenger Directed Vehicle Services Hara Associates	THAT Council direct Staff to participate in correspondence item, "Passenger Directed Vehicle Services" via option "C", which states: Hara will contact a sample of municipalities by telephone. If your municipality cannot attend the meeting, it may email municipal.BCreview@harassociates.com to indicate interest to be included in this sample. Please provide the name and phone number of a contact person.	Email municipal.BCreview@harassociates.com to indicate interest to be included in this sample.	Bruce Greig	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 12 Dec 2017	11.4.	Ucluelet OCP Bylaw Report - Project Update Bruce Greig, Manager of Community Planning	<p>THAT Council approve recommendation 1, 2, 3 & 4 of report item, "Ucluelet OCP Bylaw Review - Project Update" which states:</p> <p>THAT Council, with respect to the ongoing project to review and update the Official Community Plan bylaw:</p> <p>1. give early notice to the following agencies of the District's intent to update the Ucluelet Official Community Plan bylaw, and invite their participation and input:</p> <p>Yuu t u ? i t ? a t h, L e g i s l a t u r e – U c l u e l e t F i r s t N a t i o n; ' t u k w a a ? a t h C o u n c i l - T o q u a h t N a t i o n; Alberni Clayoquot Regional District; District of Tofino; School District 70; Island Health; Ministry of Transportation and Infrastructure; Pacific Rim National Park Reserve; Clayoquot Biosphere Trust; Westcoast Community Resources Society; Alberni Clayoquot Health Network; Wild Pacific Trail Society; Tourism Ucluelet; and</p>	<p>Enter agreement with VIU</p> <p>Send Notice to Agencies</p> <p>Invite First Nation</p>	Bruce Greig	<p>Complete</p> <p>In Progress</p> <p>In Progress</p>
Regular Council - 13 Feb 2018	8.5.	UBCM Follow-Up Letter Ministry of Municipal Affairs and Housing	THAT Council receive correspondence item, "UBCM Follow-Up Letter" for information and refer the letter to staff for information on the availability of an Infrastructure Planning Grant.	Follow up on the availability of an Infrastructure Planning Grant	Warren Cannon	Complete
Regular Council - 27 Feb 2018	12.7.	BYLAW - Bylaw No. 1225, 2018 <i>The Wave mixed commercial/ multi-family building (590 Marine Dr)</i>	THAT Zoning Amendment Bylaw No. 1225, 2018 be given third reading.	Bring back Bylaw for Adoption. <i>After applicant provides restrictive covenant.</i>	Bruce Greig	Assigned

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 27 Feb 2018	12.5.	BYLAW - Bylaw No. 1227, 2018 <i>Black Rock Staff Housing (620 Marine Dr)</i>	THAT Housing Agreement Bylaw No. 1227, 2018, be given third reading.	Bring back Bylaw for Adoption. <i>To come forward with Bylaw No. 1224</i>	Bruce Greig	Assigned
Regular Council - 27 Feb 2018	12.4.	BYLAW - Bylaw No. 1224, 2018 <i>Black Rock Staff Housing (620 Marine Dr)</i>	THAT Zoning Amendment Bylaw No. 1224, 2018 be given third reading.	Bring back Bylaw for Adoption. <i>After applicant provides easement + covenant (fire access + parking).</i>	Bruce Greig	Assigned
Regular Council - 27 Feb 2018	12.2	BYLAW - Bylaw No. 1226, 2017	THAT Council adopt the Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1226, 2017.	Print, sign, scan, file.	Darcey Bouvier	Complete
Regular Council - 27 Feb 2018	11.1.	Ucluelet Economic Development Strategy Update Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 and 2 of report item, "District of Ucluelet Economic Development Strategy Update" which states: 1. THAT Council approve the finalized District of Ucluelet's Economic Development Strategy Update. 2. THAT Council direct staff to provide a progress update on the status of Economic Development Strategy actions at the May 8th Council meeting.	Provide UEDS progress update at May 8th Council.	Mark Boysen	In Progress
Regular Council - 13 Mar 2018	12.1.	Grants in Aid and Council Contributions for 2018 Carolyn Bidwell, Chief Financial Officer	THAT Council move recommendation 2 of report item, "Grants in Aid and Council Contributions 2018" which states: 2. THAT Council approve funding applications for Council contribution requests for facility use and lease payments as outlined in the attached schedule.	Process funding application requests.	Carolyn Bidwell	Complete
Regular Council - 13 Mar 2018	10.1.	Toquaht Nation Receives Investment in New Secret Beach Marina Island Coastal Economic Trust	THAT Council send a letter of congratulations to Toquaht Nation.	Write a letter of congratulations.	Darcey Bouvier	Complete
Regular Council - 13 Mar 2018	9.4.	Island Good Invitation Vancouver Island Economic Alliance	THAT Councillor Noel attend, if available, the March 27, 2018 event scheduled at Hertel Meats in Port Alberni.	Attend the March 27, 2018 Island Good Event.	Councillor Noel	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 13 Mar 2018	9.3.	Destination Development Strategy Launch Invitation Destination BC and Tourism Vancouver Island	THAT interested Council members attend the Destination Development Strategy Launch event on March 16, 2018.	Attend the Destination Development Strategy Launch.		Complete
Regular Council - 27 Mar 2018	12.1.	Community Emergency Preparedness Fund - EOC Kits and Training Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 and 2 from report item, "Community Emergency Preparedness Fund - EOC Kits and Training" which states: THAT Council support Staff in the application for an Emergency Operation Centre (EOC) grant affiliated with the Community Emergency Preparedness Fund (CEPF) that is administered by the Union of British Columbia Municipalities (UBCM); and THAT Council authorize the award of a sole source contract that is the basis for the grant submission.	Prepare and send certified resolution to UBCM. Provide copy to Mark Boysen.	Darcey Bouvier	Complete
Regular Council - 27 Mar 2018		Other Reports		Provide input to the provincial RCMP Committee.	Councillor Mole	Complete
Regular Council - 27 Mar 2018	10.2.	Order of British Columbia - 2018 Call for Nominations BC Honours & Awards	THAT correspondence item, "Order of British Columbia - 2018 Call for Nominations BC Honours & Awards" be forwarded to the various societies and posted to the website.	Email correspondence and post.	Darcey Bouvier	Complete
Regular Council - 27 Mar 2018	10.1.	Employer Health Tax Implications Mayor Nicole Reed, City of Maple Ridge	THAT Council refer correspondence item, "Employer Health Tax Implications" to Staff and direct Staff to report back to Council.	To look into tax implications and report back to Council.	Carolyn Bidwell	Complete
Regular Council - 27 Mar 2018	9.1.	Request for Support of Pre-hospital Critical Care Petition BC Heros	THAT Council direct Staff to send a letter to BC HEROS inviting them to make a presentation to Council.	Send an invitation letter to BC HEROS	Darcey Bouvier	Complete
Regular Council - 27 Mar 2018	9.1.	Request for Support of Pre-hospital Critical Care Petition BC Heros	THAT the District sign the BC HEROS online petition.	Ensure the petition is signed.	Darcey Bouvier	Assigned

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 10 Apr 2018			THAT Council direct Staff to send a letter to Ken Webb congratulating him on retiring after a 32-year long career maintaining the highways.	Write letter to Ken Webb for Council.	Darcey Bouvier	In Progress
Regular Council - 10 Apr 2018	5.1.	March 20, 2018 Special Minutes	THAT Council approve the March 20, 2018 Special Minutes as presented.	Print, sign, scan, file.	Darcey Bouvier	Assigned
Regular Council - 10 Apr 2018	5.2.	March 22, 2018 Special Minutes	THAT Council approve the March 22, 2018 Special Minutes as presented.	Print, sign, scan, file.	Darcey Bouvier	Assigned
Regular Council - 10 Apr 2018	5.3.	March 27, 2018 Regular Minutes	THAT Council approve the March 27, 2018 Regular Minutes as amended.	Print, sign, scan, file.	Darcey Bouvier	Assigned
Regular Council - 10 Apr 2018	9.1.	2018 BC Community Achievement Awards Invitation BC Achievement Foundation	THAT the Mayor attend the 2018 BC Community Achievement Awards on April 25, 2018 at Government House in Victoria if available.	RSVP for Mayor	Marlene Lagoa	Complete
Regular Council - 10 Apr 2018	9.2.	2018 Kap'Yong / Radar Hill Commemoration Ceremony Invitation Parks Canada	THAT the Mayor attend the Kap'Yong Commemoration Ceremony on April 20, 2018.	RSVP for Mayor	Marlene Lagoa	Complete
Regular Council - 10 Apr 2018	9.4.	Vancouver Island Real Estate Board Commercial Building Awards Business Examiner	THAT the Mayor attend the Vancouver Island Real Estate Board Commercial Building Awards on April 19, 2018 in Nanaimo.	RSVP for Mayor	Marlene Lagoa	Complete
Regular Council - 10 Apr 2018	9.6.	2018 UBCM Convention - BC Assessment Meeting Invitation BC Assessment Local Government and Communications Division	THAT the District accept an invitation to meet with BC Assessment on September 11, 2018 during the UBCM Convention.	RSVP for Mayor	Marlene Lagoa	In Progress
Regular Council - 10 Apr 2018	10.2.	Personal Service Establishments Island Health	THAT Council refer information item "Personal Service Establishments" to the planning department.	Pass onto Planning	Marlene Lagoa	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 24 Apr 2018	13.2.	BYLAW - District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018	THAT District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018 be given third reading.	Adoption at May 8 Regular Council	Carolyn Bidwell	In Progress
Regular Council - 24 Apr 2018	13.3.	BYLAW - District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018	THAT District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018 be given third reading.	Adoption at May 8 Regular Council	Carolyn Bidwell	In Progress
Regular Council - 24 Apr 2018	13.5.	BYLAW - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018	THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018 be given first reading.	Schedule Public Hearing for May 22.	Bruce Greig	In Progress
Regular Council - 24 Apr 2018	9.1.	Coastal Addendum - Alberni Agriculture Plan Alberni-Clayoquot Regional District	THAT Council refer correspondence item "Coastal Addendum – Alberni Agriculture Plan" to staff and if any additional action is needed to bring a report back to Council.	Report back to Council if any additional action is needed.	Bruce Greig	In Progress
Regular Council - 24 Apr 2018	5.1.	April 10, 2018 Regular Minutes	THAT Council approve the April 10, 2018 Regular Minutes as amended.	Print, sign, scan, file.	Darcey Bouvier	Assigned
Unknown			Water Meters - Motion that installation to all commercial users - we have raised the penalties for non compliance, If you are not aware of these perhaps have a read of our increased fines in place.	Report back to Council. <i>This is an ongoing project.</i>	Warren Cannon	In Progress
Unknown			Secondary Suites - motion to look at options to existing property owners - Height restrictions are limiting build	Get Council direction on the exact nature of the concerns with building height.	Bruce Greig	Clarification needed from Council
Unknown			STR - applications for Business licences need to vetted to ensure compliance.	All business licence applications (including short term rentals) are being vetted to ensure compliance with land use, zoning, bylaws, etc.	Bruce Greig	Complete



STAFF REPORT TO COUNCIL

Council Meeting: MAY 8, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 0640-30

SUBJECT: QUARTERLY PROJECTS UPDATE – 1ST QUARTER 2018

REPORT NO: 18-41

ATTACHMENT(S): APPENDIX A – 2018 QUARTERLY PROJECT STATUS REPORT TABLE

RECOMMENDATION(S):

1. **THAT** Council receives this 2018 Q1 update on the progress of budgeted Staff projects.

PURPOSE:

The purpose of this report is to provide a quarterly update to Council on the progress of key projects that were budgeted for in the 2018 District of Ucluelet Budget.

BACKGROUND:

Staff are pleased to provide this first quarterly update on the status of departmental projects for 2018 (**Appendix A**).

Table 1 below provides a summary of the 2018 projects that have been Scheduled, are In-Progress, and Completed.

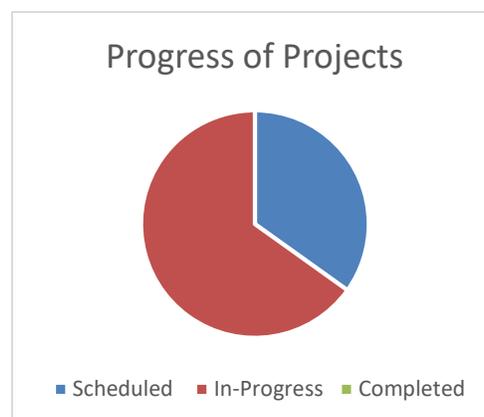


Table 1: 1st Quarter 2018 Status of Departmental Actions.

Department	Planning	Parks and Rec	Public Works	Admin/ Finance	Fire-Emerg Services	Totals
Scheduled	2	3	6	2	2	15
In-Progress	3	8	9	3	5	28
Completed	0	0	0	0	0	0

FINANCIAL IMPACTS:

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

Respectfully submitted:

Mark Boysen, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: MAY 8, 2018

2018 Departmental Priorities Workplan – Q1 Update

Planning				
Project	Budget	Actuals	Completion Status	Comments
Cedar Road Tourism Hub – Design & Engineering	\$7,500	\$0	10%	Site survey partially completed 2017. Currently seeking quotes for site design and engineering work.
Cedar Road Survey & Design (Bay to Main)	\$8,000	\$0	0%	Discussion with MoTI re: coordinating w/ design work for Main Street improvements (by MoTI).
Official Community Plan Update	\$39,910	\$16,736	65%	Public consultation events held in March. Draft OCP document and mapping underway.
Development Cost Charges Bylaw Update	\$21,500	\$2,000	15%	Consultant work on background, options and strategy.
Subdivision and Development Servicing Bylaw Updates	\$25,000	\$0	0%	Fall 2018.

APPENDIX "A"

Parks and Recreation				
Project	Budget	Actuals	Completion Status	Comments
Amphitrite House Building Improvements	\$70,000	\$0	10%	Reviewing RFP for assessment. Received \$10k grant for study.
Wild Pacific Trail - Spring Cove	\$75,000	\$0	10%	Signed MOU with WPTS work to start shortly.
Big Beach Accessibility Project	\$40,000	\$0	20%	Developing plan and design.
Age Friendly Resource Hub	\$18,030	\$14,000	90%	Final report being sent in May 4
St. Jacques Playground	\$63,750	\$0	10%	In progress with contractor. Planning completed in 2017.
UCC Energy Upgrades	\$20,000	\$0	0%	Waiting on completion of budget
Beach Improvements	\$13,200	\$0	0%	Not started.
Chamber Office Public Washroom	\$7,000	\$0	20%	Contractor site meeting has occurred with building inspector.
Banner Program	\$10,000	\$6,800	60%	Banner poles received need to be installed council report for final placement for end of May.
Youth Program	\$9,300	\$0	0%	Programming to start once budget is adopted.
Alder Road Waterfront Project	\$4,600	\$0	40%	In progress.

APPENDIX "A"

Public Works				
Project	Budget	Actuals	Completion Status	Comments
Marine Drive WPT Connector	\$180,000	\$5,000	10%	Design work underway.
Cedar Road Tourism Hub – Construction	\$150,000	\$0	0%	Planning stage.
Storm Drain Upgrade (Cedar and Bay)	\$50,000	\$0	0%	Not started/ this work will be part of the community hub parking lot .
WATER				
Kennedy Lake Water Supply Design	\$220,000	\$65,000	20%	Water testing program underway. Testing complete in May 2018. Final reporting July 2018.
Matterson Reservoir Upgrade	\$130,000	\$4000	10%	Currently out for tender.
Well Upgrade (ST-4)	\$80,000	\$4500	10%	Currently out for bids.
SCADA – Water System	\$35,000	\$2000	10%	Design work underway/fall implementation.
Highway Water Reservoir Check Valve	\$35,000	\$0	0%	Fall implementation.
Matterson Reservoir Interconnection	\$15,000	\$0	0%	Paving outstanding.
Water Conservation Program	\$10,000	\$0	20%	Currently developing low-flow toilet promotion.
SEWER				
Lagoon Rebuild Completion	\$350,000	\$40,000	20%	Currently underway: VFD controls, flow meter, electrical.
Bay Street Lift Station Upgrade	\$310,000	\$5000	10%	Currently out for tender.
Sewer Master Plan	\$40,000	\$0	0%	Fall implementation.
Peninsula Road Manhole Install	\$40,000	\$0	0%	Design work complete/fall implementation.
SCADA – Sewer System	\$32,000	\$2000	10%	Design work underway /fall implementation.

APPENDIX "A"

Administration and Finance				
Project	Budget	Actuals	Completion Status	Comments
Asset Management Implementation	\$59,450	\$50,785	40%	Software implemented, data upload and staff training underway. Staff starting to use "calls for service" function.
Records Management System	\$29,000	\$0	0%	Contractor or temporary position under development.
Health Care Building Feasibility	\$30,000	\$0	0%	Propose engaging with architect to develop preliminary design options.
Budget Software Implementation	\$30,000	\$0	20%	Options review underway.
IT/Computer/Office Upgrades	\$16,800	\$0	20%	Options review underway.

APPENDIX "A"

Fire and Emergency Services				
Project	Budget	Actuals	Completion Status	Comments
Tsunami Kiosk Stations	\$63,600	\$10,000	20%	Pilot kiosk structure built. Components under development with contractors.
Emergency Operations Centre Kits and Training	\$30,000	\$0	5%	Kick-off meeting with consultant scheduled. Will be coordinated by contract position.
Emergency Social Services Kits and Training	\$20,300	\$0	5%	Kick-off meeting with consultant scheduled. Will be coordinated by contract position.
Volunteer Fire Department Turnout Gear	\$9,600	\$0	10%	Fire Chief reviewing order options. Awaiting claim application for potential additional funds.
New Fire Truck Equipment	\$5,500	\$0	0%	Under review.
Recovery Plan	\$2,000	\$0	0%	Will be completed by contract position.
Electric Vehicle DC Fast-Charging Station	No Cost	No Cost	90%	DC Fast Charging Station installation is being finalized. (BC Hydro Funded).



COUNCILLOR REPORT TO COUNCIL

Council Meeting: MAY 8, 2018

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: COUNCILLOR RANDY OLIWA

FILE NO: 0340-50

SUBJECT: CAO PERFORMANCE MONITORING POLICY

REPORT NO: 18-42

ATTACHMENT(S): CAO PERFORMANCE MONITORING POLICY (DRAFT)

MOTION:

1. **THAT** Council direct staff to research other communities, reach out to Canadian Association of Municipal Administrators, as well as engage council for their input in drafting a Chief Administrative Officer Interim review (6 month) and annual review policy and then bring forward to council a report with options of how to proceed.

BACKGROUND:

At the April 24, 2018 Regular Meeting of Council, notice was given that I would be making a motion to review the Chief Administrative Officer (CAO) performance and review policy and probationary review process at the following Council meeting.

I believe that if the District of Ucluelet had a CAO review policy in place such as this or a modified version of it, in place when I was first elected, myself and fellow mayor/council would have had access to a great administrative tool.

This became very clear to me, when our CAO resigned in February of 2017, the duties of hiring a replacement fell upon our Council. It was during this period that I confirmed that we have no formal policy in this matter. I started to research other communities and discovered some great examples of the work they have done.

At the last UBCM, some of our council attended the Canadian Association of Municipal Administrators (CAMA) information session and the organization discussed this topic. This type of policy is exactly what CAMA (CAO's) want to see in place in more municipalities. The message was clear, by having a clear starting point and providing a new CAO with clearly laid out goals with timeline would be incredibly beneficial to both parties.

This information and having the opportunity to discuss the policy with other elected officials from a variety of communities has led me to bring forward this notice of motion. I feel it is a good policy to have in place and will be a benefit to future councils/staff.

Respectfully submitted: Randy Oliwa, Councillor

CAO Performance Review Policy in Draft

To maintain an effective relationship with the Chief Administrative Officer, Council shall monitor and review the Chief Administrative Officer's performance on an annual basis in accordance with District of Ucluelet policy and by specific reference to The District of Ucluelet Administrative Policy #####.

In the case on a newly appointed, CAO the District of Ucluelet Performance Review Policy outlines provisions for Council and the Corporate Officer/ Human Resources.

Preamble:

It is desirable that Council conduct a review of the CAO's performance on an annual basis in December/January of each year in order to maintain an effective Council and CAO relationship. As the Employer, Council has an obligation to communicate to the CAO their desire for him or her to focus on community priorities. These priorities are not an individual Council members' direction, but rather the agreed direction of Council. As well, the Employer has the responsibility to communicate to the CAO the fact that his or her contributions are recognized.

The review will provide Council the opportunity to review the CAO's performance for the prior year and to clarify goals and expectations for the upcoming year. As part of the review, Council will ensure that the CAO is advised where necessary on areas needing improvement and that the CAO receives recognition for satisfactory or outstanding performance.

A "Standing Committee on CAO Matters" consisting of the Mayor and four (4) Councilors shall be formed annually.

Procedures:

1. Council may use a facilitator to assist with the Chief Administrative Officer's (CAO's) work performance evaluation process. A majority of Council may decide to engage a process facilitator or to conduct the process without a facilitator. Most of Council may decide to engage the services of the Director of Human Resources or contract an external facilitator.
2. The process shall commence at a time of the choosing of Council but generally annually beginning in December/January and triggered by the corporate officer. The process should be completed by March 31 annually.
3. In December the Director of Human Resources/ corporate officer shall consult with Council with respect to the preferred process.
4. Council shall review the previous year's assessment criteria, process and instrument for the current year. The instrument may be adjusted to include assessment of special projects or assigned issues that may arise from time to time.

5. Council shall determine whether and how to include the use of 360-degree input into the process. Council shall determine the sources of input into the 360-degree instrument. All of the input shall be kept completely confidential and may be provided anonymously with the permission of the participant.

a. The facilitator shall prepare a 360-degree assessment instrument to complement the main assessment instrument. Council will determine to what degree the entire 360 feedback is used.

b. Before the end of January, the 360 review questionnaire shall be sent to the parties providing input with a request for response by the end of February.

c. Before the end of January, Council members shall be asked to complete their initial assessment of the CAO and provide their response to the facilitator by the end of February.

6. The information shall be consolidated, and composite results shall be shared with Council in March. At this point the CAO shall not receive any of the input.

7. An in-camera meeting shall be scheduled with Council to arrive at a consensus that will become the official evaluation.

8. The document shall be signed by all members of Council and presented to the CAO by the standing committee by the end of March.

9. Council and the CAO shall subsequently discuss the feedback at an in-camera meeting to enable complete feedback.

10. To complete the process:

a. The CAO shall respond in writing to Council with respect to the feedback.

b. The CAO shall be requested to sign the evaluation and the original kept on file by the Director of Human Resources with copies to Council and the CAO.

11. The CAO shall, within 30 days, draft an Action Plan for the next year to be presented to Council within 30 days. The Plan shall consist of goals for the upcoming year, specific measurable action items, and anticipated completion dates.

When most of Council accepts the Action Plan, the Mayor and CAO will sign and date the Plan. The Plan will be reviewed quarterly by all pf council and be revised as required.

Council shall meet with the CAO quickly and between the quarterly reviews should any performance issue arise and the Plan would be revised accordingly. Council will discuss the Plan and any revisions with the CAO.

Probationary Review Process:

Policy for Probationary CAO:

Preamble:

It is desirable that Council conduct a review of the CAO's performance on all newly hired CAOs as an effective Council and CAO relationship tool.

As the Employer, Council has an obligation to communicate to the CAO their desire for him or her to focus on community priorities. These priorities are not an individual Council members' direction, but rather the agreed direction of Council. As well, the Employer has the responsibility to communicate to the CAO the fact that his or her contributions are recognized.

The review will provide Council the opportunity to review the CAO's performance for the first 6 months and to clarify goals and expectations for that internship period.

Council may decide to not set up a Probationary Review Process.

Probationary Review Process:

A "Standing Committee on CAO Matters" consisting of the Mayor and four (4) Councilors shall be formed.

Procedures:

1. Council may use a facilitator to assist with the Chief Administrative Officer's (CAO's) work performance evaluation process. Council may decide to engage a process facilitator or to conduct the process without a facilitator. Most of Council may decide to engage the services of the Director of Human Resources or contract an external facilitator.
2. If the majority of Council decides to conduct the 3 and 5-month review process, then all of Council will meet as quickly as possible and outline the strategic goals of council in an open and public meeting. The draft interim goals and objectives will be submitted to the CAO.
3. Council will then debate/deliberate the draft interim goals and objectives in an open and public meeting.
+ insert ant and all sections of the Community Charter that require in-camera sections etc....
4. Once adopted, the CAO will then prepare and deliver to council by way of a formal public report, at the next regular council meeting, a CAO short term (3 month) and (long term 5 month) CAO work plan based on the interim goals and objectives set forth by Council.
 - a. 3 months (short term)
 - b. 5 months (long term)

5. Council will make itself readily available during this probationary period to assist the CAO with any clarification or assistance needed to deliver a successful interim COA work plan.

6. Council will then meet immediately after the 3 and 5-month dates to review goals and strategic objectives are being met, this meeting will be in-camera. Based on the CAO's performance to date Council will then determine the continuation or termination of the CAO Contract.

7.

Additions/Comments/Suggestions.....?

This draft is being prepared with the respect and continuity of the citizens and staff of the District of Ucluelet. The intent is to develop a CAO Probationary and Annual Review Policy that meets the District of Ucluelet priorities of council for many years.

Respectfully submitted,

Ucluelet Councillor Randy Oliwa



STAFF REPORT TO COUNCIL

Council Meeting: MAY 8, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 1700-02 BUDGET 2018

SUBJECT: FIVE YEAR FINANCIAL PLAN AND TAX RATES BYLAWS (REPORT #2) **REPORT NO:** 18-43

ATTACHMENT(S): DISTRICT OF UCLUELET 2018-2022 FINANCIAL PLAN BYLAW NO. 1229, 2018
DISTRICT OF UCLUELET ANNUAL TAX RATES BYLAW NO. 1230, 2018

RECOMMENDATION(S):

1. **THAT** Council adopt the District of Ucluelet 2018 – 2022 Financial Plan Bylaw No. 1229, 2018; and
2. **THAT** Council adopt the District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018.

PURPOSE/DESIRED OUTCOME:

Staff recommend Council adopt; firstly, the Financial Plan Bylaw No. 1229, 2018, and subsequently the Tax Rate Bylaw No. 1230, 2018.

BACKGROUND:

The 2018-2022 Financial Plan Bylaw No. 1229, 2018 and the Annual Tax Rates Bylaw No. 1230, 2018 received first, second, and third reading on April 24, 2018.

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

DISTRICT OF UCLUELET**Bylaw No. 1229, 2018**

A Bylaw to Adopt the Five-Year Financial Plan
For the Period 2018 to 2022 inclusive

WHEREAS Section 165 of the *Community Charter* requires a Municipality to annually prepare and adopt a financial plan, by bylaw, in each year; and

WHEREAS expenditures not provided for in the financial plan or the financial plan as amended, are not lawful except in the event of an emergency;

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

1. Citation

This bylaw may be cited for all purposes as the “**District of Ucluelet 2018 – 2022 Financial Plan Bylaw No. 1229, 2018**”.

2. Objectives and Policies

Schedule “A” attached to and forming part of this bylaw, sets out the objective and polices for the period January 1, 2018 to December 31, 2022.

3. Consultation

Pursuant Section 166 of the *Community Charter*, a public consultation meeting was held on the 3rd day of April, 2018.

4. Repeal

The District of Ucluelet Five Year Financial Plan Bylaw No. 1217, 2017 is repealed.

READ A FIRST TIME this 24th day of **April, 2018**.

READ A SECOND TIME this 24th day of **April, 2018**.

READ A THIRD TIME this 24th day of **April, 2018**.

ADOPTED this day of , **2018**.

Dianne St. Jacques
Mayor

Mark Boysen
Corporate Officer

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

Mark Boysen
Corporate Officer

Schedule "A"
"District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018"

Statement of Objectives and Policies:

In accordance with Section 165(3.1) of the *Community Charter*, municipalities are required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

- 1) For each of the funding sources described in Section 165(7) of the *Community Charter*, the proportion of total revenue that is proposed to come from that funding source;
- 2) The distribution of property value taxes among the property classes that may be subject to taxes; and
- 3) The use of permissive tax exemptions.

Over the five-year period of the financial plan, the taxation requirement is estimated to increase annually by a growth factor of 4% for 2018 and 3% for each of the subsequent years. This estimate includes an increase in cost of living and an increase to reserves.

The current financial plan provides for \$8,805,804 to be generated from the District of Ucluelet property tax base for General Government and Reserves purposes.

Revenue Objectives

- a) The District will review fees/charges annually to ensure that they keep pace with changes in method or levels of service delivery;
- b) The District will actively pursue alternative revenue sources to help minimize property taxes;
- c) The District will consider market rates and charges levied by other public and private organizations for similar services in establishing rates, fees and charges;
- d) The District will establish cost recovery policies for fee-supported services, and these policies will consider whether the benefits received from the service are public and/or private;
- e) The District will establish cost recovery policies for the services provided for other levels of government;
- f) General Revenues will not be dedicated for specific purposes, unless required by law or generally accepted accounting practices (GAAP); and
- g) The District will develop and pursue new and creative partnerships with government, community institutions (schools, churches), and community groups as well as private and non-profit organizations to reduce costs and enhance service to the community.

	2018	Percent of Total
REVENUE		
Property Taxes	\$2,891,738	32.84%
1% Utility Taxes	42,137	0.48%
Federal/Provincial in place of taxes	55,000	0.62%
Taxes	2,988,875	33.94%
Sale of services	834,973	9.48%
Penalties and Interest earned	85,360	0.97%
Grants and donations	1,099,251	12.48%
Deferred revenues recognized (DCC, Other)	769,050	8.73%
Water sale of services	779,900	8.86%
Sewer sale of services	600,000	6.81%
Transfers	1,648,395	18.72%
Total Revenue	8,805,804	100.00%

Surplus Funds Objective

The *Community Charter* does not allow municipalities to plan for an operating deficit (i.e. where expenditures exceed revenues). To ensure this situation does not occur, revenue projections are conservative and authorized expenditures will be closely monitored. The combination of conservative revenue projections and controlled expenditures should produce a modest annual operating surplus.

Use of Surplus Funds

- a) Council will review options and provide direction regarding the allocation of any operating surplus prior to completion of the budget process for the following year.
- b) To ensure that Accumulated Surplus is not excessive, the balance in the accumulated surplus account should not exceed a specific amount or guideline. The recommended guideline is that Accumulated Surplus should not exceed 10% of the net operating budget.
- c) Accumulated Surplus funds above the 10% guideline shall be used to:
 - i. Fund capital expenditures or to increase reserves;
 - ii. Pay off capital debt, including internal borrowings;
 - iii. Stabilize District property tax and utility rate increases;
 - iv. Fund other items as Council deems appropriate.
- d) Staff will facilitate Council's review of the amount of Accumulated Surplus funds available on an annual basis.

Debt Objective

- a) One-time capital improvements and unusual equipment purchases;
- b) When the useful life of the capital project will exceed the term of financing;
- c) Major equipment purchases;
- d) The maximum borrowing amount to be limited to what is allowed under the *Community Charter*; and
- e) Reserves are to be considered as a funding source before debt.

Reserve Funds Objective

- a) Provide sources of funds for future capital expenditures;
- b) Provide a source of funding for areas of expenditure that fluctuate significantly from year to year (equipment replacement, special building maintenance, etc.);
- c) Protect the District from uncontrollable or unexpected increases in expenditures or unforeseen reductions in revenues, or a combination of the two;
- d) Provide for working capital to ensure sufficient cash flow to meet the District's needs throughout the year; and
- e) Staff will facilitate Council's review of the amount of reserve funds available on an annual basis.

Proportion of Taxes Allocated to Classes Objective

Council's goal is to ensure that there is a fair and equitable apportionment of taxes to each property class. The apportionment to each class is calculated using the multipliers determined by Council prior to preparing the annual tax rate bylaw. The tax multipliers will be reviewed and set by Council annually.

Permissive Tax Exemptions Objective

The District of Ucluelet Council reviews and passes a permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out under Sections 220 and 224 of the *Community Charter*. Although there is no legal obligation, Council may choose to grant exemptions as a method of recognizing organizations within our community which enhance the quality of life for community residents.

The permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

Development Cost Charges Objective

Development cost charges will be used to help fund capital projects deemed to be required in whole or in part due to development in the community. These charges will be set by a bylaw and reviewed regularly as outlined in the bylaw to ensure that the project estimates remain reasonable and the development costs charged are aligned with the strategic goals of Council.

 DISTRICT OF UCLUELET FINANCIAL PLAN 2018-2022 BYLAW NO. 1229, 2018 SCHEDULE A					
	2018	2019	2020	2021	2022
REVENUE					
Property Taxes	\$2,891,738	\$3,007,512	\$3,097,737	\$3,190,669	\$3,286,389
1% Utility Taxes	42,137	42,000	42,000	42,000	42,000
Federal/Provincial in place of taxes	55,000	55,000	55,000	55,000	55,000
Taxes	2,988,875	3,104,512	3,194,737	3,287,669	3,383,389
Sale of services	834,973	837,830	843,645	851,655	859,630
Penalties and Interest earned	85,360	85,360	85,360	85,360	85,360
Grants and donations	1,099,251	532,251	502,281	502,311	492,341
Deferred revenues recognized (DCC, Other)	769,050	70,050	400,050	670,050	50
Water sale of services	779,900	775,650	761,644	747,655	739,789
Sewer sale of services	600,000	630,350	636,359	642,518	648,831
Transfers	1,648,395	326,000	271,000	1,746,752	535,962
Total Revenue	8,805,804	6,362,003	6,695,076	8,533,970	6,745,352
EXPENSE					
Interest payments	94,882	94,783	94,783	94,783	94,783
Amortization expenses	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000
General Government	1,535,289	1,386,664	1,409,293	1,423,658	1,445,176
Protective services	300,402	254,722	237,794	238,424	239,412
Planning & Development	574,201	545,878	508,263	515,210	523,911
Transportation services	802,506	822,966	772,174	836,920	833,004
Environmental health (Garbage/recycling))	10,000	10,000	10,000	10,000	10,000
Cemetery	12,797	8,828	8,461	14,497	9,336
Recreation and cultural services	1,140,314	1,154,436	1,132,866	1,134,925	1,158,008
Water operations	587,903	722,717	593,587	574,665	790,791
Sewer operations	436,739	402,680	463,896	415,269	421,790
Total Expense	6,611,033	6,519,675	6,347,118	6,374,352	6,642,213
ADD					
Amortization	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000
Long term debt (and lease recognition) proceeds	30,000	30,000	30,000	30,000	30,000
Transfers from (to) equity accounts	-	-	-	-	-
Total Additions	1,146,000	1,146,000	1,146,000	1,146,000	1,146,000
DEDUCT					
Principal payments debt	111,472	105,314	105,314	105,314	105,314
Transfers to Reserves	1,027,349	245,114	302,743	478,003	593,124
Acquisitions of tangible capital assets	2,201,950	637,900	1,085,900	2,722,300	550,700
Total Deductions	3,340,771	988,328	1,493,957	3,305,617	1,249,138
Financial Plan Balance: Surplus (Deficit)	\$0	(\$0)	\$0	\$0	\$0

DISTRICT OF UCLUELET

Bylaw No. 1230, 2018

A Bylaw for the Levying of Taxation Rates for Municipal, Debt, Regional Library,
Regional Hospital, and Regional District Purposes for the year 2018

WHEREAS Section 197 of the *Community Charter* requires that a Council must adopt a bylaw to impose rates on all taxable land and improvements for the current year;

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

Title

1. This bylaw may be cited for all purposes as "**District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018**".

Enactment

2. The following taxes rates are hereby imposed and levied for the year 2018:
 - I. General Municipal Purposes - For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" attached hereto and forming a part of this bylaw.
 - II. Regional District Purposes - For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional district purposes, rates appearing in Column II of Schedule "A" attached hereto and forming a part of this bylaw.
 - III. Regional Hospital District - For Hospital purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" attached hereto and forming a part of this bylaw.
 - IV. Library - For Library purposes on the value of land and improvements taxable for regional library purposes, rates appearing in Column IV of Schedule "A", attached hereto and forming a part of this bylaw.

Effective Date

3. The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January 2018.

Terms of Payment and Penalties

4. The aforementioned rates and taxes shall be due and payable at the municipal office of the District of Ucluelet, at Ucluelet in the Province of British Columbia.

5. There shall be added to the unpaid taxes levied for the year 2018, in respect of each parcel of land and improvements thereon on the real property tax roll, five percent (5%) of the amount unpaid as of the fourth day of July 2018, and an additional five percent (5%) on the first day of October 2018.

READ A FIRST TIME this 24th day of **April, 2018.**

READ A SECOND TIME this 24th day of **April, 2018.**

READ A THIRD TIME this 24th day of **April, 2018.**

ADOPTED this day of , **2018.**

CERTIFIED CORRECT; "District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018".

Dianne St. Jacques
Mayor

Mark Boysen
Corporate Officer

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

Mark Boysen
Corporate Officer

Schedule "A"
"District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018"

		I	II	III	IV
Class	Class Name	General Municipal	Regional District of Alberni Clayquot	Regional Hospital District	Library
1	Residential	4.08043	0.44050	0.27870	0.16740
2	Utilities	40.00000	1.54175	0.97545	0.58590
3	Supportive Housing	4.08043	0.44050	0.27870	0.16740
4	Major Industry	13.87345	1.49770	0.94758	0.56916
5	Light Industry	13.87345	1.49770	0.94758	0.56916
6	Commercial	13.43023	1.07923	0.68282	0.41013
7	Managed Forest Lands	12.24128	1.32150	0.83610	0.50220
8	Recreational	13.11741	0.44050	0.27870	0.16740
9	Farm	4.08043	0.44050	0.27870	0.16740