



REGULAR MEETING OF COUNCIL
Tuesday, July 10, 2018 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?iŋ?ath First Nations on whose territories the District of Ucluelet operates.	
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- 10.3. Pacific Rim Interpretive Programs Summer 2018 75 - 76
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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

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| 12.2. | Cheque Listing - June 2018
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| 12.4. | Application for a Development Permit for a Mobile Vending Unit at 1708 Peninsula Road
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13. LEGISLATION
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- 13.4. **BYLAW** - Ucluelet Housing Agreement Bylaw No. 1235, 2018
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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, June 26, 2018 at 7:30 PM

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

Regrets:

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3. ADDITIONS TO AGENDA

3.1 Pertaining to Agenda Item No. 10.3 INFORMATION ITEMS: Highway 4 Kennedy Hill Safety Improvements Traffic Interruptions Update:

- REPLACE letter from Emil Anderson Construction, dated June 12, 2018, with letter dated June 25, 2018.

4. APPROVAL OF AGENDA

4.1 June 26, 2018 Regular Agenda

2017-001 **It was moved by Councillor Noel and seconded by Councillor McEwen**
THAT Council approve the June 26, 2018 Regular Agenda as amended.

CARRIED.

5. ADOPTION OF MINUTES

5.1 June 12, 2018 Regular Minutes

2017-002 **It was moved by Councillor Oliwa and seconded by Councillor McEwen**
THAT Council approve the June 12, 2018 Regular Minutes as presented.

CARRIED.

6. UNFINISHED BUSINESS

6.1 Plaid For Dad

Councillor McEwen noted that the District participated in the "PlaidForDad" social media campaign with a photo op at the District Office.

7. MAYOR'S ANNOUNCEMENTS

7.1 There were no announcements.

8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

Kerry Harwood, resident, shared his concerns that the housing issue is only getting worse. His concerns include workers being kicked out of rental housing for tourist accommodation and that businesses continue to have a problem with staffing. Mr. Harwood is suggesting an action plan to open a campsite for workers as well as encouraging people to open up their homes to solve the housing issue.

Lance Heyduck, resident and business owner, agrees that the housing situation is bad and that there is a lack of affordable options such as laneway and small homes. He feels lucky to have set down his roots here years ago. Mr. Heyduck reported that over the last few weeks his sales have been down 60% from last year. He believes the problem is the road closures on Highway 4. People who would have come from Vancouver or other communities are not coming due to the inconvenience of road closure. He would like to see full night closures instead of day closures.

Jessie Maslow, resident, saw Mr. Harwood's social media post about housing and believes there is an issue. She discussed how her adult child will not be able to afford a home. She noted that the town is working to support the tourism industry, but we are also digging a hole for ourselves. We need to find a community solution for locals to own homes and not just rentals. There is a group of people that need to know they belong. We want a long-term community. Ms. Maslow also raised concerns with the District's increase in bylaw enforcement particularly on public beaches. She was upset to see a Bylaw Officer drive an ATV onto the beach during the day. The Mayor asked her to send her

comments in writing to CAO Mark Boysen.

9. CORRESPONDENCE

9.1 RCMP Reply to Limited Duration Post Policy Change Royal Canadian Mounted Police

- Council discussed the value of seeing the comprehensive review completed by the RCMP as those insights may assist the District with its community planning.

2017-003

It was moved by Councillor McEwen and seconded by Councillor Mole

THAT Council receive correspondence item, "RCMP Reply to Limited Duration Post Policy Change" for information.

CARRIED.

2017-004

It was moved by Councillor Oliwa and seconded by Councillor McEwen

THAT Council direct staff to contact "E" Division of RCMP and ask if they can forward a copy of the 2014 comprehensive review to District staff for the purposes of community planning.

CARRIED.

9.2 Regional District of Alberni-Clayoquot: Notice of Public Hearing Regional District of Alberni-Clayoquot

Bruce Greig, Manager of Community Planning, provided an overview of the application:

- Expansion of the surf junction campgrounds, adding 100 campsites to the current 60 site campground, and 10 employee housing units.
- Campground states it is turning people away and that many people are camping on backroads.
- The site is located within the Lost Shoe Creek Aquifer which is a community drinking water supply. The development is proposed to rely on an on-site septic treatment system.
- Staff recommends approval be subject to receiving specific assurance from VIHA that the development will not risk the community's drinking water quality.
- There is also a need to look long-term at density and transportation in that area.
- The area would benefit from a sub-regional approach to water and sewer services to protect the aquifer.

2017-005

It was moved by Councillor Mole and seconded by Councillor Noel

THAT Council receive correspondence item, "Regional District of Alberni-Clayoquot: Notice of Public Hearing" for information.

CARRIED.

2017-006

It was moved by Councillor Mole and seconded by Councillor Noel

THAT Council direct staff to send a letter to ACRD outlining Council's support in principle to the expansion of the Surf Junction Campground provided there is a positive report from Island Health or an engineering firm ensuring the proposed expansion will not impact Ucluelet's drinking water supply.

CARRIED.

10. INFORMATION ITEMS

10.1 LNG 101 Information Session
Steelhead LNG

10.2 Cross-country Consultations on Air Passenger Rights and The Aviation Ecosystem
National Airlines Council of Canada

10.3 Highway 4 - Kennedy Hill Safety Improvements Traffic Interruptions Update
Emil Anderson Construction (EAC) Inc.

10.4 Rail Service Vancouver Island
Marilynn and Terry Newsted

10.5 Invitation to Participate in a Survey on Wildfire Prevention and Fuels Management
Forest and Conservation Sciences - Faculty of Forestry, UBC

2017-007 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council receive information items, 10,1, 10.2, 10.3, 10.4, and 10.5 as a block.

CARRIED.

2017-008 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council direct CAO Mark Boysen to have staff participate by taking the Wildfire Prevention and Fuels Management survey.

CARRIED.

11. COUNCIL COMMITTEE REPORTS

11.1 Councillor Sally Mole
Deputy Mayor January – February

Food Bank on the Edge

- Attended AGM on June 18th.
- There is one new Director.
- Completed a feasibility study for a new building that points to Tugwell Fields.
- Client numbers and donations are up.

11.2 Councillor Marilyn McEwen
Deputy Mayor March – April

Wild Pacific Trail Society

- Meeting held June 13th.
- Elected new Board of Directors.
- Discussed trail maintenance and pruning prior to the marathon.
- Successful at getting a CBT grant for signage at Spring Cove.
- Board is concerned with witnessing large groups with buckets full of shellfish by the Lighthouse. Discussed whether signage should go up warning of red tide.

=> **Other Reports**

Tourism Ucluelet

- Washrooms in the parks are now open.
- Coast smart signs are up in the park.
- There was a 2% increase in visitor numbers in May.
- New banners are going up.
- Successful collaboration between TU and the Chamber in putting on the half marathon that had 580 registrants.

Regional Housing Discussion

- Attended the June 14th meeting organized by the Alberni Clayoquot Health Network.
- It was a good round-table discussion and there was great information shared on the housing issues all our communities are facing.

ONNI Open House

- Attended the June 19th ONNI Open House.
- It was very well-attended, and it was good to see the plans.

11.3 Councillor Mayco Noel
Deputy Mayor July – October

Barkley Community Forest Board

- AGM is tomorrow afternoon.

- They are still waiting for the right permit before they can let people in to harvest the firewood.
- Phase 1 has been planted and Phase 2 planting will be starting in the fall.
- New board members are being presented at tomorrow's AGM.

11.4 Councillor Randy Oliwa
Deputy Mayor May – June

=> **Other Reports**

- Thanked those who attended Forest Glen's Strawberry Tea Event.

11.5 Mayor Dianne St. Jacques

Alberni-Clayoquot Regional District Board

- Attended June 15th Board Meeting
- Discussed homelessness in the valley.
- Looking to hire another full-time employee at Long Beach Airport.
- Regional District staff are going to prepare options for increasing the tax requisition for the airport. The decision may go to referendum.
- Discussion with Rogers about construction of a cell tower at the West Coast Landfill. Rogers is requesting a 30 year lease.

DFO Fisheries Committees for Groundfish & Hake

- They are having a good season with lots of fish being picked close to land.

=> **Other Reports**

- Attended the June 21st Climate Adaptation Meeting. ICLEI selected Ucluelet as one of the communities being studied over the next 2 years.

2016-9

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

THAT Council receive the verbal committee reports.

CARRIED.

12. REPORTS

12.1 Ukee Days - Noise Bylaw And Road Closure
Abby Fortune, Director of Parks & Recreation

- 2017-010 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council approve recommendations 1, 2, 3 & 4 of report item, "Ukee Days - Noise Bylaw And Road Closure" which states:
1. *THAT Council allow Ukee Days festivities to act outside of the Noise Control Bylaw No. 915, 2003, Section 3 (g) and grant an extension to midnight at the Ukee Days Fairgrounds (160 Seaplane Base Road) on Saturday, July 28, 2018.*
 2. *THAT Council authorizes the closing of Fraser Lane in front of the Village Green from 10:00 a.m. to 10:00 p.m. on Friday, July 27, 2018.*
 3. *THAT Council authorize the temporary closure of Peninsula Road, between Matterson Road and Seaplane Base Road, from 10:15 a.m. to 10:45 a.m. for the Ukee Days parade on Saturday, July 28, 2018.*
 4. *THAT Council attends the Ukee Days festivities July 27 - 29, 2018 and invites the community to join them.*

CARRIED.

12.2 Ucluelet Fire Services Agreement with Long Beach Airport

- Mayor St. Jacques noted that the District of Ucluelet is already committed to providing fire services to the airport and the agreement formalizes that commitment for a 10-year period.

- 2017-011 **It was moved by Councillor Noel and seconded by Councillor Oliwa**
THAT Council approve recommendation 1 of report item, "Ucluelet Fire Services Agreement with Long Beach Airport" which states:
1. *THAT Council approve entering into a Fire Protection Services Agreement for Long Beach Airport with the Alberni-Clayoquot Regional District for a ten year term.*

CARRIED.

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

- Councillor Mole commented on the payment to KPMG stating that she hopes to see the bill for auditing services decrease in the future.

- 2017-012 **It was moved by Councillor McEwen and seconded by Councillor Noel**
THAT Council approve recommendation 1 of report item, "Cheque Listing - May 2018" which states:
1. *THAT Council receive the District of Ucluelet's May 2018 Cheque Listing for information.*

CARRIED.

12.4 Grant to Non-Profits Leasing Office Space at 398 Matterson Drive

Barbara Millar, Manager of Finance

2017-013

It was moved by Councillor Mole and seconded by Councillor McEwen*THAT Council approve recommendation 1 of report item, "Grant to Non-Profits Leasing Office Space at 398 Matterson Drive" which states:*

1. *THAT Council approve grants totaling \$8,091.03 to the following non-profit organizations leasing office space at 398 Matterson Drive: Wescoast Community Resources Centre - \$2,995.89; Nuu-Chah-Nulth Tribal Council - \$861.50; and Ucluelet Daycare Society - \$4,233.64.*

CARRIED.

12.5 Short-Term Rental Program Update**Brent Ashton, Bylaw Services Officer**

Highlights from the discussion on the Short-term Rental (STR) Program include:

- Bruce Greig, Manager of Community Planning, clarified the process for property owners of bringing their STR into compliance, the business licence application process, and the follow-up site visits that are conducted on an as needed basis.
- Council expressed concern with how long it was taking some owners to get their property into compliance and obtain a business license.
- Council would like to see properties that are zoned for single family residential or monthly rentals return to long-term housing stock for the community, particularly if those property owners are taking a long time to apply for a business license.

2017-014

It was moved by Councillor Oliwa and seconded by Councillor Mole*THAT Council direct staff to prioritize bylaw enforcement efforts towards anything that could be available for long-term monthly rentals or single family residential when looking at short-term rentals.*

CARRIED.

12.6 Ucluelet OCP – Housing Action Plan**Bruce Greg, Manager of Community Planning**

- Bruce Greig, Manager of Community Planning, responded to Council's concern with using Census numbers.
- Staff do look at census numbers and are aware of the limitations - census numbers do not capture non-permanent residents and visitors.
- Mr. Greig clarified that there are no existing buildings on lands zoned VR-2.

2017-015

It was moved by Councillor Noel and seconded by Councillor McEwen*THAT Council approve recommendation 1 & 2 of report item, "Ucluelet OCP -*

Housing Action Plan" which states:

1. *THAT Council provide feedback on the actions listed in the draft 2018 Housing Action Plan; and*
2. *THAT the District proceed with commissioning a Community Housing Needs Assessment to analyze the current and emerging housing needs, identify gaps in the spectrum of existing and planned housing supply, and assist in identifying housing priorities in Ucluelet.*

CARRIED.

**12.7 Development Permit Amendment For DP17-06 (1672 Cedar Road)
John Towgood, Planner 1**

2017-016

It was moved by Councillor Noel and seconded by Councillor McEwen

THAT Council approve recommendation 1 of report item, "Development Permit Amendment for DP17-06 (1672 Cedar Road)" which states:

1. *THAT Council approve the amendment of Development Permit DP17-06 to allow the changes to the building form as described in the staff report dated June 26, 2018.*

CARRIED.

13. LEGISLATION

**13.1 REPORT - Rezoning Application for the Development of Lot 1,
PLAN VIP85870 (620 Marine Drive) as Black Rock Staff Housing
Bruce Greig, Manager of Community Planning**

2017-017

It was moved by Councillor McEwen and seconded by Councillor Noel

THAT Council approve recommendations 1, 2, 3, 4 & 5 of legislation item, "Rezoning Application for the Development of Lot 1, Plan VIP85870 (620 Marine Drive) as Black Rock Staff Housing" which states:

1. *THAT Council adopt Zoning Amendment Bylaw No. 1224, 2018;*
2. *THAT Council adopt Housing Agreement Bylaw No. 1227, 2018;*
3. *THAT Council approve Development Permit DP18-01 for issuance;*
4. *THAT Council approve the discharge of restrictive covenant FB224322 from the title of Lot 1, District Lot 281, Clayoquot District Plan VIP85870; and,*
5. *THAT the District provide its executed copy of form C to enable registration of the easements, covenants and Section 219 restrictive covenant agreement on the title of the common property of Strata Plan VIS6690 in favour of Lot 1 (to enable access, parking and the installation of utilities), which are to be registered immediately following adoption of the rezoning bylaw.*

CARRIED.

13.2 BYLAW - Zoning Amendment Bylaw No. 1224, 2018

2017-018

It was moved by Councillor McEwen and seconded by Councillor Noel

THAT Zoning Amendment Bylaw No. 1224, 2018 be adopted.

CARRIED.

13.3 BYLAW - Ucluelet Housing Agreement Bylaw No. 1227, 2018

2017-019 **It was moved by Councillor Mole and seconded by Councillor Oliwa**
THAT Ucluelet Housing Agreement Bylaw No. 1227, 2018 be adopted.

CARRIED.

13.4 REPORT - Zoning Bylaw Amendment for Temporary Use Permits*Bruce Greig, Manager of Community Planning*

2017-020 **It was moved by Councillor Oliwa and seconded by Councillor Noel**
THAT Council approve recommendation 1 of legislation item, "Zoning Bylaw Amendment for Temporary Use Permits" which states:

1. *THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018 be given first and second reading and advanced to a public hearing.*

CARRIED.

13.5 BYLAW - Zoning Bylaw Amendment Bylaw No. 1234, 2018

2017-021 **It was moved by Councillor Oliwa and seconded by Councillor McEwen**
THAT Zoning Amendment Bylaw 1234, 2018 be given First reading.

CARRIED.

2017-022 **It was moved by Councillor McEwen and seconded by Councillor Noel**
THAT Zoning Amendment Bylaw 1234, 2018 be given Second reading.

CARRIED.

14. OTHER BUSINESS**14.1 School District 70**

- Councillor Oliwa shared that School District 70 Chair Pam Craig has submitted the capital plan for the schools and was hoping to have heard something back from the District in support.

2017-023 **It was moved by Councillor Oliwa and seconded by Councillor Mole**
THAT Councillor Oliwa work with staff to draft a letter to the Minister of Education in support of capital projects and seismic upgrading for the local schools.

CARRIED.

14.2 Candidate Information Session

- Councillor McEwen thanked staff for hosting the Candidate Information Session prior to the evening's Council meeting.

14.3 UBCM Meetings

- Councillor Mole asked when the District will be submitting

requests to meet with Ministers at UBCM.

15. QUESTION PERIOD

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

16. ADJOURNMENT

16.1 Mayor St. Jacques adjourned the meeting at 8:57 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, June 26, 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



CONTACT
Email: chamberoffice@uclueletinfo.com
PO Box 428, Ucluelet BC V0R 3A0
Phone: 250-726-4641
www.ucluelet.ca

JUN 25 2018

June 18, 2018

To Whom it May Concern:

The Ucluelet Chamber of Commerce has been made aware of the 'Ucluelet Housing Thinktank' initiative.

During interviews conducted with over 70 local businesses and leaders, results are that the respondents are unsatisfied with the District of Ucluelet development approval process and timing. Respondents are also dissatisfied with the available quantity, quality and cost of local housing. Some respondents also linked the lack of staff accommodation and affordable housing to employee attraction and retention issues.

The Ucluelet Chamber of Commerce supports the growth and retention of business in our community. We are in support of finding solutions for our local businesses. Being able to hire and house their staff, to encourage growth in our business community year-round, will improve our economic growth in the future.

We ask that the District of Ucluelet assist in finding solutions to alleviate housing issues – both for staff accommodations and long term affordable housing in our community. We also request that the District advise the Chamber of the progress being made in this initiative and of ways that the Chamber can be of assistance.

Respectfully

Dian McCreary – President

Laurie Gehrke – Vice President

Suzanne Ryles – Treasurer

Subject: Rainbow Crosswalk proposal

From: Courtney Fick

Date: July 3, 2018 at 11:05:09 AM PDT

Subject: Rainbow Crosswalk proposal

Good morning Madam Mayor,

I am writing with an interest in repainting the rainbow crosswalk.

I would like to make this a permanent addition to Ucluelet and am hoping there will be funds available to do so.

I am happy to do some research to find out exact cost of, determine safety standards for, and find a perfect place for this crosswalk.

When would be a good time to bring this up to council? Is there room on the next meeting agenda?

Thank you so much for your time and have a beautiful day.

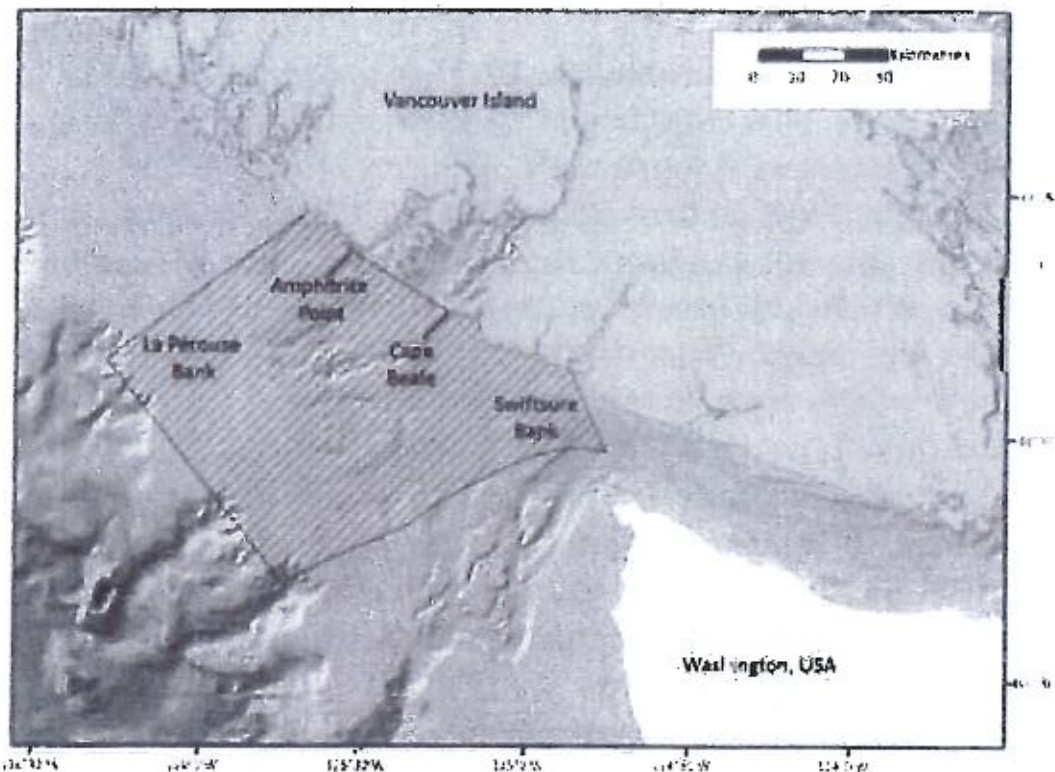
Kind regards,

Courtney Johnson
[REDACTED]



Southern Resident Killer Whale – Area Refuge Fishing Closure LaPerouse to Swiftsure

A. Southwestern Vancouver Island



The **WCFG** is calling on all members to respond to an invitation for input to DFO on revisions to the Critical Habitat Section of the Species at Risk (SARA) Recovery Strategy for Northern and Southern Killer Whales. **Input must be provided by July 11, on a prescribed online comment form.**

As our members know, this is a similar "consultation process" to what was used to arrive at the eventual implementation of a SRKW Refuge Area Recreational Fin Fish Closure in Areas 20, 18 and 29. The current practice is to use Area Refuge Closures as opposed to implementing equally effective 400m bubble zone strategies. **Going forward, one of the likely outcomes of expanding the critical habitat to include**

Swiftsure to LaPerouse Banks will result in similar Area Refuge Recreational Fin Fish closures (closed to all fishing). Once these are in place it is highly probable the closures become permanent.

Please review the attached map which sets out the area proposed to be set aside as critical habitat.

We have reviewed the science associated with the SARA Recovery Strategy and have several concerns with assumptions and weak scientific facts being used to support the expansion of the Critical Habitat within the Recovery Strategy. Please use these response points when you complete your **online comment**:

- **“B.C.’s tidal water recreational fishery, combined with the freshwater fishery, is the largest and most valuable in Canada, valued at \$18 billion annually. DFO issues over 350,000 tidal licences per year collecting \$7.3 million in fees and the fishery employs around 8,400 British Columbian’s (as of 2012).”**
- **Area SRKW Refuge Recreational Fin Fish Closures will cause significant socio-economic harm destroying jobs and economic spin off activities in small coastal communities like Ucluelet, Port Alberni, Bamfield, Port Renfrew, Sooke and Victoria.**
- **Killer whales are only very rarely present on LaPerouse Bank, and there is no documented evidence from passive acoustic monitoring to clearly demonstrate this is actually critical habitat. DFO science is making an assumption that because areas of LaPerouse Bank are important areas for commercial and recreational Chinook fishing that they area similarly important to killer whales.**
- **According to Passive Acoustic Monitoring (PAM), killer whales are only present on Swiftsure Bank 43% of monitored days between May to September – broad Area Refuge closures impact recreational fishing opportunity during significant periods where the whales are not present.**
- **There is no comparative analysis that demonstrates the effectiveness of Area Closure vs a mobile “bubble” strategy**
- **More effort is required to scientifically determine if indeed there is any less benefit to be achieved using a “bubble”**

strategy which is less impactful – striking a balance between protection and economic activity

- **In the past _____ years, I have fished areas of LaPerouse Bank, and observed killer whales only ____ times. (your observations are very important)**
- **In the past _____ years, I have fished areas of Swiftsure Bank, and observed killer whales only ____ times. (your observations are very important)**
- **Given these observations, there is little scientific data to support expanding the critical habitat areas, especially on LaPerouse Bank where killer whales are very rarely encountered and there is no scientific evidence to support DFO Science claims.**

Here's DFO's request for input – please take time to write in your input:

Why we are seeking input?

Fisheries and Oceans Canada (DFO) and the Parks Canada Agency (PCA) would like your feedback on the revised critical habitat section (section 7) of the Species at Risk Act (SARA) draft Amended Recovery Strategy for the Northern and Southern Resident Killer Whales (*Orcinus orca*) in Canada.

Key points for discussion

- The draft Amended Recovery Strategy updates the critical habitat for Northern and Southern Resident Killer Whales based on new science advice
- It identifies two additional areas of special importance as proposed critical habitat for Resident Killer Whales. These include:
 - waters on the continental shelf off southwestern Vancouver Island, including Swiftsure and La Pérouse Banks (important for both Northern and Southern Resident Killer Whales)
 - waters of west Dixon Entrance, along the north coast of Graham Island from Langara to Rose Spit (important for Northern Resident Killer Whales)

- The amendment also provides clarification of the functions, features and attributes for all critical habitat identified for Northern and Southern Resident Killer Whales

How to provide input

The deadline for submitting comments on section 7 (critical habitat) of the draft Amended Recovery Strategy is July 11, 2018. Please note, feedback is only being sought on section 7 (pages 55 to 68); feedback on other sections will not be considered at this time. If you choose to submit comments, please use the **online comment form**.

After we have received your feedback and finalized the draft Amended Recovery Strategy, a proposed document will be posted to the SARA Public Registry for a 60-day public comment period. The Government of Canada will then have 30 days to incorporate comments before posting the final document on the Species at Risk Public Registry.

Here is the Comment Form Link Address:

<http://www.pac.dfo-mpo.gc.ca/consultation/sara-lep/killerwhales-epaulards/discussion-eng.html>

[Fisheries and Oceans Canada](#)

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External review of the critical habitat section of the draft Amended Recovery Strategy for the Northern and Southern Resident Killer Whales in Canada

🕒 Current status: Open

Public consultation opened on June 12 2018 and will be closed to new input on July 11 2018.

Why we are seeking input?

Fisheries and Oceans Canada (DFO) and the Parks Canada Agency (PCA) would like your feedback on the revised critical habitat section (section 7) of the Species at Risk Act (SARA) draft Amended Recovery Strategy for the Northern and Southern Resident Killer Whales (*Orcinus orca*) in Canada.

Who we are seeking input from?

Indigenous peoples, stakeholders, ENGOs, other government agencies, researchers, and interested individuals are invited to provide feedback on the critical habitat section (section 7) of the draft Amended Recovery Strategy.

Key points for discussion

- The draft [Amended Recovery Strategy](#) updates the critical habitat for Northern and Southern Resident Killer Whales based on new science advice
- It identifies two additional areas of special importance as proposed critical habitat for Resident Killer Whales. These include:
 - waters on the continental shelf off southwestern Vancouver Island, including Swiftsure and La Pérouse Banks (important for both Northern and Southern Resident Killer Whales)

- waters of west Dixon Entrance, along the north coast of Graham Island from Langara to Rose Spit (important for Northern Resident Killer Whales)
- The amendment also provides clarification of the functions, features and attributes for all critical habitat identified for Northern and Southern Resident Killer Whales

How to provide input

The deadline for submitting comments on section 7 (critical habitat) of the draft Amended Recovery Strategy is July 11, 2018. Please note, feedback is only being sought on section 7 (pages 55 to 68); feedback on other sections will not be considered at this time. If you choose to submit comments, please use the [online comment form](#).

After we have received your feedback and finalized the draft Amended Recovery Strategy, a proposed document will be posted to the SARA Public Registry for a 60-day public comment period. The Government of Canada will then have 30 days to incorporate comments before posting the final document on the Species at Risk Public Registry.

Related material

- [Questions and Answers: Critical Habitat for Northern and Southern Resident Killer Whales in Canada](#)
- [Identification of Habitats of Special Importance to Resident Killer Whales \(*Orcinus orca*\) off the West Coast of Canada \(Science Advisory Report 2017/011\)](#)
- [Report on the Progress of Recovery Strategy Implementation for the Northern and Southern Resident Killer Whales \(*Orcinus orca*\) in Canada for the Period 2009-2014 \(DFO 2016\)](#)
- [Southern Resident Killer Whale Species at Risk Public Registry Species Profile](#)
- [Northern Resident Killer Whale Species at Risk Public Registry Species Profile](#)
- [COSEWIC Assessment and Update Status Report on the Killer Whale *Orcinus orca* in Canada \(COSEWIC 2008\)](#)
- [Further information on the Species at Risk Act](#)

Further information on recovery initiatives for Resident Killer Whales:

- The Government of Canada is committed to protecting these whales, and is taking actions to protect and recover the species. We are weighing all the options to ensure protections are in place as rapidly as possible
- The [Action Plan for the Northern and Southern Resident Killer Whale \(*Orcinus orca*\) in Canada](#), published in 2017, provides further detail on focused activities needed for recovery of Southern Resident Killer Whales

- In 2017, under the Government of Canada's Oceans Protection Plan, a science-based Review of the Effectiveness of Recovery Measures for Southern Resident Killer Whales identified and recommended five new recovery activities to address threats to the population including management of fisheries to consider Southern Resident Killer Whale prey needs, and mitigation of contaminants and disturbance (acoustic and physical) threats
- Disturbance (harassment) of marine mammals, including Killer Whales, is prohibited by the Marine Mammal Regulations of Canada's Fisheries Act and by US federal legislation. Government and non-governmental organizations reduce vessel disturbance through boater outreach and education programs as well as on-water enforcement and vessel monitoring, particularly in Resident Killer Whale critical habitats
- The Government of Canada has taken and continues to take concrete action to protect Southern Resident killer whales, such as:
 - For the 2018 fishing season, DFO has introduced new recreational and commercial fishery management measures to increase prey availability and reduce disturbance from fishing vessels in three key Southern Resident Killer Whale foraging areas: Juan de Fuca Strait, Gulf Islands and the mouth of the Fraser River. These fishing closures are all within existing critical habitat. More details at: <http://www.pac.dfo-mpo.gc.ca/fm-gp/maps-cartes/salmon-saumon/2018-skrw-ers-eng.html>
 - The Government of Canada plans to introduce new rules that will prohibit vessels from approaching Killer Whales closer than 200m—this will help minimize noise disturbance and allow the whales to feed more easily. In the meantime, the whale watching industry has agreed to voluntarily stay at least 200 metres away from Southern Resident Killer Whales while new rules are put in place.

Contact us

Species at Risk Program
Fisheries and Oceans Canada
200-401 Burrard Street
Vancouver, BC V6C 3S4
Email: ✉ SARA.XPAC@dfo-mpo.gc.ca
Phone: ☎ 604-666-7907

Date modified:

2018-06-11

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→ [Critical habitat section of the draft Amended Recovery Strategy for the NRKW and SKRW in C...](#)

External review of the critical habitat section of the draft Amended Recovery Strategy for the Northern and Southern Resident Killer Whales in Canada: Discussion guide

Fisheries and Oceans Canada (DFO) and the Parks Canada Agency (PCA) would like your feedback on the revised critical habitat section (section 7) of the draft Amended Recovery Strategy for the Northern and Southern Resident Killer Whales (*Orcinus orca*) in Canada.

We want to hear from you!

[Go to our online comment form to provide feedback](#)

In 2003, Northern Resident Killer Whales were listed as Threatened and Southern Resident Killer Whales were listed as Endangered under the Species at Risk Act (SARA). The Recovery Strategy for the Northern and Southern Resident Killer Whales in Canada (finalized in 2008 and amended in 2011) identified two critical habitat areas based on best available science at the time, one for Northern Resident Killer Whales and one for Southern Resident Killer Whales, which were legally protected by a SARA section 58 Critical Habitat Order in 2009. In 2017, the SARA Action Plan for the Northern and Southern Resident Killer Whale (*Orcinus orca*) in Canada was finalized.

The current draft Amended Recovery Strategy updates the critical habitat for Resident Killer Whales, based on new science advice.

- It identifies two additional important habitat areas as proposed critical habitat for Resident Killer Whales. These include:
 - waters on the continental shelf off southwestern Vancouver Island, including Swiftsure and La Pérouse Banks (important for both Northern and Southern Resident Killer Whales)
 - waters of west Dixon Entrance, along the north coast of Graham Island from Langara to Rose Spit (important for Northern Resident Killer Whales)
- The amendment also provides clarification of the functions, features and attributes for all critical habitat identified for Northern and Southern Resident Killer Whales. The features of

critical habitat for Resident Killer Whales are:

- availability of Chinook Salmon, Chum Salmon and other important prey species
- acoustic environment
- water quality
- physical space around individual whales (200m)
- for Northern Resident Killer Whales, suitable physical habitat to allow for beach rubbing behaviour

Minor updates were made to the document to reflect the new information in the background section as well as formatting. Aside from these minor updates, there are no changes to content in any section other than section 7.

DFO and the PCA are seeking feedback on section 7 of the draft Amended Recovery Strategy for Northern and Southern Resident Killer Whales. Additional scientific, technical and traditional knowledge will assist in recovery of this species. Your input will help finalize the documents and support the recovery goal and objectives for Northern and Southern Resident Killer Whales. Please provide any comments you have on section 7 of the draft Amended Recovery Strategy [on our online comment form](#).

After we have received your feedback and finalized the draft Amended Recovery Strategy, a proposed document will be posted to the SARA Public Registry for a 60-day public comment period. The Government will then have 30 days to incorporate comments before posting the final document on the Species at Risk Public Registry.

Additional information

- Reviews of the draft Amended Recovery Strategy for the Northern and Southern Resident Killer Whales in Canada are limited to section 7 (critical habitat section) of the document. Consultation on all other sections was completed prior to posting of the final Recovery Strategy on the Species at Risk Public Registry in 2008.
- See the [Draft Amended Recovery Strategy for the Northern and Southern Resident Killer Whales \(Orcinus orca\) in Canada \(2018\)](#).
- The Science Advisory Report supporting identification of the additional critical habitat can be found here: [Identification of Habitats of Special Importance to Resident Killer Whales \(Orcinus orca\) off the West Coast of Canada](#)
- The original Recovery Strategy (2008, amended in 2011) may be viewed here: [Recovery Strategy for the Northern and Southern Resident Killer Whales \(Orcinus orca\) in Canada](#)
- The 2009 Critical Habitat Order can be found here: [Critical Habitats of the Northeast Pacific Northern and Southern Resident Populations of the Killer Whale \(Orcinus orca\) Order \(2009\)](#)
- The Action Plan for the Northern and Southern Resident Killer Whale may be viewed here: [Action Plan for the Northern and Southern Resident Killer Whale \(Orcinus orca\) in Canada](#)
- [Questions and Answers: Critical Habitat for Northern and Southern Resident Killer Whales in Canada](#)

- Information provided in the comment forms may be made available to the public if it is requested through the Access to Information and Privacy (ATIP) process.

Feedback

➔ [Go to our online comment form to provide feedback on the External review of the critical habitat section of the draft Amended Recovery Strategy for the Northern and Southern Resident Killer Whales in Canada](#)

Date modified:

2018-06-08

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→ [Critical habitat section of the draft Amended Recovery Strategy for the NRKW and SKRW in C...](#)

External review of the critical habitat section of the draft Amended Recovery Strategy for the Northern and Southern Resident Killer Whales in Canada: Workbook

DFO and the PCA are seeking feedback on section 7 of the draft Amended Recovery Strategy for Northern and Southern Resident Killer Whales. Additional scientific, technical and traditional knowledge will assist in recovery of this species. Your input will help finalize the documents and support the recovery goal and objectives for Northern and Southern Resident Killer Whales. Please provide any comments you have on section 7 of the draft Amended Recovery Strategy in the spaces provided below. If you feel unable or do not wish to answer a particular question, please leave it blank. You can choose to answer as many or as few questions as you like.

Section 7 – Critical habitat

Critical habitat is defined in SARA as "the habitat that is necessary for the survival or recovery of a listed wildlife species and that is identified as the species' critical habitat in a recovery strategy or in an action plan for the species".

Section 7 of the Recovery Strategy for the Northern and Southern Resident Killer Whales (*Orcinus orca*) in Canada has been amended to include two proposed additional critical habitat areas, and to provide clarification of the functions, features and attributes for all critical habitat identified for Northern and Southern Resident Killer Whales.

Under SARA, critical habitat for aquatic species must be legally protected from destruction. For Northern and Southern Resident Killer Whales, it is anticipated that this will be accomplished through a SARA Critical Habitat Order.

1) Do you have any additional information relevant to the identification of critical habitat for Northern and Southern Resident Killer Whales, including features, functions and attributes?

2) Do you anticipate being directly affected by the identification and subsequent protection of the additional critical habitat and/or clarification of features, functions and attributes of critical habitat for

Northern and Southern Resident Killer Whales?

3) Do you have any additional feedback regarding section 7 of the draft Amended Recovery

Strategy for Northern and Southern Resident Killer Whales?

Thank you for taking the time to review and comment on the draft Amended Recovery Strategy for the Northern and Southern Resident Killer Whales (Orcinus orca) in Canada. Submitting your response by July 11, 2018 will allow us to consider your feedback.

Contact Information

(Optional / recommended)

Name

Organization / affiliation

Mailing address

Email address

Phone number

Submit

Date modified:

2018-06-10

Darcey Bouvier

From: Info Ucluelet
Subject: Child Care in Rural and Remote Communities in BC

From: UBCM <ubcm@ubcm.ca>
Sent: July-03-18 3:38 PM
Subject: Child Care in Rural and Remote Communities in BC



Child Care in Rural and Remote Communities

UBCM is working with the Coalition of Child Care Advocates of BC to identify child care needs in small, rural and remote communities in BC. Our findings will be summarized in a report that will be provided to the Province in an effort to inform its policy direction on child care in small, rural and remote areas of BC.

As you are a small, rural and/or remote community, we encourage you to fill out our short survey so we can better understand the child care needs in your community. Please fill out the [survey](#) (link noted below) by Friday, July 20th.

https://form.surveypal.net/form?_d=0&_sid=2471563&_k=FyNMrZbzD7mf69XmckYwKa6ZHgoxw6BCw28bflA1EWMK_TnVA-B3XfxWqOUyXQqn&_hid=Child-Care-in-Rural-and-Remote-Communities

Thank you in advance! And if you have any questions, please feel free to contact UBCM staff, Marylyn Chiang, at mchiang@ubcm.ca

Union of BC Municipalities, 60-10551 Shellbridge Way, Richmond, BC V6X 2W9 Canada

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CENTRAL
WESTCOAST
FOREST
SOCIETY

#2 1920 Lyche Rd.
PO Box 641 Ucluelet BC, V0R 3A0
250-726-2424
info@clayoquot.org
clayoquot.org

Mayco Noel
Director: Central Westcoast Forest Society
District of Ucluelet
PO Box 999 200 Main St.
Ucluelet, BC
V0R 3A0
May 19, 2018

Re: Central Westcoast Forest Society Year End Report 2017-2018

Dear Mayco Noel,

On behalf of the Central Westcoast Forest Society (CWFS), I would like to express our gratitude for your support. Our work this year was made possible thanks to contributions like yours. Along with this letter, we have included a copy of the CWFS 2017 Year End Report.

CWFS is a registered charity focused on ecosystem restoration, monitoring, research and education. Since 1994, we have been working hard to restore the watersheds on the west coast of Vancouver Island. Our mission is to restore damaged ecosystems, to rebuild wildlife populations that are threatened or endangered and to inspire stewardship by reconnecting people with the environment.

CWFS works with each of the five First Nations in their traditional territory. This year's restoration projects spanned ten watersheds from Hesquiat Peninsula to southern Barkley Sound. Together we were able to restore damaged watersheds, increase ecosystem resiliency, and help rebuild wild Pacific salmon populations for the generations to come.

The success of this year's projects could not have been possible without your involvement. From everyone at Central Westcoast Forest Society, we thank you for your support and look forward to partnering with you again in the years to come.

Sincerely,

Jessica Hutchinson, MSc, EP
Executive Director
Central Westcoast Forest Society



es...

CENTRAL WESTCOAST FOREST SOCIETY

2017-2018



"When humans have changed a landscape as profoundly as they have in some parts of the coastal temperate rainforest, there is a responsibility to start addressing some of the problems [that have occurred as a result]. I would argue that on our west coast, logging changes these ecosystems more fundamentally than it does just about anywhere else in British Columbia or Canada. So I think there is a great need and a responsibility to try and deal with some of these problems that we've created."

-Andy MacKinnon, Forest Ecologist

CENTRAL WESTCOAST FOREST SOCIETY

SINCE 1995



FOR THE LOVE OF SALMON

HELP THIS IMPORTANT WORK CONTINUE

CLAYOQUOT.ORG



Deforestation



Central Westcoast
Forest Society



@CWFsRestoration

This work could not be done without our sponsors and collaborators!



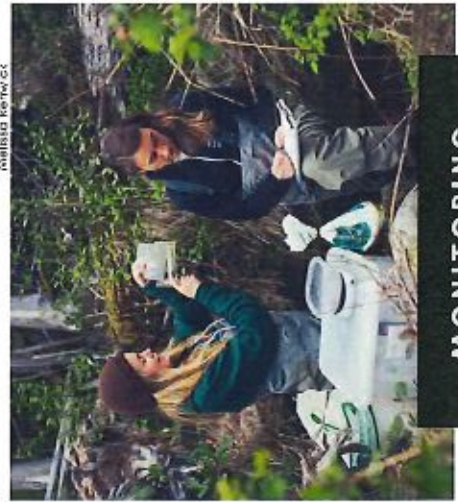


In 2017, CWFS worked in 10 different watersheds on the west coast of Vancouver Island. We worked in the traditional territory of the five Muu-chah-multh nations in this region: Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht and Yuukw'it'at'ch.



Jeremy Koraski

RESTORATION



Melissa Bernick

MONITORING



Alex Beccol

EDUCATION

Who is CWFS

The only thing more integral to the fabric of coastal B.C. than the ancient forests is the Pacific salmon. Vancouver Island is home to once legendary runs of Chinook, coho, chum, sockeye, pink and steelhead. These coastal rivers and streams are a critical part of the salmon life cycle, and the loss of freshwater spawning and nursery habitat is a major threat to the survival wild salmon populations. Decades of over-fishing, habitat destruction and poor management has resulted in significant declines in wild salmon populations. The Central Westcoast Forest Society (CWFS) was founded in 1995 by loggers, First Nations, biologists and forestry professionals who recognized the need to address the loss of habitat in order to preserve our wild fish stocks.

The goal of restoration is not to return the watershed to a pre-altered state, but to help speed up the system's natural recovery, good restoration design understands that there is an immense variety of factors governing any given ecosystem. Central Westcoast Forest Society uses a holistic approach that recognizes the connection between ecosystems and the well-being of people. This method ensures that essential natural services and the systems supporting them are correctly valued, protected, and managed for the future by integrating the needs of society with scientific knowledge of ecological relationships.

The purposes of the society are: the protection, conservation, and enhancement of the natural environment through the restoration of aquatic and forest ecosystems, education, employment and stewardship.



Kyler Vos



Jeremy Korweil



Kyler Vos

Our Team



Jessica Hutchinson, M. Sc.
Executive Director

Jeremy Korseth



Mandala Smulders, B. Sc.
Director of Operations

Melody Chodke



Tom Balfour, B. Sc.
Project Manager

Kyle Vos



Stephanie Charleson, HFN, AFN
Environmental Technician

Jeremy Korseth



Megan Francis, B. Sc.
Environmental Technician

Jeremy Korseth



Keya Parfous
Environmental Technician

Melissa Remwick



Gene Antoine, TRN
Environmental Technician

Jeremy Korseth

BOARD OF DIRECTORS

Central Westcoast Forest Society is governed by a board of directors representing diverse interests.

- Don McMillan - Chair
- Warren Warttig - Vice Chair
- Alan McCarthy - Secretary
- Geoff Lyons - Treasurer
- Gary Johnson - Director
- Yuri Zharikov - Director
- Eric Russcher - Director
- Tony Bennett - Director
- Wayco Noel - Director
- Dave Bailey - Director



Azom Chilton

Tranquil Creek Chinook Recovery Project

by Jessica Hutchinson



It's a cold morning in July. The fog is just off shore. You don't even have to look for it you can feel it in the air. We start hauling gear down to the boat: totes, dry bags, pelican cases, life jackets, waders, paddles and two canoes. There are 6 of us in total, plus Dan our boat captain. We fumble down the gangway and awkwardly load the gear and canoes on the front of his 19 ft aluminum centre console. The boat ride is a short 40 min trip to Tranquil Creek, 20 km northeast of Tofino as the crow flies.

This watershed, like so many on the coast, saw massive resource extraction.

Between 1968 and 1980 approximately 720 ha of forest was logged. They took the best wood; the big trees that grow in the river valley. Huge 2 to 3 m diameter Western red cedar and towering 70 m tall Sitka spruce were logged right to the creek bank.

Tranquil Creek itself was used to float, sort and mobilize the timber downstream; a scene straight out of the log riders waltz. Not a single stretch of old-growth forest was left on the lower section of river.



We finish our mapping and assessment for the day and start making our way downstream too. In 5 months time we will return to plant 100s of trees and shrubs on the gravel bar, spread grass seed and mulch and install large woody debris. All this effort is done to stabilize the gravel bar, help bring the forest back in order to help keep the salmon nest intact and accelerate the recovery of this damaged watershed.

Jessica Hutchinson is the Executive Director of Central Westcoast Forest Society and Project Manager of the Tranquil Creek Chinook Recovery Project



The creek gets shallow about 1 km up the river and so we portage from there.

At about 3 km up the river the worst of the habitat is encountered. A river that should average 30 m in width now spans over 200 meters. A massive exposed gravel bar where once old-growth forest stood.

During the winter, water with great speed and force flows over this massive gravel bar and carries the gravel downstream. This creates unfavorable conditions for any salmon that laid its eggs in the gravel downstream. When gravel is mobilized in this way it can scour downstream habitat and flush eggs and alevins out to sea.



Adam Chilton



Adam Chilton

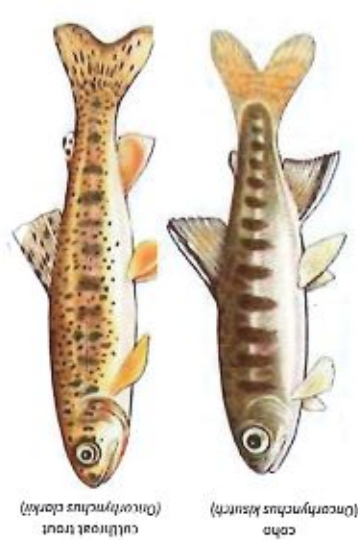
The boat drops us at the mouth of the river. From there we travel upstream by canoe. We are three people and a bunch of gear in two tippy ōapac (canoes). The strongest paddlers take the back, and the, worst (like me) sit on the floor in the middle. No paddle, just a vista to take in. What was once old-growth coniferous or evergreen forest are now deciduous dominated stands. These small red alder trees were not meant for this type of abuse. They don't have the root strength or depth to hold the river bank in place.

Consequently, the creek banks are losing and the river is winning. It keeps getting wider and wider every year as it mows over the red alder and advances into the forest. If you are a salmon, this is a bad situation. Wide shallow rivers with extensive bank erosion heat up in the summer months. Just a couple degree changes in temperature can kill a juvenile salmon or stress an adult salmon and decrease its reproductive success rate.

Why Did the Fish Cross the Road?

Replacing the culvert on Muthmumc Creek

Pacific Rim Highway is the only road into Tofino. The road was built back in 1959 when planning and infrastructure had very little concern for fish or the habitat they need to survive. A section of this road passes through the Muthmumc watershed, (English Cove) between Radar Hill and Cox Bay. The watershed is largely intact old-growth forest composed of ancient Western red cedar and Western hemlock that line the banks of 12 coho and cutthroat trout bearing freshwater streams. All 12 of these streams flow down the eastern slope of Vargas Cone (Cox Cone) crossing Pacific Rim Highway and draining into the Pacific Ocean in Muthmumc Cove.



Who lives in Muthmumc Creek?

Leading up to and during the installation of the new culvert, fish were trapped using gee traps and relocated outside of the project boundaries. Fish that were caught were weighed and measured, giving us insight into what currently lives within the creek both upstream and downstream of the road. The creek supports a variety of species including coho salmon, coastal cutthroat trout and coastrange sculpin.



Restoring Muthmumc Creek



The day the mountain came down to the stream

Ah'ta'apq Creek (Hot Springs Creek) is one of the better examples of what can happen to a salmon-bearing stream when a steep-sided valley is logged. The combined effects from the removal of trees and roots; the compaction of soils; the building of roads and the disruption of natural drainage patterns create the perfect recipe for landslides. At Ah'ta'apq Creek landslides have buried the stream in debris and sediment.

Hesquiaht Fisheries Manager, Rufus Charieson, recalls one of the landslides as "the day the mountain came down to the stream". Every year during the summer when rainfall is low this stream dries up. The water is buried 2 to 3 meters deep in gravel. All that remains for fish habitat is a series of segmented pools that often hold hundreds of juvenile salmon. If it is a dry summer, these pools too will dry up and the salmon they hold will be lost (photo).

CWFS has been working to restore Ah'ta'apq Creek by planting conifers in the riparian zone to address upslope and creek bank failures, as well as installing in-stream structures to help improve scour and create deep pools and a thalweg.



Pools

Areas of deep, slow moving water

Provide important spawning and feeding habitat, rest areas for juvenile salmon and refuges for spawning salmon to hide from predators

Riffles

Areas of shallow, fast moving water

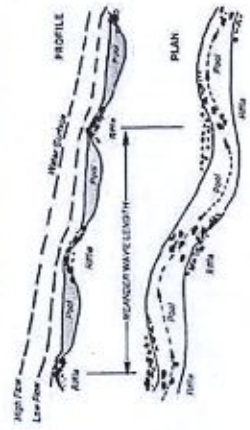
As the water rushes over the rocks, oxygen is added. This is important for aquatic insects and fish requiring highly oxygenated waters

Building Fish Habitat

Streams and rivers are integral to the health of salmon as these water bodies are where they both begin and end their lives. In restoring these systems it is necessary that we ask what makes a river functional for fish? What habitat features are important for a juvenile coho? How about a spawning sockeye?

The fact is, salmon require much more than fresh water flowing towards the ocean; they require complex river systems that provide both slow-moving water refuges and fast moving oxygenated water.

In watersheds that have been affected by human activities we often see a loss of complexity and riffle-pool habitat. Riffle-pool habitat, or sequences, often provide the majority of salmonid spawning and rearing grounds.



Hilpitis (Hydro Hill West) was identified as lacking riffle-pool habitat. To combat this issue, two "Newbury Riffles" or riffle-pool sequences, were constructed to increase spawning habitat.



Central West Coast Forest Society Year End Report 2017 - 2018 Centre Wes...

Locals Help to Restore Chum Populations

Chenatha River (Twin Rivers East) very recently supported healthy salmon populations with previous escapement records showing a yearly average of 2,200 chum salmon. These numbers have drastically declined in recent years with less than 30 chum returning in 2013 and less than 15 chum in 2017.

Logging is partly responsible for the decline of chum salmon. Like so many watersheds Chenatha River was harvested back in the 1960s. At that time, forest companies were not required to plant trees post harvest. Consequently, the old-growth coniferous forest composed of western redcedar and Sitka spruce 2 m in diameter and 250 plus years age was replaced with what is now a deciduous dominated forest.

In Chenatha, extensive stream bank erosion was observed where red alder dominated stands were found. To help stabilize the stream bank and accelerate the recovery of this watershed CWFS and a team of volunteers planted conifer trees in 2017.



Totem at Maccoah Village carved by Toquaht First Nation, Dennis Hetu

A Volunteer Experience

by Sarah Grahovic

It was a crisp cold morning and the truck didn't have any heat. The day was in fact clear and sunny and we went to one of my favourite spots, Twin Rivers. It was quite a gathering, a mix bag of beautiful folks coming together to secure a part of the river that needed trees and their roots to support its structure. We worked hard and efficiently. My heart felt full from helping the environment and just being outside, laughing with people I barely knew.

The best part of the day was heading over to the Maccoah village to drop off a few folks. Dennis Hetu was helping out that day, a fun, chatty human with great artistic abilities. He was kind enough to show us a carving he had been working on. He also showed us a stunning totem pole that he created, which is placed at the entrance of the Maccoah village. The whole experience from start to finish was amazing. I'll definitely do it again, and again.

Photos by Kyle Vos



Jeremy Korvest

CONSTRUCTING POOL HABITAT WITHIN CHENATHA RIVER



Jeremy Korvest

Pools are vitally important habitat for all life stages of salmon. Deep holding pools (> 1 m) offer refuge from predators for adult salmon returning to spawn. For juvenile salmon, pools offer important rearing habitat where fish can conserve energy and increase caloric intake. Water temperature is also moderated in deep pools, providing cooler water temperatures during the summer. In streams and rivers that lack pool habitat, the CWFS team helps create pools by positioning large logs and root-wads in the creek.



Kyle Ves

This large woody debris (LWD) is moved into position using machinery or a turfor winch (top left). Building clustered LWD complexes is often more effective than separate pieces (top middle). Once the structures are anchored in-stream they address three functions: protect the banks, provide cover for fish and build pools. The structure deflects water causing scour and the natural development of a pool (top right). In 2017, CWFS built three in-stream structures in Chenatha River. This increased the number of holding pools in the lower river from 2 to 5.

HOW PROVIDING HABITAT FOR BATS CAN HELP FISH

British Columbia has the largest diversity in bat species of all the provinces in Canada. Within our region alone there are believed to be seven different species. Some of these bats roost in the large cracks and cavities found in old-growth trees. The foraging grounds surrounding roosting sites are especially important for bats and are often located within riparian areas, meaning they fly within 10-30m of a stream, lake or river. Riparian areas produce an abundance of flying insects which is a major food source for these bats. While bats fly and forage in the riparian zone they frequently defecate on the ground or water body below them.

Their feces is full of nutrients, and as it settles to the substrate below it becomes food for very small, bottom-dwelling animals, known as benthic invertebrates. Benthic invertebrates are food for many different animals including salmon and trout. CWFS has been installing bat boxes along Chenatha River to mitigate the loss of old-growth trees and their cracks and crevices. In 2017, we monitored the presence of bat species using an acoustic recorder. We detected several species of bats foraging on the creek including the Western Long-eared Myotis, Little Brown Myotis and the Big Brown Bat.



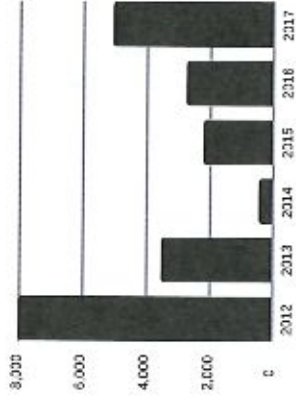
Restoring Chenatha River



Melody Charlie

GARBAGE REMOVED FROM KENNEDY FLATS

Since 2012, CWFS has hosted an annual clean up of the backroads in the Kennedy Flats. Our goal is to address the issue of illegally dumped garbage while engaging our community in environmental stewardship. This year we had 26 volunteers join us to collect illegally dumped garbage in the Kennedy Flats Watershed. The event was successful in removing 5,060 kg of garbage and properly disposing of it at the West Coast Landfill.



In 6 years we have removed 21,930 kg of illegally dumped garbage from the Kennedy Flats Watershed



Restoring Kennedy Flats and Big Beach



Melody Charlie

BIG BEACH KNOTWEED REMOVAL PROJECT

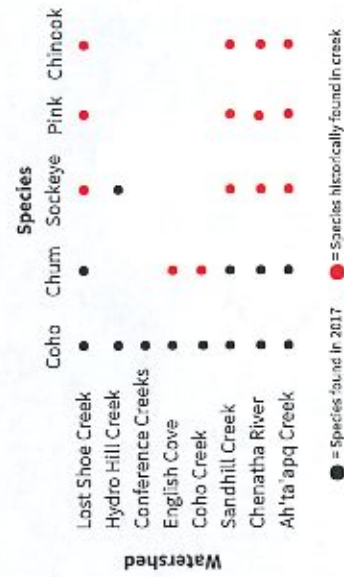
Japanese knotweed (*Fallopia japonica*) is a plant native to eastern Asia, and was introduced to North America in the 1800s. Since that time this aggressive plant has rapidly spread throughout North America. Knotweed typically grows in riparian ecosystems, roadsides and green waste disposal sites. It forms thick, dense colonies that completely crowd out all other plants. CWFS and the District of Ucluellet are working to restore Big Beach Park by planting native species, helping to prevent the spread of invasive plants through the use of a foliar spray and through continued monitoring, education and community outreach.

Spawner Surveys

The return of salmon in the fall is a much anticipated event on the Pacific coast. Hungry bears build up essential fat storage for the upcoming winter; birds feed on fish left along the river beds; forests are fed with the nutrients of decomposing remains and we at CWFS walk the creeks to see the fish moving through the systems we have restored.

Our results are shared with the Department of Fisheries and Oceans Canada for population trend studies. We use the data to observe the habitat features being used by returning fish and to help evaluate the effectiveness of our restoration work. Weekly surveys were conducted between the beginning of October and the end of December in 2017 on Conference Creeks, Sandhill Creek, Hydro Hill West, Chenatha River, Coho Creek, Lost Shoe Creek, English Cove and Ah'ta'apq Creek.

Species Found During 2017 Surveys and in Historical Surveys



Spawning salmon were found in all habitat features but overall favored pool habitat. 69% of spawning salmon were found in pools formed both naturally and through restoration works.

Photos by Kylee Vos



Lost Shoe Creek Smolt Trap Monitoring

Two smolt traps are in operation in the Lost Shoe Creek Watershed: one in a channel LS3B1 and the other in a constructed off-channel along Highway 4.

A smolt is a life stage of a salmon. This physiological change occurs when a juvenile salmon begins its migration from freshwater to the estuary and adjusts to living in salt water.

From April - July annually, CWFS staff and volunteers monitor the traps daily to count fish, identify species, measure length and weight and look for parasites and other abnormalities. Monitoring these traps helps us to gauge the health of the stream and local salmon populations.



Jeremy Koroski

In the off-channel trap where the water moves slower we find...

Lamprey



Jeremy Koroski

Breeding Stickleback



Melissa Bernwick

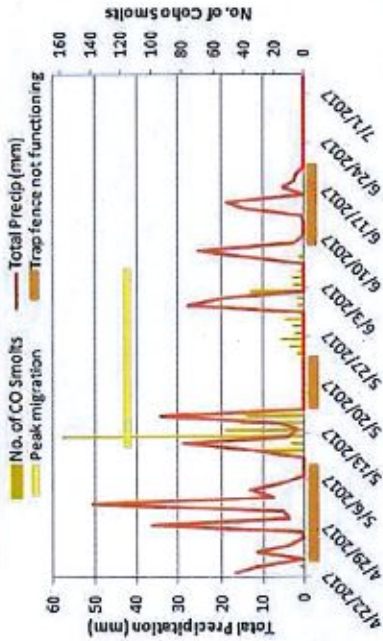
Coho Parr



Jeremy Koroski

What we learned from the smolt traps

Daily Number of Smolts in LS3B1 smolt trap and daily precipitation

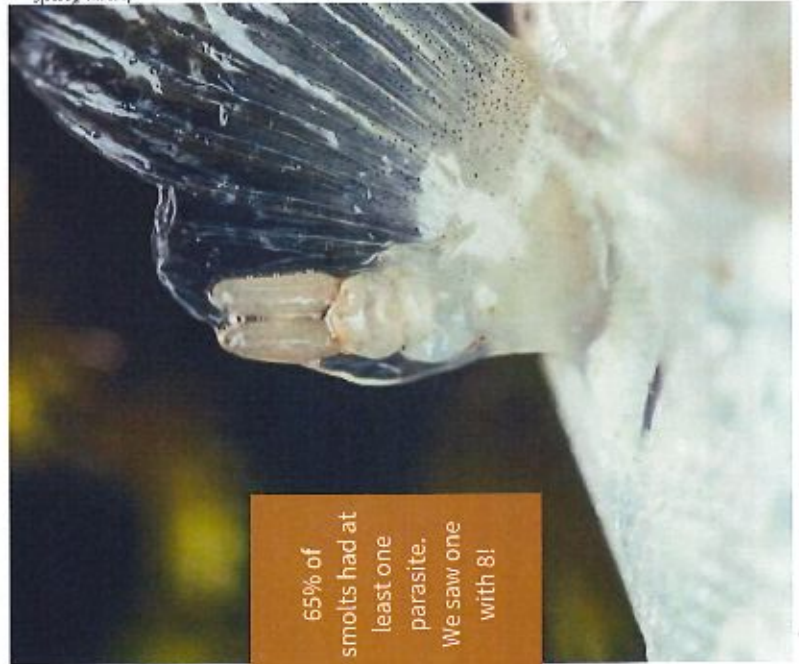


High rainfall events in May lead to extremely high water levels that the trap could not withstand

Salmonid Hitchhikers

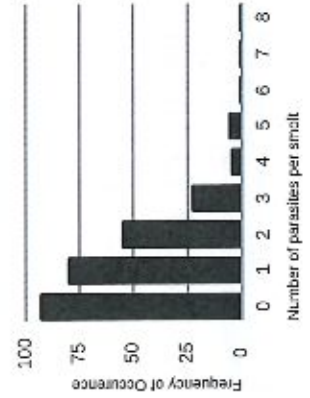
Parasitic copepods are common on salmonids, and the coho salmon living in Lost Shoe Creek are no exception. The parasite we see most often is known as *Scalmincola californiensis* (photo left). In fact, most of the coho smolts we find in Lost Shoe Creek have at least one parasite, usually attached beneath the pectoral and pelvic fin.

S. californiensis has been found in all five species of Pacific salmon as well as cutthroat trout, steelhead trout, dolly varden and farm-raised Atlantic salmon. Limited information is available in regards to the impacts these parasites can have on the health of juvenile wild salmonids, although high levels of infestation can decrease fitness, growth and survival in fish.



65% of smolts had at least one parasite. We saw one with 8!

Number of parasites found per smolt at LS3B1 in 2017



Volunteer Opportunities

Many of our projects rely on the work of our dedicated and hardworking volunteers. We receive a huge amount of support with in the community in the form of boots-on-the-ground, hands-in-the-dirt, wading-in-the creek help. We couldn't do the work we do without the help of all these people.

In 2017 we had 201 volunteers who helped...

- Photograph our projects!
- Monitor growth plots!
- Count, weigh and measure fish!
- Help out at fundraisers!
- Collect illegally dumped garbage!
- Remove invasive species!
- Monitor bats!
- Build the smelt trap!
- Clear areas for planting!

Bottom left photo: Melody Charlie



Top right photo: Kyle Vos





Kyle Vos



Summary of 2017-2018



Restoration

- 4.04 Hectares Riparian Forest Restored
- 1.75 Kilometers of Stream Restored
- 1,820 Trees Planted
- 960 Native Shrubs and Herbs Planted
- 29 LWD Fixtures Added
- 14.5 m³ Clean Spawning Gravel Added
- 1 Culvert Replacement
- 5,060 kg of Garbage Removed from Forests
- 2 Bat Houses Installed



Monitoring

- 468 Coho Smolts Counted, Weighed and Measured
- 4 Days of Acoustic Monitoring Bats
- 84 Spawner Surveys



Education

- 8 Interpretive Walks Given
- 7 Community Speaker Series



Stewardship

- 201 Volunteers
- 22 People Employed

\$910,00 Raised for Restoration on the Coast of Vancouver Island



Jeremy Krosiek

For more information visit our website or stop by
our office in Ucluelet

P.O. Box 641
1920 #2 Lyche Road
250-726-2424
info@clayoquot.org
clayoquot.org



PUBLIC OPEN HOUSE

June 19th, 2018
5:00-8:00

Ucluelet Community Centre
500 Matterson Dr, Ucluelet, BC V0R 3A0

Onni Group Inc. hosted an Open House to present the high level concept for neighbourhood development on the former Wyndansea lands in Ucluelet B.C., developed in parallel with the District of Ucluelet's draft update of the Official Community Plan (2011).

The concept was presented in four themes: Parks & Trails, Housing, Commercial and Servicing & Phasing. The public was invited to respond on sticky notes and place them directly on boards. Comments were primarily related to the "themes" at left, to be considered as the concept is refined.



Attendance:
102 signed-in

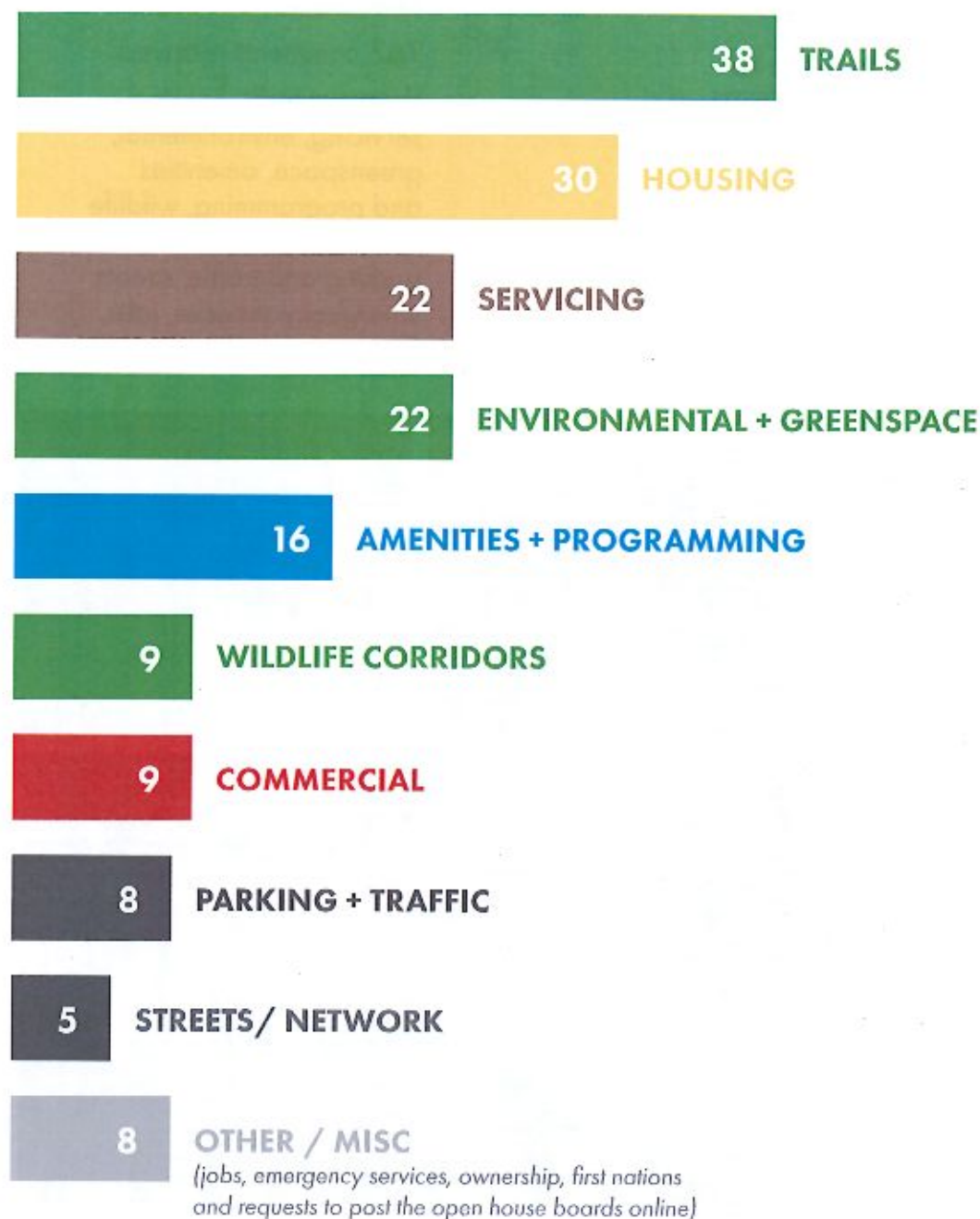


Feedback:
167 comments received
themes: trails, housing, servicing, environmental, greenspace, amenities and programming, wildlife corridors, commercial, parking and traffic, streets, emergency services, jobs, First Nations, etc.



OVERVIEW

The breakdown below distributes 167 comments from the Open House into 10 comment categories. The pages that follow further details the comments board-by-board. For a complete list of transcribed comments, please see Appendix B.



WELCOME

WELCOME

Getting to Know You

Before we get started, please let us know where you live. Place a sticky dot on your neighbourhood or home. If your home is not on the map, please write it on a sticky and place it in the rectangle at the bottom left corner of the map.

Open House Format

Today's open house presents the context and vision for a new neighbourhood (Family/Wyndam), reflecting the priorities of the current OCP and existing UCLUELET community character, as well as responding to existing site conditions.

Public Parking

1. Bring a well-quoted list of the basics, providing a range of background information and current concepts, and let us know what you think.

2. Please provide us with your input and feedback by making us by indicating the way please explain what you like or dislike – and why.

3. And if you have any questions, please feel welcome to come by and they should be able to help!

Today's open house is brought to you by **onni**

Our core philosophy: Onni is here building communities for people to live, work, and play. Our success reflects our commitment to our employees and partners, and our dedication to quality construction, innovation, sustainability and superior customer service. Visit us onni.com

Sticky Notes:
 - Have a comment - leave a sticky!
 - USE LOCAL TRADES FOR THE PROJECT AND EMPLOY LOCAL RESIDENTS FOR THE PROJECT
 - DISC GOLF!
 - UCLUELET WE NEED MORE SERVICES AND FACILITIES THAT HELP THE COMMUNITY (Public, School, etc.)

Jobs	2
use local trades	1
First Nations women apprentices	1
Parking	1
WPT ¹ trailhead public parking	1
Programming	2
disc golf	1
golf is ecologically damaging	1
Servicing	1
district at maximum capacity	1

PROJECT CONTEXT

PROJECT CONTEXT

District Policies and Guidelines

Official Community Plan (2011)
 The Official Community Plan provides the future development framework and provisions for fitting development into the existing natural environment while maintaining a balance between the need for such protection and development of the land.
 The OCP currently designates land uses that include residential (single, multi and resort), commercial (retail), and guest house lots; affordable housing; tourist commercial (shops, golf course, marina, etc.); parks and natural space; and the Wild Pacific Trail.

Zoning Bylaw (2015)
 The project site is currently zoned under two "Comprehensive Development" zones (D-5 and C-2) and includes a range of permitted uses associated with those specific sub-zones for: golf course & remaining development, golf housing & hotel, vacation rental, separate single-family residential & vacation rental.

Key Points of Departure

The proposed concept departs from the original resort golf course master plan ("Wyndam" shown at left) in favor of a more complete neighborhood design that fits the land and community. More specifically, three key points of departure include:

- GOLF COURSE (as open space/recreation activity)**
 The Wyndam concept proposed an 18-hole golf course that followed the general line of the site, including public recreational access to the golf property golf links.
- RESORT RESIDENTIAL (housing/real estate offerings)**
 The Wyndam concept proposed resort residential development along the golf course open space (link) - including the proposal of residential (town, cottage, duplex and multi-unit) lots.
- GOLF RESORT (single economic driver)**
 The Wyndam concept proposed an exclusive golf resort program as the element driver of economic development, supported by a range of other amenities.

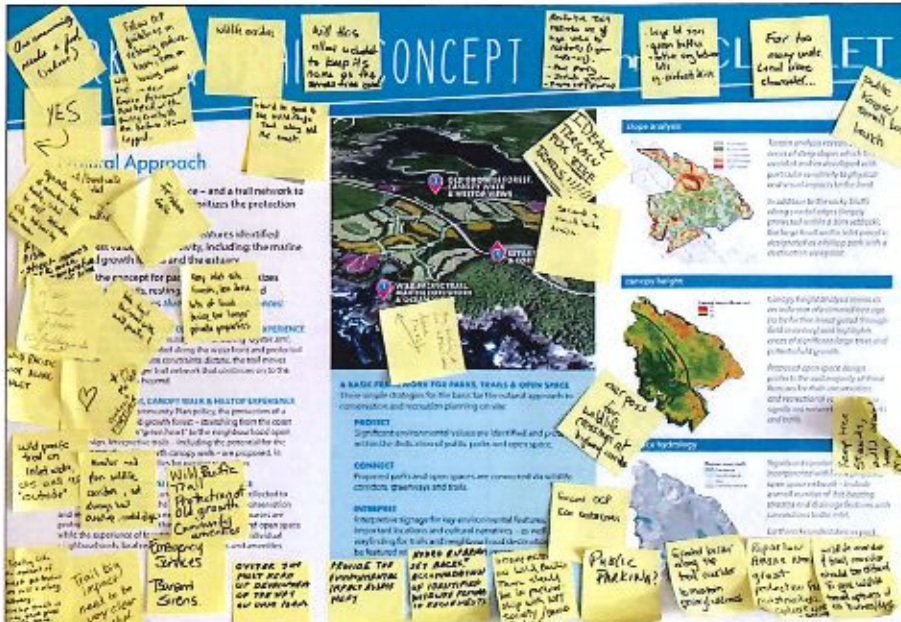
YOUR IDEAS

Sticky Notes:
 - Public walking of along the link for an alternative
 - Large scale outdoor amenity program
 - More awarded recreational open space program
 - Is school not being considered?
 - Public parking
 - Long Term Rentals
 - Family/Wyndam

Housing	3
affordable housing for locals	1
apartment buildings	1
rental housing	1
Public amenities	2
dog park	1
golf is ecologically damaging	1
Trails	2
public walkway on waterfront	1
mountain biking trails	1
Environmental	1
consider sea level rise	1

¹ WPT: Wild Pacific Trail

PARKS & TRAILS



Amenities + programming 4

indoor pool	2
public kayak / boat launch	1
frisbee golf	1

Environmental 9

environmental impact assess	2
riparian protection / setbacks	2
OCP eco guidelines (incl. tree)	2
tree protection	2
support forest protection plan	1

Wildlife corridors 5

monitor and plan, give space	3
overpass at highway	1
separate from trails	1

Emergency Services 1

Tsunami sirens	1
----------------	---

First Nations 1

include in street names, parks...	1
-----------------------------------	---

Housing 4

larger lot sizes + green buffers	2
too many units	2

Parking 2

WPT ¹ public parking	1
public parking	1

Trails 18

biking	4
WPT ¹ on inlet + "outside"	3
WPT ¹ forested buffer	2
public waterfront access	2
along inlet waterfront	1
have high impact	1
residential network	1
Oyster Jim for WPT ¹ dev.	1
interpretation w/ WPT ¹ society	1
make WPT ¹ loop	1
WPT ¹ along all coast	1

¹ WPT: Wild Pacific Trail

FEEDBACK SUMMARY

HOUSING

A Range of Housing Typ
A diversity of housing types better addresses local need and supports economic development. Currently overlooking a balanced offering of single family and multi-family dwellings, specific types and mixes that be determined prior to individual development phases, a range of free single, strata and rental tenures are proposed.

Keeping with Local Character
The vision for the future and natural local environment development is in keeping with the historic and natural local character of Ucluelet, as evidenced in our local heritage and local precedent, and reflected in the spirit of existing design solutions, both the Official Community Plan. Higher density, multi-family residential development will emphasize a strong connection to the public realm with ground-oriented forms.

Increasing Housing Diversity and Affordability
The overall program should encompass a mix of a range of housing types and tenures with form designed for single, and multi-family residential types. Diversification of residential offerings will provide for more affordable ownership and rental housing.

HOUSING FOR DIVERSITY AND AFFORDABILITY
Three residential land uses, each with a range of options, are proposed to accommodate diverse needs.

SINGLE-FAMILY HOUSING
A range of single family lot types are proposed from large waterfront lots and include lots to accommodate and promote complete streets. To meet compact lots and cottage clusters designed for greater affordability.

MULTI-FAMILY HOUSING
The strongest recommendation is more compact and affordable housing types. To both rental and ownership - at the base of ground-oriented multi-family dwellings, from townhouses to apartments.

YOUR IDEAS
provide staff housing
provide rental
lot sizes
too much SF²
container homes, 3D printing
parking + traffic
provide enough MF parking
street lighting
servicing
power: use wind
power: don't use wind

Commercial	3
restaurants	2
grocery store	1
Environmental	3
build on existing clearings	1
keep Krumholtz coastline	1
keep greenspaces, esp. west	1
Housing: affordable	4
provide affordable housing	1
manufactured home park	1
apartments	1
> 500K	1

Housing: other	11
provide staff housing	4
provide rental	3
lot sizes	2
too much SF ²	1
container homes, 3D printing	1
Parking + traffic	2
provide enough MF parking	1
street lighting	1
Servicing	2
power: use wind	1
power: don't use wind	1

² SF: Single Family

FEEDBACK SUMMARY

SERVICING & PHASING

SERVICING & PHASING

Site Servicing
A preliminary engineering review undertaken by Herold Engineering confirmed that the preliminary concept works well with existing infrastructure and lends itself to efficient servicing. Specifically, the engineering review considered the design of roads, and sewer and water systems as reflected in the utility concept.

Generally speaking, existing infrastructure and servicing as designed for Wynnewood are sufficient to accommodate the development program as proposed within this concept. Further to that, key findings of the review include:

ROAD NETWORK
The existing program is a collective road network that provides functional road infrastructure to accommodate the development program. Road network is a key consideration between the development and road network.

DESIGN
Law reviewed to reduce site disturbance, accommodate existing and provide public facilities within a standard 20' strip. This includes parking. More clearance on site at public local roads and appropriate will require more site design to be developed at a more detailed design stage.

SEWER SYSTEM
Sewer services at development areas via the existing 48" of 15" pipe. Where any constraints exist, a 48" of 15" pipe pressure sanitary system will be required at all development sites in phase 1. Phase 2 (15" - 30" pipe) of the road parcel with phase 2 will be accommodated but will not be serviced and appropriate.

PHASING OF FUTURE DEVELOPMENT
Generally speaking, phasing of development will proceed as a logical future to use the above diagram as a guide to best market conditions and will proceed according to:

PHASE 1 - TRAILING (SOUTH COAST FOOTPATH)
The first phase of development including sub-phases related to product offering and local work of being. Research neighborhood growth within the "hatched" area of the site plan as shown above.

PHASE 2 - GREENFRONT (WOLF COURSE FOOTPATH)
The second phase area including with others related to product offering and local market driving outside from phase one and complete the service parcel as shown above.

THE LAST PHASE (PHASE 3)
The eastern parcel - included phase - will proceed following.

YOUR IDEAS

Sticky notes include: "Solar with higher water use", "Solar their wind power", "Bike Trails", "Shuttle from Kennedy Lake", "WYNEE WE NEED STRONGER PLAN", "Ban water collection systems", "Road water along + road what is up? Can you build?", "Some filter", "WALKING BIKEWAY", "Can our project provide this amount of consumption?", "Small bike lanes for your development", "Wind at site", "Wind at site", "Electric Sheath to site", "What about solar?", "Just the name who wants to keep consistent on the path", "Avoid dead end roads".

Commercial	1
restaurants	1
Emergency services	1
tsunami sirens	1
Environmental	2
wildlife management plan	1
bear-proof bins	1
Streets + street network	1
avoid dead end roads	1

Trails	5
pedestrian + bike safety	2
biking trails	1
mountain biking	1
shuttle from town to trailheads	1
Servicing: power	6
solar	2
wind	2
wave	2
Servicing: water	6
water management + reuse	3
capacity concerns	2
Kennedy Lake source?	1

NEXT STEPS

Amenities + services	1
health, medical, schools	1
Project info	2
post boards online	2
Commercial	1
risk of being underutilized	1
Housing: affordable	2
seasonal affordable housing	1
for 20-50K earners	1
Trails	1
Oyster Jim for trail expansion	1

Servicing: power	5
solar	1
wind	1
hydro	1
wave / tidal	1
geothermal	1

APPENDIX A

PUBLIC OPEN HOUSE DISPLAY BOARDS

WELCOME

onni UCLUELET

Getting to Know You

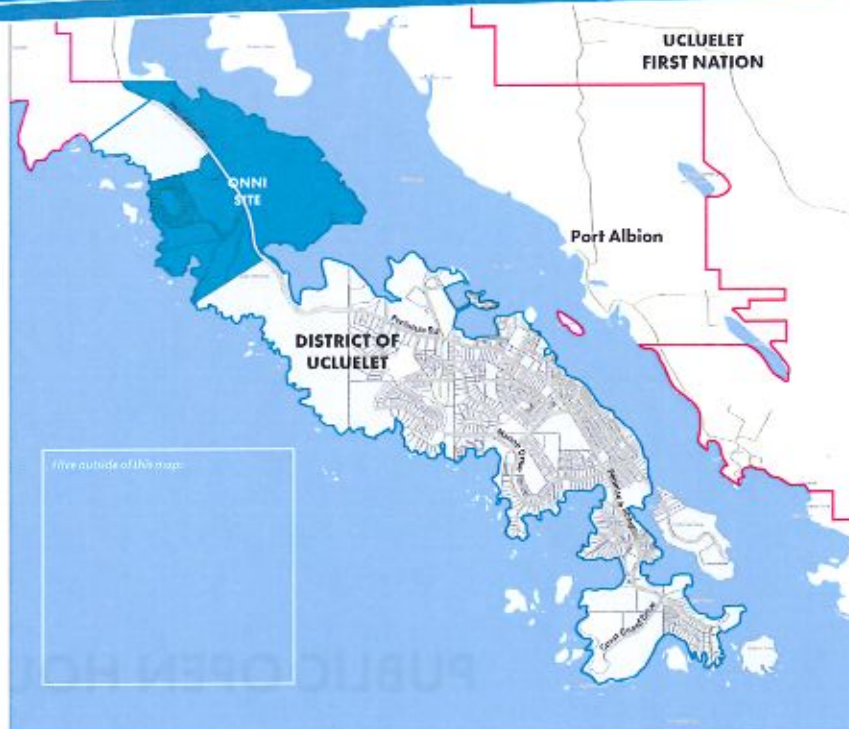
Before we get started, please let us know where you live. Place a sticky dot on your neighbourhood or home. If your home is not on the map, please write it on a sticky and place it in the rectangle at the bottom left corner of the map.

Open House Format

Today's open house presents the context and vision for a new neighbourhood (formerly Wyndansea), reflecting the priorities of the current OCP and existing Ucluelet community character, as well as responding to existing site conditions.

1	2	3
Enjoy a self-guided tour of the boards, presenting a range of background information and current concepts... and let us know what you think.	Please provide us with your input and feedback by using sticky notes along the way; please explain what you like or dislike...and why.	And if you have any questions, please find someone with a name tag and they should be able to help!

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PROJECT CONTEXT

onni UCLUELET

District Policies and Guidelines

Official Community Plan (2011)
 The Official Community Plan provides that future development "makes adequate provision for fitting itself harmoniously into the existing natural environment while maintaining a balance between the need for such protection and development of this land."
 The OCP currently designates land uses that include: residential (single, multi and resort condo); vacation rentals and guest house lots; affordable housing; tourist commercial (hotel/spa, golf course, marina, etc.); parks and natural space, and the Wild Pacific Trail.



Zoning Bylaw (2013)
 The project site is currently zoned under two "Comprehensive Development" zones (CD-5 and CD-6) and includes a range of permitted uses associated with more specific sub-zones for: golf course & remaining development, staff housing & hotel, vacation rental, signature circle single family residential & vacation rental.



THE ORIGINAL DEVELOPMENT CONCEPT FOR WYNDANSEA
 The original concept

- "Signature Circle" (phase one) subdivided and serviced as the only completed portion of the original development plan.
- Large-scale oceanfront resort & spa program surrounded by 18-hole golf course as feature open space program.
- Golf layout and resort single family housing planned for sensitive areas including steep slopes, marine and inlet foreshore and old growth forest.
- Resort-oriented recreational open space program minimized public/publicly-accessible open space and trails, located within "leftover" parcels.

Key Points of Departure



The proposed concept departs from the original resort golf course resort plan ("Wyndansea" shown at left) in favour of a more complete neighbourhood design that fits the land and community. More specifically, three key points of departure include:

- GOLF COURSE (as open space/recreation amenity)**
 The Wyndansea concept proposed an 18-hole golf course that occupied the gentlest areas of the site and excluded public recreational access to the vast majority of the lands.
The proposed concept takes a "natural approach" to open space design by protecting and connecting higher value environmental features and build recreational opportunities to leverage these natural assets.
- RESORT RESIDENTIAL (housing/real estate offerings)**
 The Wyndansea concept prioritized resort residential development fronting the golf course open space vistas - including the proposal of residential streets atop sensitive hillside and old growth forests.
The proposed concept offers a greater diversity of housing types and focuses residential development in lands of least sensitivity (including lands that have already been disturbed from past clearing and site preparation); and
- GOLF RESORT (single economic driver)**
 The Wyndansea concept prioritized an ambitious golf resort program as the dominant driver of economic development, supported by a marina program on the inlet side.
The proposed concept takes a more modest and phased approach, prioritizing neighbourhood development while preserving opportunity sites for local economic development, including a oceanfront ridge site, a marina site (on the inlet), and a "covey walk" site adjacent the larger area of old growth forest as currently identified.

CONCEPT PLAN

anni UCLUELET

Presenting the Vision for an Updated Neighbourhood

Four BIG MOVES define the proposed concept: (illustrated in the concept site plan at right)

- 1. EXTEND THE WILD PACIFIC TRAIL**
A short way westward from the Ancient Cedars loop trail, the Wild Pacific Trail continues to weave along the coastline – joining neighbourhood trails and greenways, waterfront open spaces and community destinations – linking across the highway to the inlet-hub loop, and continuing to lands beyond. Refer to Board “Parks & Trails Concept” for more information.
- 2. PROVIDE FOR A RANGE OF HOUSING TYPES**
Reflective of Ucluelet’s evolving building form and character and consistent with the overall densities and growth management targets as defined within the Official Community Plan, the concept offers a greater diversity of housing types including a range of single family homes lots and cottages, as well as townhomes and condo forms of housing. Refer to Board “Housing Concept” for more information.
- 3. ADOPT A NATURAL APPROACH TO OPEN SPACE**
The exclusive golf program of the original proposal is replaced with a network of protected natural open spaces, neighbourhood parks and interconnected trails. Refer to Board “Parks & Trails Concept” for more information.
- 4. PROMOTE LOCAL ECONOMIC DEVELOPMENT**
Opportunity sites for neighbourhood economic development – including vacation rental housing and local/tourist commercial services – are identified to accommodate and prioritize local needs, complement local offerings and support sustainable growth. Refer to Board “Commercial Concept” for more information.



PARKS & TRAILS CONCEPT

anni UCLUELET

A Natural Approach

The design of parks and open space – and a trail network to connect the larger community – prioritizes the protection and enjoyment of natural features.

A desktop review of environmental features identified areas of highest value and sensitivity, including: the marine foreshore, old growth forests and the estuary.

Accordingly, the concept for parks & trails emphasizes passive recreation (trails, resting/viewing areas and interpretation) and features *three defining experiences*:

- 1. WILD PACIFIC TRAIL, MARINE FORESHORE & OCEAN EXPERIENCE**
As a clear priority for the community and honouring “Oyster Jim”, the Wild Pacific Trail is extended along the waterfront and protected marine foreshore. Where site constraints dictate, the trail moves inland and links to a larger trail network that continues on to the inlet parcel. Land to be owned.
- 2. OLD-GROWTH FOREST, CANOPY WALK & HILLTOP EXPERIENCE**
Reflective of Official Community Plan policy, the protection of a significant extent of old growth forest – stretching from the coast to the Hilltop – forms a “green heart” to the neighbourhood open space design. Interpretive trails – including the potential for the development of an old growth canopy walk – are proposed, in addition to other opportunities for passive recreation.
- 3. ESTUARY (RIPARIAN AREAS) & FOREST EXPERIENCE**
Where surface waters have carved into the land and collected to feed the estuary system on the inlet side, additional conservation and recreation opportunities exist. Significant watercourses are protected and connected within a network of parks and open space while the experience of forest trails weaves together individual neighbourhoods, local recreational destinations and amenities.



A BASIC FRAMEWORK FOR PARKS, TRAILS & OPEN SPACE
Three simple strategies for the basis for the natural approach to conservation and recreation planning on site:

- PROTECT**
Significant environmental values are identified and protected within the dedication of public parks and open space.
- CONNECT**
Proposed parks and open spaces are connected via wildlife corridors, greenways and trails.
- INTERPRET**
Interpretive signage for key environmental features, important locations and cultural narratives – as well as basic wayfinding for trails and neighbourhood destinations – will be featured within park design and improvements.

slope analysis



Slope analysis reveals significant areas of steep slopes which to be avoided and/or developed with particular sensitivity to physical and visual impacts to the land.

In addition to the steep bluffs along coastal edges, steeply protected with a 20m setback, the large knoll on the inlet parcel is designated as a hilltop park with a destination viewpoint.

canopy height



Canopy height analysis serves as an indicator of estimated tree age (to be further investigated through field inventory) and highlights areas of significant large trees and potential old growth.

Proposed open space design protects the vast majority of these features for their conservation and recreational values within a significant network of public parks and trails.

surface hydrology



Significant riparian values – incorporated within the proposed open space network – include a small number of fish-bearing streams and drainage features with connections to the inlet.

Zemke's undertakes a portion of the golf course development have modified surface hydrology and additional field work will be undertaken to understand how to restore and manage values on site.

HOUSING CONCEPT

onni UCLUELET

A Range of Housing Types

A diversity of housing types better addresses local need and supports economic development. Currently anticipating a balanced offering of single family and multi-family dwellings, specific types and mixes shall be determined prior to individual development phases; a range of fee simple, strata and rental tenures are proposed.

Keeping with Local Character

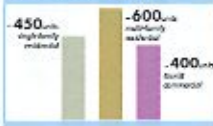
The vision for the form and character of residential development is in keeping with the eclectic and natural local charm of Ucluelet, as evidenced in current local examples and local precedent and reflected in the spirit of existing design guidelines (within the Official Community Plan). Higher density, multi-family residential development will emphasize a strong connection to the public realm with ground-oriented forms.

Increasing Housing Diversity and Affordability

The concept proposes mixed neighbourhoods consisting of a range of housing types and sizes with land designated for single- and multi-family residential types. Diversification of residential offerings will provide for more affordable ownership and/or rental housing.

BY THE NUMBERS

HOUSING UNITS BY TYPE



HOUSING FOR DIVERSITY AND AFFORDABILITY
These residential land uses, each with a range of options, are proposed to accommodate diverse needs.

SINGLE FAMILY HOUSING

A range of single family lot types are proposed, from larger waterfront bluff and hillside lots to accommodate and preserve complex terrain, to more compact lots and cottage clusters designed for greater affordability.

MULTI-FAMILY HOUSING

The concept accommodates more compact and affordable housing types – for both rental and ownership – in the form of ground-oriented multi-family dwellings, from triplexes to six-packs.

TOURIST COMMERCIAL

A number of tourist commercial sites and types of accommodations are being explored, including Resort programs for which staff housing will be built to be detailed at time of zoning.

Ucluelet Precedents

YOUR IDEAS

A desktop study of local residential (single- and multi-family) and tourist commercial development was undertaken to support preliminary development of the housing concept, including particular consideration for local building form & character.

Precedents were also examined to better understand current real estate trends in order to help identify complimentary housing offerings for further exploration in later stages of project planning and development.

The images below reflect the strong local identity and character as defined by native landscape retention, natural building materials and simple gable roof forms.



COMMERCIAL CONCEPT

onni UCLUELET

A Diversity of Experiences & Commercial Opportunities

With its incredible location between inlet and ocean, the concept plan identified several opportunity sites to accommodate future commercial development to stimulate the local economy and expand sustainable tourism.

More specifically, the concept for future tourist commercial service offerings includes:

1 OCEANFRONT RESORT PARCEL

The Oceanfront Resort parcel follows on several local resort programs and oceanfront experiences, including the Black Rock Resort and Wickanish Inn. The dramatic rocky coastline – and extension of the Wild Pacific Trail – makes this location ideally suited for future development as a waterfront resort.

2 INLET MARINA PARCEL

Reflective of early stage planning and policy within the current Official Community Plan, the concept preserves a key commercial site on the inlet parcel for future development as a marina.

3 OLD GROWTH CANOPY WALK

Building on the desktop environmental review and preliminary identification of old growth forest values on site, a "canopy walk" recreation and interpretation opportunity is proposed as a complimentary community amenity and forms the centerpiece of the parks and open space program proposed on site.

4 TOURIST/RENTAL ACCOMMODATION

Interspersed throughout the neighbourhood, opportunities for integrated tourist rental accommodation – including consideration for permitted/registered secondary suites – support the overall approach to modest and sustainable local economic development.



STRATEGIES FOR SUSTAINABLE ECONOMIC DEVELOPMENT
The following fundamental strategies are inherent to the overall neighbourhood design concept:

IDENTIFY KEY SITES

Building on past thinking, current policy and desktop review related to future economic development and tourist commercial development opportunities on site, the concept identifies three key sites (as shown above).

PRESERVE THE OPPORTUNITY

Key sites are delineated to make room for future programming and design requirements related to site access, servicing, development and operation.

INTEGRATE WITHIN NEIGHBOURHOOD DESIGN

Relationships between key opportunity sites, residential neighbourhoods and the larger open space network (parks and trails) is considered so as to ensure thoughtful transitions, complement uses and celebrate sense of place.

I ♥ Ukee. More please...

YOUR IDEAS

Commercial opportunity sites seek to preserve and cultivate the strengths of existing community assets.



SERVICING & PHASING

Onni UCLUELET

Engineering & Site Servicing

A preliminary engineering review (undertaken by Herold Engineering) confirmed that the preliminary concept works well with existing infrastructure and lends itself to efficient servicing. Specifically, the engineering review considered the design of roads, and sewer and water systems as reflected in the siteplan concept.

Generally speaking, existing infrastructure and servicing as designed for Wyndansae are sufficient to accommodate the development program as proposed within this concept. Further to that, key findings of the review include:

ROAD NETWORK

The concept proposes a collector road network that parallels Peninsula Road and includes an extension of Marine Drive as a through connection between the west and east parcels.

STREET DESIGN

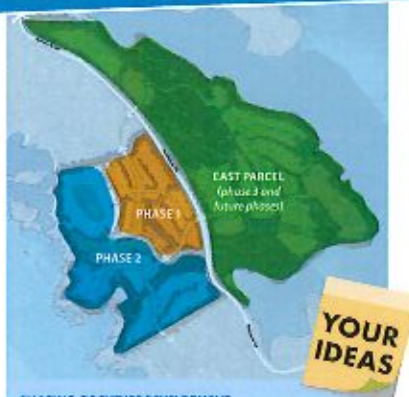
Roadways are minimized to reduce site disturbance, accommodate rainwater swales and optimize pedestrian facilities within a standard 20m Right of Way (refer to typical Marine Drive cross section at right). Smaller, local roads and greenways will feature more site-specific designs, to be developed at a more detailed design stage.

SANITARY SEWER SYSTEM

The concept plan services all development areas via the existing pump station at Clon Bay. Where site conditions dictate, a limited number of low pressure sanitary systems will be required. Implemented and operated in two distinct phases, Phase 1 can accommodate ~70% build out of the west parcel with Phase 2 implemented to accommodate full build out (west and east parcels).

POTABLE WATER SYSTEM

Potable water for all future development is to be supplied through the 450mm supply main along Peninsula Road.



PHASING OF FUTURE DEVELOPMENT

Generally speaking, phasing of development will proceed in a logical fashion (as per the above diagram) and in response to local market conditions and will proceed according to:

PHASE 1 - INLAND | GOLF COURSE FOOTPRINT

The first phase of development (including sub-phases related to product offering and local market timing) focuses neighbourhood growth within the "Inland" area of the west parcel (as shown above).

PHASE 2 - OCEANFRONT | GOLF COURSE FOOTPRINT

The second phase (also including sub-phases related to product offering and local market timing) extends from phase one and completes the western parcel (as shown above).

THE EAST PARCEL | PHASE 3 & FUTURE PHASES

The eastern parcel – to be developed in several phases and sub-phases – will proceed following completion of the west parcel.



Streets, Greenways & Trails

As part of the overall servicing strategy for the new concept plan, the layout of streets not only serve to link & loop community infrastructure and provide access for neighbourhood vehicle traffic, but the rights-of-way also accommodate pedestrian and multi-use pathways to provide connections between key community destinations and amenities.

Streets are designed to accommodate pedestrian pathways while greenways provide for additional planting areas and multi-use pathways (Marine Drive example illustrated above). Neighbourhood trails serve as a complimentary network, providing additional connectivity beyond what is accommodated within the street right of way.



NEXT STEPS

Onni UCLUELET

Taking Stock of the Land, the Community, and the Times

The proposed concept for the former Wyndansae lands seeks to improve upon the currently approved land use designations in favour of a plan that is more "fitting" with the Ucluelet community.

As a first step in the planning process for future development, this concept will be further refined and regulated as per the stages described at right. In addition to the regulatory steps, further field investigation and market analysis will also serve to adjust and refine the concept siteplan through future stages of development.

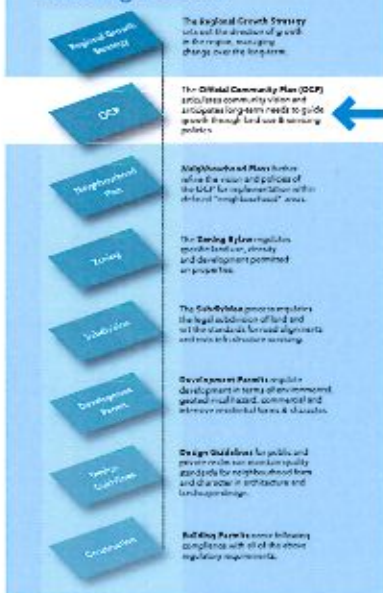
For now, we're keen to get your feedback on the concept as currently proposed.

Tell us what you think!

Please don't forget to tell us what you like, what you dislike, what you'd like to see more of and/or any other concerns or comments you might have. More importantly, please tell us "why?" so we might better understand your comment. Write your ideas and comments on a sticky and place them directly on the presentation boards.



Land Use and Development Planning Process



Next Steps

As a high level concept for neighbourhood development on the former Wyndansae lands, the land use siteplan for Onni Ucluelet has been developed in parallel with the District of Ucluelet's draft update of the Official Community Plan (2011).

As a part of the District's public process and consideration of community feedback, updates will be incorporated into the draft OCP and ultimately considered within a formal bylaw approvals process (requiring four Readings and a Public Hearing).

Following amendment of the OCP, the Onni lands (formerly Wyndansae) will also require rezoning to permit the proposed change in uses.

Further, the Onni site is currently under regulation of the OCP's Development Permit Area guidelines (DPA 48) for neighbourhood planning and form and character. The concept's alignment with these guidelines will be determined by Council.

Down the Road

Beyond amendments to the Official Community Plan and Zoning bylaws, a number of additional regulatory steps – including further review of more detailed proposals by District of Ucluelet staff, elected officials and referral agencies – ensure alignment with community vision before implementation (as per the process diagram at left).



Pacific Rim Interpretive Programs Summer 2018

Guided Walks

On Various Trails

Shoreline Explore: A guided tour of the fascinating world that exists where land and sea meet.

Coastal Creatures: Coastal Creatures: Search for signs of the exciting animals that call the rainforest, ocean, and beaches their home. Towering whale spouts, crawling banana slugs, what will we find today?

Rainforest Walk: Experience the sights, sounds, and scents of an old growth rainforest during a two-hour walk along Schooner Cove Trail.

Tracking the Wild: Come search for the tracks of Bears, Wolves and Cougars, on the beach and in the dunes.

Sand Dunes Walk: Walk the slopes and crests of windblown sand. Discover a world that is not beach or forest, but a strange and disappearing blend of both.

Join visiting Ucluelet Aquarium staff and the creatures they will bring with them. Learn about anemones, urchins, sea stars and more as you experience them up-close and personal in touch tanks.

Comber's Beach Birding Walk: See and hear shorebirds, seabirds and songbirds as you stroll through the forest to the beach with an interpreter. Meet at Comber's parking lot at 8:30 am on Friday mornings.

Theatre Shows

At Green Point Campground Theatre

Guest Speaker Series: This July and August, Parks Canada will host guest speakers. Ask park staff who this week's speaker will be.

Pirates of the Intertidal: Meet Captain Claw, a hermit crab not much bigger than your thumb. But beware - his intertidal world is full of thievery, deception & piracy!

Film Night: Ask a staff member what film is showing this week.

Whale Tales: Grey, humpback, and orca whales are some of the most captivating creatures that visit the Park Reserve. Learn about their mysterious and fascinating lives, and how our relationship with them has changed over time.

Bears, Wolves, Cougars: Discover what happens when bears, wolves and cougars try to share this place with the people who live and visit here.

Hippies, Pioneers & Outcasts: The West Coast has long been known for its free spirits and eclectic culture. Hear stories from characters, past and present, who call the end of the road home.

Natural History Walk: Join us on a short walk through the forest to the beach. See a wide mix of plants, birds, sea life, and maybe some surprises!

Prop Talks

At K^wisitit Visitor Centre or Grice Bay*

Fun, hands-on activities for everyone – young and experienced. From the secret world of slugs to the mudflats at Grice bay, there's something new everyday! Ask a staff member what's happening today.



Pacific Rim
National Park Reserve

Free Adventures Every Day! Summer 2018

Guided Walks

Prop Talks

Theatre Shows

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ShorelineExploreWalk 11:00 am K ^{is} itsits Visitor Centre	Tracking the Wild 11:00 am K ^{is} itsits Visitor Centre	Rainforest Walk 11:00 am Schooner Cove Trail	Tracking the Wild 11:00 am K ^{is} itsits Visitor Centre	Coastal Creatures 11:00 am K ^{is} itsits Visitor Centre	Comber's Bird Walk *8:30 am Comber's Beach Parking Lot	Rainforest Walk 11:00 am Schooner Cove Trail
Carnivore Snapshots 1:00 pm K ^{is} itsits Visitor Centre	Sharks & Bats 1:00 pm K ^{is} itsits Visitor Centre	Sea Otters 1:00 pm K ^{is} itsits Visitor Centre	Touch Table: Jaws, Paws & Claws 1:00 pm K ^{is} itsits Visitor Centre	Slugs 1:00 pm K ^{is} itsits Visitor Centre	Ghost Shrimp, Pipefish & Shorebirds 1:00 pm *Grice Bay	Slugs 1:00 pm K ^{is} itsits Visitor Centre
Coastal Creatures 2:00 pm K ^{is} itsits Visitor Centre	Fish & Plant Printing (\$7.30) 2:00 pm K ^{is} itsits Visitor Centre	ShorelineExploreWalk 2:00 pm K ^{is} itsits Visitor Centre	Touch Tank with the Ucluelet Aquarium 2:00 pm K ^{is} itsits Visitor Centre	Sand Dunes Walk 2:00 pm K ^{is} itsits Visitor Centre	ShorelineExploreWalk 2:00 pm K ^{is} itsits Visitor Centre	Sand Dunes Walk 2:00 pm K ^{is} itsits Visitor Centre
Whale Tales 8:00 pm Green Point Theatre	Guest Speaker Series 8:00 pm Green Point Theatre	Natural History Walk *7:00 pm Green Point Theatre	Film Night 8:00 pm Green Point Theatre	Pirates of the Intertidal 8:00 pm Green Point Theatre	Hippies, Pioneers & Outcasts 8:00 pm Green Point Theatre	Bears, Wolves & Cougars 8:00 pm Green Point Theatre

GUIDED WALKS take approximately 90 minutes. DOGS ARE NOT PERMITTED. No recording devices.

Arrive early, parking may be limited. THEATRE SHOWS are presented at Green Point Campground Theatre. Doors open at 7:45 pm except on Tuesday*.

No unattended children for any events.

For more information contact: Pacific Rim Visitor Centre (250-726-4212)

PLEASE NOTE: Events may be subject to change without notice.

Follow us!





STAFF REPORT TO COUNCIL

Council Meeting: JULY 10, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 0640-20

SUBJECT: 2017 ANNUAL REPORT

REPORT NO: 18-70

ATTACHMENT(S): APPENDIX A – 2017 ANNUAL REPORT

RECOMMENDATION(S):

1. **THAT** Council adopt the District of Ucluelet 2017 Annual Report as attached.

PURPOSE:

The purpose of this report is for Council to adopt the annual report after considering submissions and questions from the public.

BACKGROUND:

Section 98 of the *Community Charter* requires local governments to prepare an annual report for public inspection by June 30th.

The annual report must include the following:

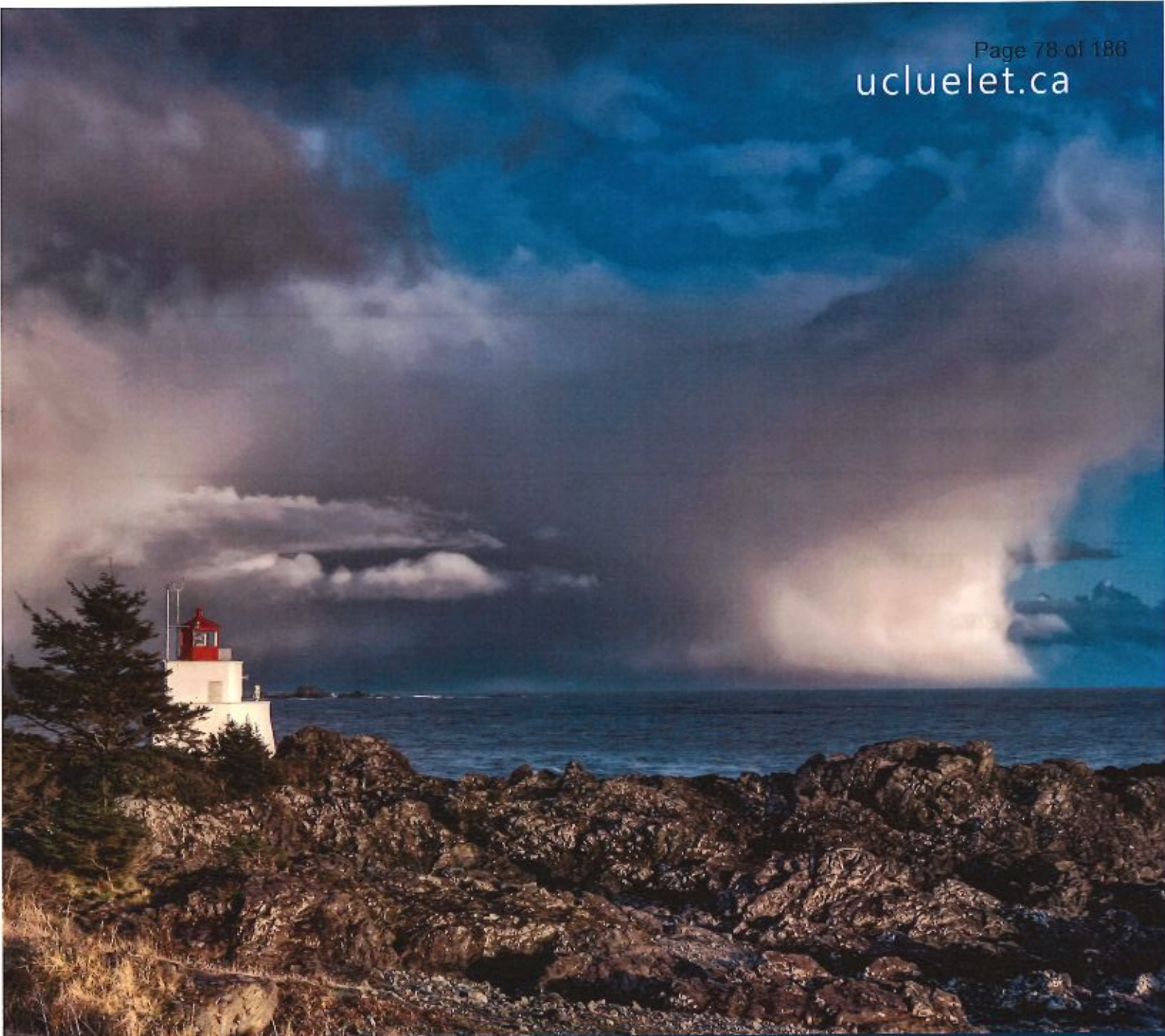
- audited financial statements;
- list of property tax exemptions;
- report of municipal services and operations; and
- progress report on municipal objectives and measures.

Section 99 requires Council, at a public meeting, to consider the report and any submissions and questions from the public at least 14 days after the report is made public. The report was posted to the District website on June 27th. Statutory notices were published in the *Westerly News* on June 27th and July 4th. To date, the District has not received any submissions from the public.

OPTIONS REVIEW:

1. **THAT** Council adopt the District of Ucluelet 2017 Annual Report as attached. **(Recommended)**
2. **THAT** Council amend the District of Ucluelet 2017 Annual Report and adopt the report as amended.

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



District of Ucluelet
BRITISH COLUMBIA, CANADA
2017 Annual Report



2017 Annual Report
January 1 to December 31, 2017

This document was prepared by the Administration Department, with
departmental information provided by each Department Head.

Cover photo credit: James Wheeler, 2011
www.photo-blog.ca

All photos taken by District of Ucluelet staff unless otherwise credited

2017 Annual Report

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2017 Annual Report

Message From The Mayor

As Mayor and representative of your elected Council, I am pleased to present the District of Ucluelet's annual progress report. As required under the Community Charter, Section 98, a municipal Council must annually prepare a progress report that includes a brief report card on the previous year's efforts, a snapshot of municipal services and operations, financial information and the objectives and measures for the current and following year.

2017 was another year of change for our municipality, with increasing tourism and development, and several new faces at the District Office. There continues to be a diverse list of opportunities and challenges that lay before our unique community. I would like to thank Ucluelet Council, staff, and the public for their ongoing commitment to our amazing community.

While there were many noteworthy accomplishments in 2017, highlights included the implementation of our Short-Term Rental Monitoring and Compliance Program, the completion of the He-Tis-Kis Pathway, the transfer of the lighthouse lands to Ucluelet, and the hiring of our new Chief Administrative Officer. The District also continued engagement and advancement of our Official Community Plan Update and we purchased a new fire truck for our excellent volunteer Fire Brigade.

2018 will be another busy year and it is critical that Council supports a clear direction that maintains and improves our quality of life for the community. Community participation will continue to be a priority to ensure there are opportunities for our many voices to be heard.

Our Council has substantially achieved the goals we originally set in 2014. As we head toward the upcoming election in October 2018, I would like to thank our dedicated Council, staff and community members for making this a positive and productive term.

Thank you Ucluelet.

Dianne St. Jacques
Mayor

2017 Annual Report Marlene Lagoa, Deputy Municipal Clerk



2017 Annual Report



Councillor Randy Oliwa, Councillor Mayco Noël,
Councillor Sally Mole, Councillor Marilyn McEwen, and
Mayor Dianne St. Jacques
(Back to front & left to right)

2014 to 2018

2017 Annual Report Organization

VISION

Our vision is for the District of Ucluelet to be a healthy, accountable, progressive organization that is outstanding in the provision of service to the public.

VALUES

Respect	Honesty	Commitment	Transparent
Integrity	Open	Collaborative	Forward-Thinking

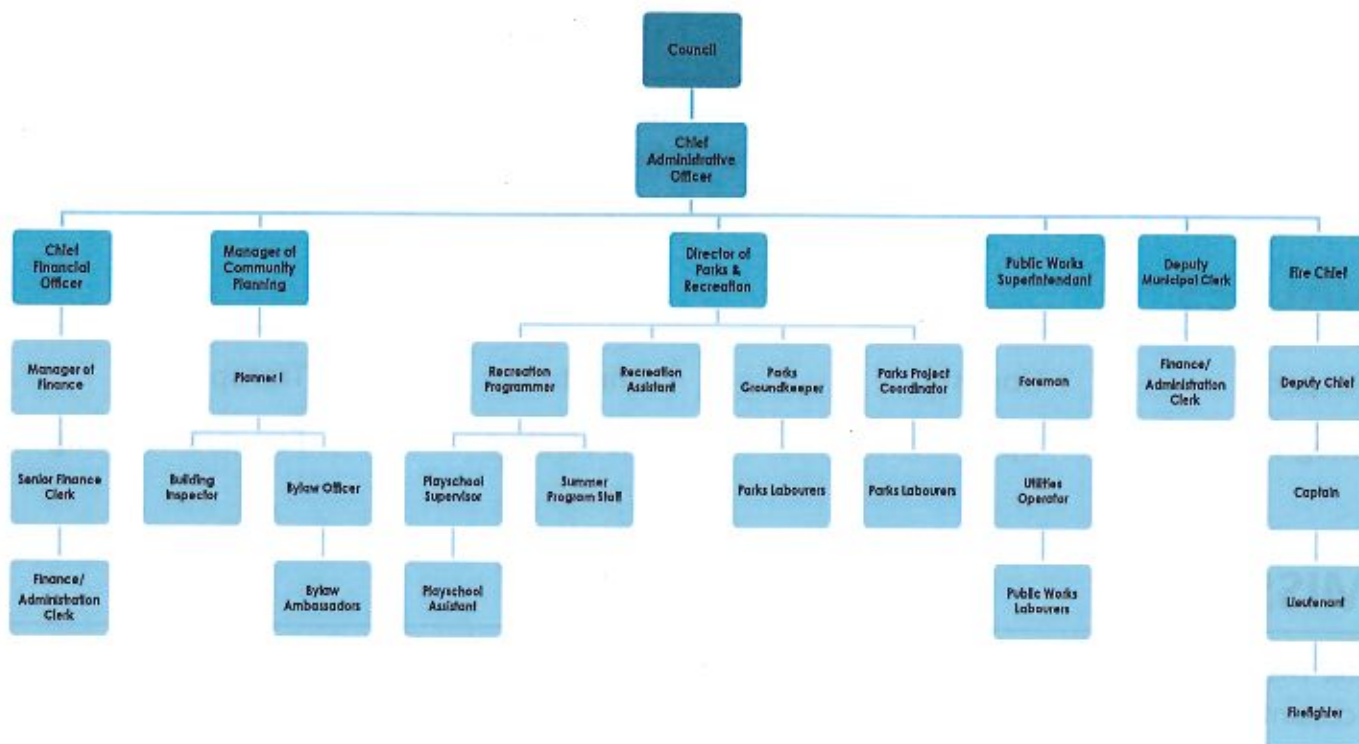
MISSION

The District of Ucluelet is committed to being an open and transparent organization to foster accountability and responsiveness, increase community participation, and drive economic opportunities.



2017 Annual Report

Organizational Chart



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Parks and Recreation Department

Department Overview

Key responsibilities include:

- Ensuring that the community is engaged in meaningful, accessible, recreation and parks experiences that foster well-being of the individual, community, and natural and built environments.
- Community program development and facilitation for all ages. Ongoing analysis of programs and community needs, ensure gaps are being addressed and meet.
- Developing and maintaining Parks & Green Space while working with other departments to ensure the best possible products.
- Facilitating Community Special Events and projects through joint partnerships with key community stakeholders and organizations.
- Management and operations of the Community Centre and other recreation facilities, assessing community needs and capacity.
- Liaison and partnering with Community Organizations and District Departments to provide support and expertise with projects/special events.
- Adopting and implementing the Age Friendly Action Plan, the Official Community Plan and the Parks & Recreation Master Plan.

The Parks and Recreation department provides the fundamental building blocks for a healthy and flourishing community. The Ucluelet Parks & Recreation Master Plan Executive Summary notes that Ucluelet has a strong sense of community. We feel this is in part to the wide variety of recreation programs offered here, in addition to the special events occurring throughout the community each year. As always, our focus is to provide and support excellent programs, special events with community group involvement and facilities, and continue to promote an all encompassing focus to help strengthen the sense of community. Ucluelet Parks and Recreation Department is committed to ensuring a high level of excellence in its service to the community and continues to strive to promote an atmosphere of friendly and efficient service.

Parks and Recreation Department

2017 Accomplishments



2017 Key Accomplishments

- ☑ Completion of the Street Section of the Skateboard Park.
- ☑ The installation of the Audio Visual Equipment in the Main Hall at the Ucluelet Community Centre.
- ☑ Further trail expansions to the Wild Pacific Trail, including a whole new lookout point.
- ☑ Establishment of the Recreation Commission.
- ☑ Joint project with the Westcoast Community Resource Society for the creation of a Senior's Resource Hub and Advisory Committee.
- ☑ The acquisition of the Amphitrite Lands for Parks.
- ☑ Co-Hosted the BC Arts Council AGM & Conference.
- ☑ Established a Community Garden in a local park.

2018 Key Initiatives Planned

- Projects extending the development of the Wild Pacific Trail.
- St. Jacques Park installation.
- Amphitrite House future use engagement.
- Age Friendly Programming.

Planning and Bylaw Department

Department Overview

Key responsibilities include:

Planning Duties:

- Prepare land use plans and policies.
- Process development permits, board of variance referrals, and rezoning and subdivision applications.
- Serve the community by responding to a wide range of inquiries and applications related to the use and development of land.
- Plan and design improvements for public pathways, roads, trails and open space.
- Inspections services and inspection administration.

Bylaw Duties:

Bylaw enforcement.

- Administer land use bylaws, standards and policies while being familiar with legislation and other approving agency jurisdictions.
- Provide public education and respond to inquiries related to building code, business license and related bylaws.

The Planning Department provides professional and technical advice to Council on current and future uses of land in the District and on issues concerning housing, the environment, culture and heritage preservation, transportation, tourism, harbour and managed water uses, and socio-economic policies. Planning is responsible for the administration of zoning, land use and development applications. Community planning, parks and trail network systems, streamside protection, and long term visions such as the Official Community Plan (OCP) all help to guide the yearly work plans and objectives of this Department. The building, license and bylaw division of the Department maintains the quality of life for the District of Ucluelet's citizens by ensuring safety through compliance with established building codes and community adopted bylaws. This division also receives and processes complaints and coordinates the bylaw enforcement activities for the District.



Planning and Bylaw Department 2017 Accomplishments

2017 Key Accomplishments

- ☑ Initiated Official Community Plan review and update working with Vancouver Island University.
- ☑ Initiated Short Term Rental Monitoring and Compliance Program.
- ☑ Identified optimal LED lighting options for the community.

2018 Key Initiatives Planned

- Official Community Plan Update completion.
- Update to Development Cost Charges Bylaw.
- Update to Subdivision & Development Services Bylaw.



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Public Works Department Department Overview

Key responsibilities include:

- Maintenance of municipal roads, sidewalks and public garbage containers.
- Record keeping of municipal infrastructure and facilities.
- Staff training on an ongoing basis of water and sewer systems and grounds maintenance.
- 24-hour emergency services for the community.
- Maintenance of sewer systems to meet Federal and Provincial standards.
- Water distribution and treatment system.
- Maintenance of water systems to meet Provincial standards.

The Ucluelet Public Works department is comprised of a team of highly skilled people who are on call 24/7, 365 days a year, to ensure the community infrastructure is in good working order to enhance the community's health, safety, and overall quality of life.

In addition to daily infrastructure, facility maintenance, and long-term infrastructure planning, the Public Works department takes on a number of key projects each year.



Public Works Department 2017 Accomplishments

2017 Key Accomplishments

- ☑ Completion of the first phase of the sewer lagoon upgrade project.
- ☑ Installation of the Matterson Reservoir Interconnection at Cedar Road.
- ☑ Completion of unidirectional flushing program.
- ☑ Sewer main extension and repair at Pine and Peninsula.

2018 Key Initiatives Planned

- Kennedy Lake Water Supply Study.
- Water wellfield upgrade.
- Bay Street lift station upgrade.
- Wild Pacific Trail Connector (Marine Drive).
- Cedar Road Tourism Hub development.
- Completion of final phase of the sewer lagoon upgrade project.



Fire and Emergency Services Department Overview

Key responsibilities include:

- Ucluelet Volunteer Fire Brigade (UVFB) operation and administration.
- Community emergency preparedness.
- Emergency Social Services (ESS).
- Ucluelet Emergency Network (UEN).
- Each year the UVFB responds to an average of 110 callouts for fire, motor vehicle accidents and first responder calls in Ucluelet.



Fire and Emergency Services supports and maintains a community emergency management system through mitigation, preparedness, response, and recovery initiatives for emergencies and disasters. The UVFB has been providing fire services for the community of Ucluelet for 69 years. Each year the UVFB responds to an average of 110 callouts for fire, motor vehicle accidents, and medical first responder calls.

The ESS team is responsible for coordination of the provisions for shelter, food, clothing, transportation, medical services and reunification services to victims of emergencies and disasters for up to 72 hours.

The UEN utilizes a “four pillar” approach that includes mitigation, preparedness, response, and recovery. The UEN is a multi-jurisdictional committee that consist of representatives from BC Ambulance Service, Canadian Rangers, District of Ucluelet, Emergency Social Services, Pacific Rim National Park, RCMP, Royal Canadian Marine Search & Rescue, School District 70, Toquaht Nation, UVFB, West Coast Inland Search and Rescue and Yuułu?if?ath (Ucluelet First Nation).

Fire and Emergency Services 2017 Accomplishments

2017 Accomplishments

- ☑ New Fire Truck to support our Ucluelet Volunteer Fire Brigade.
- ☑ New turnout gear and furnishings for the volunteer fire hall.

2018 Initiatives Planned

- Tsunami Kiosks.
- EOC and Emergency Social Services kits and training.
- Volunteer Fire Department turnout gear.



© Marilyn McEwen



Finance & Corporate Services Department

Department Overview

Key responsibilities include:

Finance Services:

- Coordinate preparation of the budget.
- Procurement services to support all departments.
- Manage business licensing.
- Payroll/benefits services for all employees.
- Financial reporting (Financial Statements, SOFI, LGDE).
- Oversee information technology needs of the organization.

Corporate Services:

- Corporate leadership and administrative support to Council and CAO.
- Management, information and support services to Council, Committees, and Boards.
- Records Management, legal, risk management and land acquisition.
- Harbour Authority planning and operation.

The Finance and Corporate Services department's primary responsibility is to maintain the business foundation of the District. Its objective in achieving this is to provide accurate, timely information and support to the community, District departments, and Council. The department invests a considerable portion of its time and resources to Council-decision support and managing the financial, administrative, and legislative responsibilities of the District of Ucluelet. Additionally, the department provides some IT-related support to improve the effectiveness of internal and external communications, as well as exploring and incorporating technology-based information management and reporting tools to ensure accountability and transparency in all of the District's practices.

Finance & Corporate Services Department

2017 Accomplishments

2017 Accomplishments

- ☑ Hiring of new CAO and Deputy Clerk.
- ☑ Initiation of Asset Management System.
- ☑ Completion of dock upgrades at Small Craft Harbour.

2018 Initiatives Planned

- Asset Management Software implementation.
- Records Management System.
- Health Care Centre feasibility review.
- Budget Software implementation.
- IT/computer/office upgrades.



Auditor's Report 2017



KPMG LLP
St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada

Telephone (250) 480-3500
Fax (250) 480-3539
Internet www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of The District of Ucluelet

We have audited the accompanying consolidated financial statements of The District of Ucluelet, which comprise the consolidated statement of financial position as at December 31, 2017, the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.



Auditor's Report 2017



District of Ucluelet
Page 2

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of The District of Ucluelet as at December 31, 2017, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants

Victoria, Canada
June 12, 2018



Management Responsibility

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the District of Ucluelet (the "District") are the responsibility of management and have been prepared in compliance with applicable legislation, and in accordance with generally accepted accounting standards for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements.


Chief Administrative Officer



DISTRICT OF UCLUELET
Consolidated Statement of Financial Position

Consolidated Statement of Financial Position

December 31, 2017, with comparative information for 2016

	2017	2016
Financial assets:		
Cash and cash equivalents	\$ 1,378,389	\$ 113,547
Restricted cash	28,361	23,091
Investments	4,836,939	5,742,964
Accounts receivable (note 2)	1,236,376	630,539
	<u>7,480,065</u>	<u>6,510,141</u>
Financial liabilities:		
Accounts payable and accrued liabilities (note 3)	373,007	604,484
Refundable deposits	7,469	3,025
Deferred revenue (note 4)	448,629	520,514
Development cost charges (note 5)	839,727	832,662
Debt (note 6)	2,115,000	1,710,237
	<u>3,783,832</u>	<u>3,670,922</u>
Net financial assets	3,696,233	2,839,219
Non-financial assets:		
Tangible capital assets (note 7)	37,803,355	36,771,302
Inventory of supplies	20,944	14,134
Prepaid expenses	54,311	43,927
	<u>37,878,610</u>	<u>36,829,363</u>
Commitments and contingencies (note 13)		
Accumulated surplus (note 8)	\$ 41,574,843	\$ 39,668,582

The accompanying notes are an integral part of these consolidated financial statements.

On behalf of the District:


 Chief Administrative Officer

DISTRICT OF UCLUELET Consolidated Statement of Operations

Year ended December 31, 2017, with comparative information for 2016

	Financial plan (note 14)	2017	2016
Revenue:			
Taxation, net (note 9)	\$ 2,632,705	\$ 3,011,950	\$ 2,986,657
Sale of services	2,136,517	1,765,456	1,713,156
Other revenue from own sources	98,150	342,248	179,571
Investment income	-	44,203	47,194
Grants and contributions (note 10)	2,231,420	2,116,310	664,145
Total revenue	7,098,792	7,280,167	5,590,723
Expenses:			
x General government services	1,136,004	1,077,456	995,577
Protective services	432,312	349,639	368,898
Transportation services	1,221,346	1,229,522	1,169,156
Planning and environmental services	320,885	229,066	207,095
Recreation and cultural services	1,432,831	1,350,738	1,383,583
Sewer utility	638,177	469,875	527,883
Water utility	431,714	667,610	653,481
	5,613,269	5,373,906	5,305,673
Annual surplus	1,485,523	1,906,261	285,050
Accumulated surplus, beginning of year	39,668,582	39,668,582	39,383,532
Accumulated surplus, end of year	\$ 41,154,105	\$ 41,574,843	\$ 39,668,582

The accompanying notes are an integral part of these consolidated financial statements.

DISTRICT OF UCLUELET
Consolidated Statement of Net Financial Assets

Year ended December 31, 2017, with comparative information for 2016

	Financial plan (note 14)	2017	2016
Annual surplus	\$ 1,485,523	\$ 1,906,261	\$ 285,050
Acquisition of tangible capital assets	(3,285,720)	(2,144,620)	(1,132,711)
Amortization of tangible capital assets	746,000	1,112,567	1,103,751
	(2,539,720)	(1,032,053)	(28,960)
Net acquisition of inventory of supplies	-	(6,810)	10,000
Net consumption of prepaid expenses	-	(10,384)	(14,684)
Change in net financial assets	(1,054,197)	857,014	251,406
Net financial assets, beginning of year	2,839,219	2,839,219	2,587,813
Net financial assets, end of year	\$ 1,785,022	\$ 3,696,233	\$ 2,839,219

The accompanying notes are an integral part of these consolidated financial statements.

DISTRICT OF UCLUELET
Consolidated Statement of Cash Flows

Year ended December 31, 2017, with comparative information for 2016

	2017	2016
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 1,906,261	\$ 285,050
Items not involving cash:		
Amortization of tangible capital assets	1,112,567	1,103,751
Actuarial adjustment on debt	(10,633)	(8,430)
Changes in non-cash operating assets and liabilities:		
Accounts receivable	(605,837)	243,515
Properties held for sale	-	34,593
Accounts payable and accrued liabilities	(231,477)	(48,479)
Refundable deposits	4,444	(38,068)
Deferred revenue	(71,885)	164,733
Development cost charges	7,065	8,110
Inventory of supplies	(6,810)	10,000
Prepaid expenses	(10,384)	(14,683)
	<u>2,093,311</u>	<u>1,740,092</u>
Capital activities:		
Acquisition of tangible capital assets	(2,144,620)	(1,132,711)
	<u>(2,144,620)</u>	<u>(1,132,711)</u>
Investing activities:		
Increase in restricted cash	(5,270)	(628)
Decrease (increase) in investments	906,025	(877,134)
	<u>900,755</u>	<u>(877,762)</u>
Financing activities:		
Proceeds on debt	470,250	-
Capital financing repaid	(8,079)	(8,807)
Debt repaid	(46,775)	(46,775)
	<u>415,396</u>	<u>(55,582)</u>
Increase (decrease) in cash and cash equivalents	1,264,842	(325,963)
Cash and cash equivalents, beginning of year	113,547	439,510
Cash and cash equivalents, end of year	<u>\$ 1,378,389</u>	<u>\$ 113,547</u>

The accompanying notes are an integral part of these consolidated financial statements.

Notes to Consolidated Financial Statements

Year ended December 31, 2017

District of Ucluelet (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The District's principal activities include the provision of local government services to residents of the incorporated area.

1. Significant accounting policies:

The consolidated financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

(a) Reporting entity:

The consolidated financial statements reflect the combination of all the assets, liabilities, revenues, expenses, and accumulated surplus of the District. Inter-departmental balances and transactions have been eliminated. The consolidated financial statements of the District also include the activities of the Ucluelet Economic Development Corporation which is owned by the District. The District administers certain trust assets on behalf of external parties which are excluded from the financial statements.

(b) Basis of accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Government transfers:

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

(d) Property tax revenue:

Property tax revenue is recognized on the accrual basis using the approved tax rates and the anticipated assessment related to the current year.



DISTRICT OF UCLUELET
Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(e) Deferred revenue:

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired, thereby extinguishing the related liability.

(f) Development cost charges:

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

(g) Cash and cash equivalents:

Cash and cash equivalents include short-term, highly liquid investments with a term to maturity of 90 days or less at acquisition. Cash equivalents also include investments in the Municipal Finance Authority of British Columbia ("MFA") Money Market Funds which are recorded at cost plus earnings reinvested in the funds.

(h) Deposits and prepayments:

Receipts restricted by third parties are deferred and recorded as deposits and are refundable under certain circumstances. Deposits and prepayments are recognized as revenue when qualifying expenditures are incurred.

(i) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other benefits are available to the District's employees. The costs of these benefits are estimated based on accumulated sick leave and best estimates of future usage and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(j) Properties held for sale:

Properties held for sale represent tax sale properties which are ready and available to be sold. They are valued at lower of cost or expected net realizable value. No amortization is recorded on properties held for sale.

(k) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue, development cost charges and deposits and prepayments is added to the investment and forms part of the liability balance.

(l) Debt:

Debt is recorded net of related payments and actuarial earnings.

(m) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Buildings	10 - 60
Equipment	5 - 25
Other structures	15 - 50
Roads	20 - 60
Sewer structures	10 - 50
Drainage structures	30 - 50
Water structures	10 - 50

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(m) Non-financial assets (continued):

(i) Tangible capital assets (continued):

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

(ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Natural resources:

Natural resources that have not been purchased are not recognized as assets in the consolidated financial statements.

(iv) Works of art and cultural and historic assets:

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

(v) Interest capitalization:

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(vi) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(m) Non-financial assets (continued):

(vii) Inventory of supplies:

Inventory of supplies held for consumption are recorded at lower of cost and replacement cost.

(n) Contaminated sites:

The District records a liability in its financial statements when contamination on non-active property exceeds an accepted environmental standard and the District is directly responsible, or accepts responsibility for, the damage. The liability is measured at the District's best estimate of the costs directly attributable to remediation of the contamination. No contaminated sites liabilities have been recorded in these financial statements.

(o) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets and estimating provisions for accrued liabilities including employee future benefits and contingencies. Actual results could differ from these estimates.

2. Accounts receivable:

	2017	2016
Property taxes	\$ 187,777	\$ 255,816
Due from other governments	864,923	111,230
General, business licenses, utilities	180,102	197,120
Other	3,809	66,608
Allowance for doubtful accounts	(235)	(235)
	\$ 1,236,376	\$ 630,539

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

3. Accounts payable and accrued liabilities:

	2017	2016
Trade accounts payable	\$ 177,773	\$ 366,709
Salaries and wages payable	74,037	75,807
Accrued employee benefits	95,123	132,249
Due to other governments	9,101	15,843
Accrued interest	16,973	13,876
	\$ 373,007	\$ 604,484

4. Deferred revenue:

	2017	2016
Hotel resort tax	\$ 341,231	\$ 471,249
Property taxes	52,817	32,402
Grants	43,760	8,031
Other	10,821	8,832
Total deferred revenue	\$ 448,629	\$ 520,514

5. Development cost charges:

Development cost charges represent funds received from developers and deposited into a separate reserve fund for capital expenditures. The District records these funds as a liability upon receipt which is then recognized as revenue when the related costs are incurred.

	Opening balance	Net receipts	Draw down	Interest	Closing balance
Roads	\$ 18,817	\$ -	\$ -	\$ 160	\$ 18,977
Storm water	201,771	-	-	1,712	203,483
Sewer	413,489	-	-	3,508	416,997
Water	46,600	-	-	396	46,996
Parks	151,985	-	-	1,289	153,274
	\$ 832,662	\$ -	\$ -	\$ 7,065	\$ 839,727

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

6. Debt:

- (a) The District issues debt instruments through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Local Government Act, to finance certain capital expenditures.

	Gross debt	Repayments and actuarial earnings	Net debt 2017	Net debt 2016
MFA Issue 117	\$ 1,948,000	\$ 312,979	\$ 1,635,021	\$ 1,692,429
MFA Issue 1195	470,250	-	470,250	-
Equipment financing	43,700	33,970	9,729	17,808
	\$ 2,461,950	\$ 346,949	\$ 2,115,000	\$ 1,710,237

As a condition of the borrowing through the MFA, the District is obligated to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. The deposits are included in the District's financial statements as restricted cash. If the debt is repaid without default, the deposits are refunded to the District. The notes, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default and are not recorded in the financial statements. Upon the maturity of a debt issue the demand notes are released and deposits refunded to the District. As at December 31, 2017 there were contingent demand notes of \$50,232 (2016 - \$35,563) which are not included in the financial statements of the District.

The loan agreements with the Alberni-Clayoquot Regional District and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the District.

- (b) Principal and interest payments on debt for the next five years are as follows:

2018	\$ 116,735
2019	148,924
2020	148,924
2021	148,924
2022	148,924

- (c) Interest expense:

Interest paid during the year was \$69,977 (2016 - \$77,186).

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

7. Tangible capital assets:

2017	Land	Sewer structures	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Work In Progress	Total 2017
Cost:										
Balance, beginning of year	\$11,588,490	8,675,985	10,959,619	2,471,122	3,346,214	7,646,936	1,559,012	5,607,315	\$ 759,828	\$52,614,521
Additions	300,078	-	11,762	320,770	122,285	91,771	-	-	1,297,954	2,144,820
Disposals	-	-	-	(144,000)	-	-	-	-	-	(144,000)
Transfers	-	-	-	166,240	-	36,024	-	-	(202,264)	-
Balance, end of year	11,888,568	8,675,985	10,971,381	2,814,132	3,468,499	7,774,731	1,559,012	5,607,315	1,855,518	54,615,141
Accumulated amortization:										
Balance, beginning of year	-	4,158,843	2,163,470	1,603,787	1,542,306	3,465,646	614,855	2,294,312	-	15,843,219
Disposals	-	-	-	(144,000)	-	-	-	-	-	(144,000)
Amortization	-	207,457	231,416	126,291	148,933	189,952	35,343	173,175	-	1,112,567
Balance, end of year	-	4,366,300	2,394,886	1,586,078	1,691,239	3,655,598	650,198	2,467,487	-	16,811,786
Net book value, end of year	\$11,888,568	4,309,685	8,576,495	1,228,054	1,777,260	4,119,133	908,814	3,139,828	\$ 1,855,518	\$37,803,355

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

7. Tangible capital assets (continued):

2016	Land	Sewer structures	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Work In Progress	Total 2016
Cost:										
Balance, beginning of year	\$11,588,490	8,663,570	10,931,150	2,445,489	3,120,817	7,646,936	1,559,012	5,526,346	-	51,481,810
Additions	-	12,415	28,469	25,633	225,397	-	-	80,969	759,828	1,132,711
Balance, end of year	11,588,490	8,675,985	10,959,619	2,471,122	3,346,214	7,646,936	1,559,012	5,607,315	759,828	52,614,521
Accumulated amortization:										
Balance, beginning of year	-	3,951,906	1,936,697	1,467,512	1,397,413	3,276,240	579,179	2,130,521	-	14,739,468
Amortization	-	206,937	226,773	136,275	144,893	189,406	35,676	163,791	-	1,103,751
Balance, end of year	-	4,158,843	2,163,470	1,603,787	1,542,306	3,465,646	614,855	2,294,312	-	15,843,219
Net book value, end of year	\$11,588,490	4,517,142	8,796,149	867,335	1,803,908	4,181,290	944,157	3,313,003	759,828	\$36,771,302

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

7. Tangible capital assets (continued):

(a) Contributed tangible capital assets:

There were no contributed assets recognized during the year.

(b) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value.

(c) Works of art and historical treasures:

The District manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at District sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

(d) Write-down of tangible capital assets:

No write-down of tangible capital assets occurred during the year.

(e) Work in progress:

During the year there were net additions to work in progress of \$1,095,691 (2016 - \$759,827). Amortization of work in progress commences in the year the asset is transferred to tangible capital assets and is put into service.

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

8. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2017	2016
Investment in tangible capital assets	\$ 35,688,355	\$ 35,061,065
Reserve funds and other surplus	4,599,079	3,442,196
Gas Tax Agreement Reserve	1,287,409	1,165,321
	\$ 41,574,843	\$ 39,668,582

9. Taxation:

Taxation revenue, reported on the statement of operations, is comprised of the following:

	2017	2016
Municipal purposes:		
General	\$ 2,655,919	\$ 2,671,924
Utility	42,381	39,297
Parcel taxes	218,530	213,125
Grants in lieu of taxes	95,120	62,311
	3,011,950	2,986,657
Taxes levied for other authorities:		
School authorities	1,148,961	1,266,591
RCMP	129,070	131,325
Regional Hospital	157,193	149,383
Regional District	249,029	257,741
BC Assessment Authority	25,886	30,027
Vancouver Island Regional Library	98,878	99,445
Municipal Finance Authority	107	103
	1,809,124	1,934,615
Total taxes collected	\$ 4,821,074	\$ 4,921,272

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

10. Grants and contributions:

The District recognizes the transfer of government funding received as revenues in the period that the events giving rise to the transfer occurred and the eligibility criteria have been met. Grants and contributions reported on the statement of operations are comprised of:

	2017	2016
Operating transfers:		
Small communities and equalization payments	\$ 325,148	\$ 321,023
Other	139,168	92,431
	<u>464,316</u>	<u>413,454</u>
Capital transfers:		
Other	1,529,906	129,557
Gas Tax Agreement Funds	122,088	121,134
	<u>1,651,994</u>	<u>250,691</u>
Total revenue	\$ 2,116,310	\$ 664,145

11. Pension plan:

The District and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from local government.

The most recent actuarial valuation as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits. The next valuation will be as at December 31, 2018 with results available later in 2019. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The District paid \$139,814 (2016 - \$171,945) for employer contributions to the plan in fiscal 2017.

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

12. Trust funds:

Trust funds administered by the District have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations. The District holds trust funds under British Columbia law for the purposes of maintaining a public cemetery.

	2017		2016	
Opening balance	\$	25,024	\$	25,024
Interest earned		492		-
Ending balance	\$	25,516	\$	25,024

13. Commitments and contingencies:

- (a) Debt issued by the Regional District of Alberni Clayoquot ("RDAC"), under provisions of the Local Government Act, is a direct, joint and several liability of the RDAC and each member municipality within the RDAC, including the District.
- (b) In the normal course of a year, claims for damages are made against the District. The District records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of \$5,000. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit.

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

14. Financial plan data:

The financial plan data presented in these financial statements is based upon the 2017 operating and capital budgets approved by Council on May 11, 2017. The chart below reconciles the approved financial plan to the financial plan figures reported in these financial statements. Cemetery expenses are included in the financial plan but excluded from annual deficit because these funds are held in trust and not reported in the financial statements of the District (note 14).

	Financial plan amount
Revenues:	
Financial plan	\$ 7,098,792
Total revenue	7,098,792
Expenses:	
Financial plan	5,626,911
Less cemetery expenses	13,642
Total expenses	5,613,269
Annual surplus	\$ 1,485,523

15. Segmented information:

The District is a diversified municipal organization that provides a wide range of services to its citizens. District services are provided by departments and their activities reported separately. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

General government

The general government operations provide the functions of corporate administration and legislative services and any other functions categorized as non-departmental.

Protective services

Protective services is comprised of three different functions, including the District's emergency management agency, fire, and regulatory services. The emergency management agency prepares the District to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The mandate of the regulatory services function is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits, and current regulatory issues.

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

15. Segmented information (continued):

Transportation services

Transportation services is responsible for a wide variety of transportation functions such as roads and streets. As well, services are provided around infrastructure, transportation planning, pedestrian and cycling issues, harbour facilities, and on-street parking regulations, including street signs and painting.

Planning and environmental services

Planning works to achieve the District's community planning goals through the official community plan, and other policy initiatives. Environmental services was established to assist the Emergency, Planning, Public Works, and Recreation Departments with programs associated with the maintenance or improvement of natural ecosystems.

Recreation and cultural services

Parks is responsible for the maintenance and development of all park facilities. Cultural services facilitate the provision of recreation and wellness programs and services.

Water and Sewer Utilities

The Water and Sewer Utilities operate and distribute the water and sewer networks. They are responsible for the construction and maintenance of the water and sewer distributions systems, including mains and pump stations.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1.

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

15. Segmented information (continued):

2017	General Government	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	Total
Revenue:								
Taxation, net	\$ 2,793,420	\$ -	\$ -	\$ -	\$ -	\$ 94,770	\$ 123,760	\$ 3,011,950
Sale of services	4,129	-	373,046	29,625	239,439	678,279	440,938	1,765,456
Grants and contributions	789,727	15,900	7,000	-	100,156	1,203,527	-	2,116,310
Investment income	44,203	-	-	-	-	-	-	44,203
Other revenue from own sources	234,796	10,313	-	84,841	-	8,915	3,383	342,248
Total revenue	3,866,275	26,213	380,046	114,466	339,595	1,985,491	568,081	7,280,167
Expenses:								
Salaries and wages	567,696	191,289	306,747	127,522	466,664	199,257	116,666	1,975,842
Contracted services	140,887	16,812	278,198	20,949	137,726	127,147	62,035	783,754
Materials and supplies	35,576	58,677	168,748	8,476	164,543	60,329	23,958	520,307
Interest and other	174,674	75,130	58,783	10,503	150,085	25,338	890	495,403
Audit and legal	106,634	79	29,490	61,816	-	-	-	197,819
Telephone and utilities	37,184	4,151	54,274	-	51,370	82,364	58,871	288,214
Amortization	14,803	3,501	333,282	-	380,349	173,175	207,457	1,112,567
Total expenses	1,077,456	349,639	1,229,522	229,066	1,350,737	667,610	469,876	5,373,906
Annual surplus (deficit)	\$ 2,788,819	\$ (323,426)	\$ (849,476)	\$ (114,600)	\$ (1,011,142)	\$ 1,317,881	\$ 98,205	\$ 1,906,261

DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

15. Segmented information (continued):

2016	General Government	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	Total
	Taxation, net	\$ 2,773,532	\$ -	\$ -	\$ -	\$ 88,260	\$ 124,865	\$ 2,986,657
	Sale of services	2,484	359,287	17,975	261,717	612,460	459,233	1,713,156
	Grants and contributions	591,157	7,000	42,864	7,224	-	-	664,145
	Investment income	47,194	-	-	-	-	-	47,194
	Other revenue from own sources	128,421	1,335	31,025	-	6,580	12,210	179,571
	Total revenue	3,542,788	17,235	91,864	268,941	707,300	596,308	5,590,723
	Expenses:							
	Salaries and wages	497,104	157,645	86,121	462,811	254,055	180,687	1,977,405
	Contracted services	117,896	42,087	11,932	165,614	73,799	49,017	763,275
	Materials and supplies	40,143	74,289	8,897	202,891	80,553	33,649	545,806
	Interest and other	212,434	35,163	37,965	155,835	13,406	875	515,733
	Audit and legal	55,493	-	62,179	-	-	-	124,137
	Telephone and utilities	45,468	4,908	-	49,277	67,877	56,720	275,566
	Amortization	27,036	54,806	304,027	347,155	163,791	206,936	1,103,751
	Total expenses	995,577	368,898	207,094	1,383,583	653,481	527,884	5,305,673
	Annual surplus (deficit)	\$ 2,547,211	\$ (351,663)	\$ (802,869)	\$ (115,230)	\$ (1,114,642)	\$ 53,819	\$ 285,050

Permissive Tax Exemptions 2017

<u>ORGANIZATION NAME</u>	<u>2017 MUNICIPAL TAXES</u>
Christ Community Church of Ucluelet	\$4,084
Bishop of Victoria of Ucluelet	\$2,357
Trustees of the Congregation of Jehovah's Witnesses	\$3,588
Ucluelet and Area Historical Society	\$9,255
Food Bank on the Edge	\$1,790
Westcoast Community Resources Centre	\$3,403
Nuu-Chah-Nulth Tribal Council	\$1,128
Ministry of Children and Family Development	\$1,128
Vancouver Island Regional Library	\$7,987
Ucluelet Daycare Society	\$12,505
Army, Navy & Air Force Veterans – Ucluelet Unit #293	\$3,192
Ucluelet Consumers Co-Operative	\$2,971
Ucluelet Aquarium Society	\$36,950
KUU-US Crisis Line Society	\$1,960



STAFF REPORT TO COUNCIL

Council Meeting: JULY 10, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 1630-01

SUBJECT: CHEQUE LISTING – JUNE 2018

REPORT NO: 18-71

ATTACHMENT(S): APPENDIX A – JUNE 2018 CHEQUE LISTING

RECOMMENDATION(S):

1. **THAT** Council receive the District of Ucluelet's June 2018 Cheque Listing for information.

PURPOSE:

The purpose of this report is to provide Council with a monthly listing of all cheques disbursed.

BACKGROUND:

At the February 27, 2018 Regular Meeting of Council, the following resolution was adopted:

"THAT Council direct the Chief Financial Officer to report back to Council with some options and recommendations for moving forward with providing a cheque run."

Finance staff have provided a detailed list of the cheque run for June 2018 (Appendix A).

POLICY OR LEGISLATIVE IMPACTS:

The cheque listing has been reviewed to ensure compliance with the *Freedom of Information and Protection of Privacy Act*. The names of individual's shown on the cheque listing are either employed with the District or contracted for the delivery of goods and services.

OPTIONS REVIEW:

1. **THAT** Council receive the District of Ucluelet's June 2018 Cheque Listing for information.
(Recommended)
2. **THAT** Council provide alternative direction to staff.

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

APPENDIX A

 District of Ucluelet
 Cheque Listing
 June 2018

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
027256	2018-06-11	CONNECT ROCKET COMMUNICATIONS INC.	2301	QRTL SUBSCRIPTION Q2/18	134.44	134.44
027257	2018-06-11	ANDERSON, ALAN	122311	ANDERSON-RC FIRE CONVENTION	1375.4	1375.4
027258	2018-06-11	ACE COURIER SERVICES	14725606	SHIP TO ACKLANDS GRAINGER	68.46	68.46
027259	2018-06-11	ALBION ELECTRIC LTD	748912	52 STEPS ELECTRIC REPAIR	340.69	340.69
027260	2018-06-11	AGS BUSINESS SYSTEMS INC	38020 38438	04/29/18-05/28/18 FINAL METER READING 04/29/18-05/28/18	289.95 343.81	633.79
027261	2018-06-11	ACKLANDS - GRAINGER INC.	9796541960 9796541978 9798074150 9804722974 9805022440	MALE PLUGS ANTI-FOG LENS CLEANERS THERMAL GLOVES SHOVELS/RAKES/KNIVES-PW SCBA TESTING/MAINTENANCE	20.65 15.94 28.48 763.93 359.32	1188.32
027262	2018-06-11	ATAP INFRASTRUCTURE MANAGEMENT LTD.	373881	PROJECT 2018-3T34.000	18138.75	18138.75
027263	2018-06-11	BRENT ASHTON	1007 1008	MAY/18 CLEANING SERVICES APR/18 CLEANING SERVICES	3154.67 3154.67	6309.34
027264	2018-06-11	BUIRS BRITANNY	122301	BUIRS-DANCE SPRING/18	873.6	873.6
027265	2018-06-11	BELLAVANCE PAULETTE	122304	AFTERSCHOOL CLUB-SPRING/18	400	400
027266	2018-06-11	CORPORATE EXPRESS CANADA INC	47542196 47582284 47593069 47642385	HAND SANITIZER-PW UCC-OFFICE SUPPLIES/GLOVES LYCHE-OFFICE SUPPLIES PRINTER TONER PW	87.4 112.49 1104.13 381.67	1685.69
027267	2018-06-11	CGIS CENTRE	43282	JUL01-SEP30/18	2128	2128
027268	2018-06-11	KASSLYN CONTRACTING	D621 D622	D621 D622	4483.8 1245.27	5729.07
027269	2018-06-11	CONTROL SOLUTIONS	C002550	UCC HEAT MNTC-2ND QRTL BILL	878.22	878.22
027270	2018-06-11	CUPE LOCAL #118	05/18	CUPE DUES-MAY/18	1951.84	1951.84
027271	2018-06-11	DOLAN'S CONCRETE LTD.	UK44572	SIGN REPAIR-UAC HALL	186.72	186.72
027272	2018-06-11	DUMAS FREIGHT COMPANY	59099	FOUR STAR WATERWORKS	62.49	62.49
027273	2018-06-11	DRAESEKE JAN	122308	CHI GONG-MAY/18	144.89	144.89
027274	2018-06-11	DRESSLHUIS, CLAIRE	122316	DRESSLHUIS-CELLIST/RMI	175	175
027275	2018-06-11	DUNSMORE LISA	122303	AFTERSCHOOL CLUB-SPRING/18	450	450
027276	2018-06-11	ELITE IMAGE SOFTWARE CORP	20249 20256	BUSINESS CARDS-LAGOA BUSINESS CARDS-FORTUNE	117.04 101.29	218.33
027277	2018-06-11	ENGLISH JASON	122307	CELL PHONE-SPRING/18	60	60
027278	2018-06-11	ERIK LARSEN DIESEL CO. LTD.	715893	#12 REPAIR/OIL CHANGE	1823.1	1823.1
027279	2018-06-11	EFTINK TED	122294	UVFB OFFICER JACKET CRESTS	120	120
027280	2018-06-11	FOUR STAR WATERWORKS LTD.	52332	D-CHLOR PUCKS	640.64	640.64
027281	2018-06-11	FAR WEST DISTRIBUTORS LTD	319659 319658 319517 319491	LYCHE-TP/GRBG BAGS/KLEENEX AQUARIUM-TP/GRBG BAGS PW OPEN HOUSE FOOD PW OPEN HOUSE FOOD	131.67 119.98 111.75 468.55	831.95
027282	2018-06-11	GREGG BRUCE	122315	COLOUR PENCILS-OCF MAPS	16.77	16.77
027283	2018-06-11	GREGG DISTRIBUTORS LTD	011-629055 011-633570 011-666750	CREDIT-SHOP SUPPLIES NITRILE GLOVES/SAFETY GLASSES HARD HATS/RECIP SAW BLADES/BATTERIES	-112.04 59.33 269.34	216.63
027284	2018-06-11	G & N TOWING LTD.	7125	CRANE RENTAL-KENNEDY LAKE	777	777
027285	2018-06-11	HUBER CHANTAL	122306	YOGA-MAY/18	71.66	71.66

APPENDIX A

District of Ucluelet
Cheque Listing
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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
027286	2018-06-11	HUB FIRE ENGINES & EQUIPMENT LTD.	34605	KIT SUCTION RELIEF VALVE-UVFB	143.47	143.47
027287	2018-06-11	HENDERSON NICHOLAS	122313	HENDERSON-MILEAGE FEB-MAY 2018	104.22	104.22
027288	2018-06-11	HOGAN, SARAH	127305	DANCE FIT-MAY/18	149.83	149.83
027289	2018-06-11	ISLAND BUSINESS PRINT GROUP LTD	165579 165915	AP CHEQUES (QTY 3000) SCH RECEIPT BOOK (REC#12001-13250)	598.08 397.6	995.68
027290	2018-06-11	MAXXAM ANALYTICS	VA1145110 VA1144734 VA1146142 VA1147928 VA1148726	SEWER TESTING B835498 WATER TESTING B835495 WATER TESTING B837743 SEWER TESTING B837728 WATER TESTING B839543	319.2 252 252 257.25 252	1392.45
027291	2018-06-11	REVENUE SERVICES OF BC	06/18	JUN/18	1537.5	1537.5
027292	2018-06-11	NEWANS CYNTHIA	122302	CLAY ART-SPRING/18	256	256
027293	2018-06-11	NORTH PACIFIC REPAIR	127843 127844	BOBCAT BUCKET REPAIR UAC SIGNPOST REPAIR	128.8 140	268.8
027294	2018-06-11	MADEAU RENEE	122298	YOGA-MAY/18	84.34	84.34
027295	2018-06-11	OLIWA RANDY	PP12/2018	OLIWA-PP12/2018	527.02	527.02
027296	2018-06-11	OCN GARDEN CENTRE	122310 122312	HANGING BASKETS HANGING BASKETS-SCH	493.5 256.18	749.68
027297	2018-06-11	PUROLATOR INC	438085031 438150084	MAXXAM MAXXAM/ALS	90.13 687.01	777.14
027298	2018-06-11	PACIFIC READY MIX CO. LTD.	8874 8934	SIDEWALK REPAIR (2017) PENINSULA RD SIDEWALK	183.68 468.77	652.45
027299	2018-06-11	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF04/18 SRF05/18	D613-D617 SRF FEES D618-D622(MAY)SRF FEES	1038.97 1239.44	2278.41
027300	2018-06-11	PITNEYWORKS	180525	MAY/18 POSTAGE	1590.8	1590.8
027301	2018-06-11	ACRD	6921	MAY/18 GARBAGE	57.6	57.6
027302	2018-06-11	RIVERA LYVIER	122299	LINE DANCE-MAY/18	64.43	64.43
027303	2018-06-11	TECHNICAL SAFETY BC	922414	2018 PERMIT - B555 STAIR	152	152
027304	2018-06-11	S & J SERVICES	677471 677472 677473 677474 677475	MAY/18 LYCHE MAY/18 FIREHALL MAY/18 PW MAY/18 UAC MAY/18 AQUA	1386 138.6 315 315 651	2805.6
027305	2018-06-11	STEWART MCDANNOLD STUART	78321	261 075 COMMUNITY FOREST INCORP	336	336
027306	2018-06-11	SVEINSON DENISE	122309	RETURN DAMAGE DEPOSIT	500	500
027307	2018-06-11	TOWGOOD JOHN	122297 122314	TOWGOOD-APPROVING OFFICER COURSE TOWGOOD-PENS	566.72 75.26	641.98
027308	2018-06-11	T'ASHII PADDLE SCHOOL	122300	BABYSITTING COURSE	644.8	644.8
027309	2018-06-11	TRANSPARENT SOLUTIONS CORP	9722	C.FARMAIL JUN/18	20.95	20.95
027310	2018-06-11	TOURISM UCLUELET	03/18	MAR/18 GRANT	23243.35	23243.35
027311	2018-06-11	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71045182 71045439 5374 71045418 71044908 71044399 10345 71044419 71044454 71043977 71044027	#23 #18 BYLAW MAY/18 CARDLOCK KENNEDY LAKE WHITE RANGER #3 GENERATOR-HELEN RD #4 #12 #24 #10	85.15 5.86 99.44 297.63 61.18 60.61 184.56 60.34 111.09 173.69 184.97	1124.52

APPENDIX A

District of Ucluelet
Cheque Listing
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027312	2018-06-11	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71045650	#3	105.77	1199.11
			71047117	#20	29.08	
			71047315	KENNEDY LAKE	286.17	
			71048237	#3	35	
			71048172	GENERATOR	123.55	
			71048511	#24	173.11	
			71046740	#2	99.36	
			71045664	#1	118.28	
			71047129	#4	60.19	
			71047776	WHITE RANGER	78.82	
			71046734	#14	83.83	
027313	2018-06-11	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71050741	#4	27.24	1027.22
			71050181	#4	60.02	
			71053885	WHITE RANGER-BYLAW	65.53	
			71052056	BYLAW-GIBBS	40	
			71053585	#4	200.82	
			71049792	#24	30.18	
			71049987	#7	88.71	
			71048646	KENNEDY LAKE	254.67	
			71050279	#10	143.21	
			71050184	#20	25.66	
			71051847	#23	91.18	
027314	2018-06-11	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71054856	JERRY CANS-MIXED GAS	40.55	939.14
			71054779	#3	72.33	
			71054809	#10	141.32	
			71055013	#24	146.4	
			71055703	WHITE RANGER	62.65	
			71056353	#17	16.25	
			71056667	#1	157.51	
			71057105	#20	28	
			71057199	MCDIARMID-DIESEL	103.08	
			71057269	MINI PUMPER	150.05	
			71054330	ICE-PW	21	
027315	2018-06-11	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01021077	SLUG BAIT/PRUNERS/SPRINKLERS	119.78	557.21
			C01040372	TEEN MOVIE NIGHT SNACKS	30.99	
			C01040644	UCC SNACKS	53.94	
			C01028455	OPEN HOUSE-PW	69.87	
			71057609	WHITE RANGER	62.45	
			71057625	#23	70.32	
			C01081979	YOUTH MEAL & MOVIE	31.1	
			C01043276	AFTERSCHOOL PROGRAM	37.35	
			C01034503	AFTERSCHOOL PROGRAM	30.74	
			C01087540	UCC-CREAM/MILK/TEA	22.75	
			C01087571	AFTERSCHOOL CLUB	27.92	
027316	2018-06-11	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01096242	BBQ CLEANER/COFFEE UCC	28.66	272.9
			C01098063	COFFEE-UCC	18.99	
			C01087591	PW OPEN HOUSE-HOT DOG LUNCH	173.61	
			C01093331	BUCKET FOR SAMPLES	8.38	
			C01096586	PRPTY TAX STAFF SNACKS	43.26	
027317	2018-06-11	UCLUELET PETRO-CANADA	937	KEY CUTTING-UCC	47.04	1551.98
			1013	#2 CANYON-REPAIRS	983.85	
			1050	#24 FORD REPAIRS	521.09	
027318	2018-06-11	UCLUELET RENT-IT CENTER LTD	30040	LINE FOR WEEDWHACKER	86.67	2582.77
			29892	DEEPWELL OUTHOUSE PUMP/OUTS	520.8	
			29675	MAY/18 PORTABLES	1545.6	
			30065	SIGN RE-INSTAL AT FIREHALL	378.01	
			30101	POWER WASHER REPAIR	51.69	
027319	2018-06-11	UCLUELET VOLUNTEER FIRE BRIGADE	Q2/18	Q2/18	2100	2100
027320	2018-06-11	WURTH CANADA LTD	23091624	BRAKE CLEANER/SAFETY VESTS	165.74	2365.91
			23100806	LIQUID WAX	76.9	
			23109462	TRAFFIC CONTROL-PW	2123.27	
027321	2018-06-11	WESTCOAST COMMUNITY RESOURCES SOCIETY	122296	AGE FRIENDLY PILOT PROJECT APR/18	9426.36	9426.36
027322	2018-06-11	WINDSOR PLYWOOD - UCLUELET DIV.	47285A	INNER BASIN-DOCK REPAIR	97.11	1488.84
			47419A	KENNEDY LAKE BUILDING MATERIAL	286.21	
			47420A	LAGOON PROJECT-BUILDING MATERIAL	40.01	

APPENDIX A

 District of Ucluelet
 Cheque Listing
 June 2018

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			47421A	UCC-PLIERS/PLUG/HAMMER	55.45	
			51260A	EMERGENCY SIREN TEST-LUMBER	49.85	
			52351A	LAGOON-BUILDING MATERIALS	172.31	
			51945A	SCH-WHEELBARROWS	656.31	
			51222A	LYCHE OFFICE DOOR HANDLE	42.55	
			51188A	SCH-LUMBER FOR BOAT BASIN DOCK	56.87	
			52138A	LUMBER-BOARDWALK RAILING	38.81	
			51498A	LYCHE-KEY COPY FOR CAO OFFICE	3.36	
027323	2018-05-11	WINDSOR PLYWOOD - UCLUELET DIV.	52009A	BALL VALVE-INNER BOAT BASIN	75.67	879.17
			52353A	LAGOON-WINDOWS	501.69	
			53496A	GARDEN SPRAYER/DECK CLEANER	63.33	
			53214A	WHISKEY DOCK-PAINT	44.32	
			53864A	DECALS FOR CONES	34.13	
			52640A	GRAFFITI PAINT	26.92	
			52641A	LAGOON-LUMBER/SCREWS/ROPE	61.51	
			52840A	WHISKEY DOCK-WASHERS	61.6	
027324	2018-05-26	ANDERSON, ALAN	122317	ANDERSON-RC FIRE TRNG OFFICER CONVENTION	322.92	322.92
027325	2018-06-26	AUJLA DENISE	122321	SPRING FRENCH FUEL-ADDITIONAL	160	160
027326	2018-06-26	ALLES HOLDINGS INC	122323	ANDERSON CONTRACT SERVICES-JUN 4-15	1008	1008
027327	2018-06-26	AMEX SPORT	1503	DINO CAMP SHIRTS	117.6	117.6
027328	2018-06-26	BOUNCE-A-RAMA RENTALS LTD.	122319-DEP	UKFF DAYS-RENTAL DEPOSIT	665	665
027329	2018-06-26	BLACK PRESS GROUP LTD.	33448333	MAY/18 ADS	2758.19	2758.19
027330	2018-06-26	BLACK & WHITE PARTY RENTALS LTD	01-13582-0	UKFF DAYS DEPOSIT	1500	1500
027331	2018-06-26	KASSLYN CONTRACTING	0623	D623	6926.99	6926.99
027332	2018-06-26	CITY OF NANAIMO	122322	UVFB EXAM #2 REWRITE	36.75	36.75
027333	2018-06-26	CLEARTECH INDUSTRIES INC	750357 173807MCW	SODIUM HYPOCHLORITE CONTAINER RETURN	856.3 -399	457.3
027334	2018-06-26	DOLAN'S CONCRETE LTD.	UK44631	SIDEWALK REPAIR	392.53	392.53
027335	2018-06-26	DUMAS FREIGHT COMPANY	57933. 58277	CLEARTECH-SODIUM HYPO SHIP TO CLEARTECH-CONTAINERS	433.97 110.25	544.22
027336	2018-06-26	JOHNSON COURTNEY	122320	TEEN MOVIE & MEAL	900	900
027337	2018-06-26	FOUR STAR COMMUNICATIONS INC	46203	MAY/18	138.92	138.92
027338	2018-06-26	FAR WEST DISTRIBUTORS LTD	320102 319782 319836	UCC-GRBG BAGS/TOILET PAPER PW LUNCH UCC-HAND SOAP/GRBG BAGS/TOILET PAPER	339.87 8.18 254.13	602.18
027339	2018-06-26	GREIG BRUCE	122318	GREIG-NEWCASTLE ENG. & ACRO	308.88	308.88
027340	2018-06-26	GRAPHICS FACTORY	25374	PORSCHE CLUB BANNER	200.48	200.48
027341	2018-06-26	GREATPACIFIC CONSULTING LTD	696	PROJECT REM2018 OUTFALL MONITORING	4066.39	4066.39
027342	2018-06-26	[REDACTED]	61168	61168 HOB REFUND	96.36	96.36
027343	2018-06-26	HEARTWOOD KITCHEN LIMITED	1	RMI DINNER	1214.22	1214.22
027344	2018-06-26	INFOSAT COMMUNICATIONS	345453	JUN/18	65.12	65.12
027345	2018-06-26	ISLAND MAILING SYSTEMS LTD	19115	RENTAL 7/1/18-6/30/19	1208.48	1208.48
027346	2018-06-26	J.ROBBINS SAND & GRAVEL LTD.	594	PW GRAVEL	1237.16	1237.16
027347	2018-06-26	KOERS & ASSOCIATES ENGINEERING LTD.	1643-019 1764-006 1762-007 9601-149 1811-003	1643 SEWAGE LAGOON REVIEW 1764 WELLFIELD VFD UPGRADES 1762 BAY ST SIMPLEX P/S REPLACEMENT 9601 MISC: 175 MARINE DR WALKWAY 1811 RC HYDRO SERVICE CONNECTION	923.79 874.12 1334.03 1444.28 1477.35	6003.57
027348	2018-06-26	UCLUELET CONSUMERS CO-OPERATIVE ASSN	07/18	JULY/18 LEASE	250	250

APPENDIX A

District of Ucluelet
Cheque Listing
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027349	2018-06-26	McEWEN MARILYN	127324	MCEWEN-ACRD HOUSING MTG PORT ALBERNI	103.68	103.68
027350	2018-06-26	MAXXAM ANALYTICS	VA1149275	WATER TESTING RR41956	425.25	425.25
027351	2018-06-26	MINISTER OF FINANCE	94113076	2018 TAX NOTICE ENVELOPES	269.3	269.3
027352	2018-06-26		DP18-05	DAMAGE DEPOSIT REFUND	1000	1000
027353	2018-06-26	OFFSETTERS CLEAN TECHNOLOGY INC	238666	2017 CARBON OFFSETS	2336.25	2336.25
027354	2018-06-26	PETTY CASH - LYVIER RIVERA	06/18	JUN/18 PETTY CASH	193.36	193.36
027355	2018-06-26	PRAIRIE COAST EQUIPMENT	P56924	JOHN DEERE PULLY/DRIVESHAFT	213.95	213.95
027356	2018-06-26	PUROLATOR INC	438216610 438280243 438343320	MAXXAM MAXXAM MAXXAM	41.14 42.87 89.61	173.62
027357	2018-06-26	ACRD	583-2017ARRFAR	2017 ACRD GARBAGE/RECYCLING	17853.23	17853.23
027358	2018-06-26	SONBIRD REFUSE & RECYCLING LTD.	32267 32297 32294 32295 32298 32293 32292 32296	2018 SPRING CLEANUP MAY/18 GARBAGE UCC MAY/18 GARBAGE 52 STEPS MAY/18 GARBAGE WHISKEY DOCK MAY/18 GARBAGE UVFB & UAC MAY/18 GARBAGE SCH MAY/18 RECYCLING TRANSFER FEE LYCHE MAY/18 GARBAGE PW	13328.74 165.84 155.99 415.15 131.50 1117.39 25.67 538.38	15878.75
027359	2018-06-26	SOCAN	8679346	UKEE DAYS TARIFF 19	178.5	178.5
027360	2018-06-26	SUPERIOR PROPANE	20360358	PROPANE-UAC	1112.35	1112.35
027361	2018-06-26	SOLIDARITY SNACKS	42 43	RMI WELCOME EVENTS-JUN 6-7 COUNCIL MEETING DINNER	933.71 172.83	1106.54
027362	2018-06-26	UKEE INFO TECH	10678	IT SUPPORT MAY/18	7140.22	7140.22
027363	2018-06-26	UCLUELET AQUARIUM SOCIETY	6052018	FACILITY RENTAL-PARKS & REC EVENT	360	360
027364	2018-06-26	UCLUELET PETRO CANADA	1122	#2 SUSPENSION REPAIRS	981.59	981.59
027365	2018-06-26	UCLUELET RENT-IT CENTER LTD	30170 30246 30084 30172	CORING MACHINE-FOR SIGNAGE INSTALL LIFTSTATION PUMP-OUT PARKS&REC-SURFACE CLEANER PARKS&REC PRESSURE WASHER	486.08 868 40.32 40.32	1434.72
027366	2018-06-26	VANCOUVER ISLAND REGIONAL LIBRARY	Q3-18	Q3-2018	26111	26111
027367	2018-06-26	WFR WHOLESALE FIRE & RESCUE LTD.	109949	UVFB GEAR LOCKERS	2847.72	2847.72
027368	2018-06-26	XPLORNET COMMUNICATIONS INC	080579	JUN/18	78.39	78.39
027369	2018-06-26	ZOE'S BAKERY AND CAFE	102	RMI-BREAKFAST & LUNCH	652.05	652.05
027370	2018-06-26	KASSLYN CONTRACTING	D624	D624	3501.73	3501.73



STAFF REPORT TO COUNCIL

Council Meeting: JULY 10, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 0550-20

SUBJECT: RESOLUTION TRACKING – JUNE 2018

REPORT NO: 18-72

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

RECOMMENDATION(S):

1. **THAT** Council receive the District of Ucluelet's Resolution Tracking List from June 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:

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 June 2018 for information. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

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

RESOLUTION TRACKING - June 2018
District of Ucluelet

APPENDIX A

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 Boyesen as Chief Administrative Officer and Corporate Officer" which states: THAT Council appoint Mark Boyesen 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 Confirm ACRD received Certified Resolution	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 - pending MoTI schedule

RESOLUTION TRACKING - June 2018
District of Ucluelet

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. To come forward with Bylaw No. 1224	Bruce Greig	Complete
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. After applicant provides easement + covenant (fire access + parking).	Bruce Greig	Complete
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 UED's progress update at May 8th Council.	Mark Boysen	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	Complete
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	Complete
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	Complete

RESOLUTION TRACKING - June 2018
District of Ucluelet

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
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	Complete
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	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 - 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	Complete
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	Complete
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	Complete
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	Complete
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	Complete
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

RESOLUTION TRACKING - June 2018
District of Ucluelet

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
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	Complete - Moved to OCP
Regular Council - 08 May 2018		STR and Business Licence Report	No Resolution. See discussion in May 8, 2018 Regular Council Minutes.	Report back to Council.	Bruce Greig	Complete
Regular Council - 08 May 2018		Local Government Awareness Week	THAT Council refer the Local Government Awareness Week information sheet to Staff; and THAT Council direct Staff to coordinate some activities with the students and bring forward a proclamation to the May 22nd meeting.	Prepare Proclamation for May 22nd Council Agenda.	Marlene Lagoa	Complete
Regular Council - 08 May 2018		Councillor Noel raised concerns with the fish truck traffic around the high school. He would like to see the District host a meeting with the various fish companies to discuss collaborative solutions to minimize the impact of truck traffic in the community.	THAT Council direct staff to schedule a meeting with the various fish companies in town to discuss truck traffic.	Coordinate meeting - June 6 COW	Mark Boysen	Complete
Regular Council - 08 May 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 adopted.	Print, sign, seal, scan, file. Send Bylaw to the Province by May 15, 2018. Barb Millar - Complete.	Barb Millar	Complete
Regular Council - 08 May 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 adopted.	Print, sign, seal, scan, file. Send Bylaw to the Province by May 15, 2018. Barb Millar - Complete	Barb Millar	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 08 May 2018	12.6.	CAO Performance Monitoring Policy Councillor Randy Oliwa	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.	Review policy and report back to Council.	Mark Boysen	Assigned
Regular Council - 08 May 2018	12.3.	Appointment of Chief and Deputy Election Officers Marlene Lagoa, Deputy Municipal Clerk	THAT Council approve recommendation 1 from report item, "Appointment of Chief and Deputy Election Officers" which states: 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.	Complete Oaths of Office. Notify stakeholders of election official appointments.	Marlene Lagoa	Complete
Regular Council - 08 May 2018	12.2.	Ucluelet Economic Development Strategy Progress Report Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 from report item, "Ucluelet Economic Development Strategy Progress Report" which states: 1. THAT Council approve the seven new economic development actions identified in Appendix A as amended.	Update UEDS high priority actions.	Mark Boysen	Complete
Regular Council - 08 May 2018	9.2.	Request for Letter of Support Lance Blackwell	THAT the District write a letter of support in principal for a tourist radio channel.	Prepare the letter.	Darcey Bouvier	Complete
Regular Council - 08 May 2018		Lilly Woodbury & Laura Griffich-Chochrane, Surfrider Pacific Rim & Ucluelet Aquarium Re: Ban the Bag Campaign	THAT Council refer the City of Victoria's Plastic Bag Bylaw to staff for review and to report back to Council on what would be appropriate for Ucluelet.	Report back to Council	Mark Boysen	In Progress

RESOLUTION TRACKING - June 2018
District of Ucluelet

APPENDIX A

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 08 May 2018		April 24, 2018 Regular Minutes	THAT Council approve the April 24, 2018 Regular Minutes as presented.	Print, sign, scan, file	Darcey Bouvier	Complete
Regular Council - 22 May 2018	5.1.	May 8, 2018 Regular Minutes	THAT Council approve the May 8, 2018 Regular Minutes as amended.	Amend May 8 Minutes. Print, sign, scan, file, post online.	Darcey Bouvier	Complete
Regular Council - 22 May 2018	9.1.	Premier's Awards for Excellence in Education Ministry of Education	THAT Council receive correspondence item, "Premier's Award for Excellence in Education" for information, distribute on Ukeke Mail, and that the Education Liaison share the information with the Parent Advisory Committee (PAC).	Distribute via Ukeke Mail - Darcey. Distribute to PAC - Councillor Oliwa.	Darcey Bouvier	Complete
Regular Council - 22 May 2018	9.2.	Opportunity for Rental Housing for Local Residents Chris Le Fevre	THAT Council direct Staff to enter into conversations with Chris Le Fevre.	Contact Chris Le Fevre.	Bruce Greig	Complete
Regular Council - 22 May 2018	9.3.	Regional Housing Discussion Invitation Alberni Claycoquot Health Network	THAT as many members of Council as possible, participate in the upcoming regional housing discussion.	Send reminder to Council on May 23.	Marlene Lagoa	Complete
Regular Council - 22 May 2018	9.4.	8th Biennial Coming Together Forum Invitation Coastal Family Resource Coalition	THAT all of Council attend if they are able to.	Add event to Council Calendar.	Marlene Lagoa	Complete
Regular Council - 22 May 2018	9.5.	Commencement Ceremony Invitation Ucluelet Secondary School	THAT Mayor St. Jacques attend the June 16th Commencement Ceremony.	Send RSVP.	Marlene Lagoa	Complete
Regular Council - 22 May 2018	12.2.	Edge to Edge Marathon 2018 Abby Fortune, Director of Parks & Recreation	THAT Council approve recommendation 1 of report item, "Edge to Edge Marathon 2018", which states: THAT Council approves the road closures and additional operational requests for the June 17, 2018 Edge to Edge Marathon.	Work with the Ucluelet Chamber of Commerce.	Abigail Fortune	Complete

Resolution Tracking - June 2018 Marlene Lagoa, Deputy Municipal Clerk

RESOLUTION TRACKING - June 2018
District of Ucluelet

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 22 May 2018	13.2.	BYLAW - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018	THAT District of Ucluelet Zoning Bylaw No. 1228, 2018 be given Third reading. (Cannabis Definition)	Bring forward Bylaw 1228, 2018 for adoption on the June 12, 2018 agenda.	Bruce Greig	Complete
Regular Council - 22 May 2018	13.4.	BYLAW - Election & Assent Voting Bylaw No. 1231, 2018	THAT Election and Assent Voting Bylaw No. 1231, 2018 be given Third reading.	Bring forward Bylaw 1231, 2018 for adoption on the June 12, 2018 agenda.	Marlene Lagoa	Complete
Regular Council - 22 May 2018	13.6.	BYLAW - Sewer Parcel Tax Bylaw No. 1232, 2018	THAT Sewer Parcel Tax Bylaw No. 1232, 2018 be given Third reading.	Bring forward Bylaw 1232 for adoption on May 24, 2018.	Marlene Lagoa	Complete
Regular Council - 22 May 2018	11.2.	Ucluelet & Area Historical Society	THAT staff investigate the property that was relinquished by the Ucluelet & Area Historical Society when the Wild Pacific Trail parking lot was built on Coast Guard Road.	Report back to Council.	Abigail Fortune	In Progress
Regular Council - 22 May 2018	11.2.	Other Reports	THAT staff investigate why there are two boats now permanently moored at Whiskey Dock.	Ask Harbour Master. Email Council & TU.	Mark Boysen	Assigned
Regular Council - 22 May 2018	11.2.	Other Reports	THAT the Spring Cleanup Day not coincide with any tourism event weekend.	Direct staff.	Mark Boysen	Complete
Regular Council - 22 May 2018	11.3.	Barkley Community Forest Board	THAT CAO Mark Boysen will investigate to confirm the length of the appointment of Ucluelet members at the AGM.	Email update to Council.	Mark Boysen	Complete
Special Council - 24 May 2018	7.2.	BYLAW - Sewer Parcel Tax Bylaw No. 1232, 2018	THAT Sewer Parcel Tax Bylaw No. 1232, 2018 be adopted.	Print, sign, scan, file.	Marlene Lagoa	Complete
Regular Council - 12 Jun 2018	5.1.	May 22, 2018 Regular Minutes	THAT Council approve the May 22, 2018 Regular Minutes as presented.	Print, Sign, Scan, File, Website.	Darcey Bouvier	Complete

RESOLUTION TRACKING - June 2018
District of Ucluelet

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 12 Jun 2018	5.2.	May 22, 2018 Public Hearing Minutes	THAT Council approve the May 22, 2018 Public Hearing Minutes as presented.	Print, Sign, Scan, File, Website.	Darcey Bouvier	Complete
Regular Council - 12 Jun 2018	5.3.	May 24, 2018 Special Minutes	THAT Council approve the May 24, 2018 Special Minutes as presented.	Print, Sign, Scan, File, Website.	Darcey Bouvier	Complete
Regular Council - 12 Jun 2018	9.1.	2018 UBCM Convention - BC Hydro Invitation BC Hydro	THAT Council direct Staff to arrange a meeting with BC Hydro at the 2018 UBCM Convention in Whistler.	Arrange meeting with BC Hydro	Marlene Lagoa	Assigned
Regular Council - 12 Jun 2018	9.2.	Board of Directors Community Partnership Luncheon Invitation Vancouver Island Health Authority	THAT Council support Mayor St. Jacques attending the Island Health Community Luncheon on Thursday, June 28, 2018 and direct Staff to confirm attendance.	RSVP to Island Health	Darcey Bouvier	Complete
Regular Council - 12 Jun 2018	9.4.	Plaid for Dad Political Ambassador Request Prostate Cancer Canada	THAT Council support Prostate Cancer Canada's request and wear plaid on Friday, June 15th and post a photo to social media with the hashtag "PlaidForDad".		Mayor St. Jacques	Complete
Regular Council - 12 Jun 2018	9.8.	Marine Drive Pathway Marc Fuller	THAT Council refer correspondence item, "Marine Drive Pathway" to Staff for response.	Respond to the Marine Drive Pathway letter.	Warren Cannon	Complete - spoke to resident
Regular Council - 12 Jun 2018	10.5.	Island Health Board of Directors Meeting Vancouver Island Health Authority		Mayor St. Jacques to attend the Board meeting.	Mayor St. Jacques	Complete

RESOLUTION TRACKING - June 2018
District of Ucluelet

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 12 Jun 2018	12.1.	Canada Day Road Closure & Community Invite Abby Fortune, Director of Parks & Recreation	THAT Council approve recommendation 1 & 2 of report item, "Canada Day Road Closure & Community Invite" which states: THAT Council authorizes the closure of Fraser Lane (8:00 a.m. - 4:00 p.m.) in front of the Village Green on Sunday, July 1st, 2018. THAT Council attend the Canada Day Festivities, endeavor to wear red and white and invite the community to join them.	Notify local businesses of road closure.	Abigail Fortune	Complete
Regular Council - 12 Jun 2018	12.3.	Ucluelet Tourism Association Agreement Extension Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "Ucluelet Tourism Association Agreement Extension" which states: THAT Council approve a 1-year extension of the existing Ucluelet Tourism Association Tourism Promotion Agreement with the District of Ucluelet until May 31, 2019.	Sign and file one year extension.	Mark Boysen	In Progress
Regular Council - 12 Jun 2018	12.4.	Purchase of Carbon Offsets Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 & 2 of report item, "Options for Carbon Neutrality for the District of Ucluelet" which states: THAT Council approve the purchase of verified carbon offsets for 2017 to achieve carbon neutrality; and THAT Staff work with Tourism Ucluelet and the Chamber of Commerce to highlight the District's commitment to climate action to encourage local businesses and visitors to do the same.	Purchase Carbon Offsets. Work with TU	Mark Boysen	Complete
Regular Council - 12 Jun 2018	13.2.	BYLAW - District of Ucluelet Zoning Bylaw Amendment No. 1228, 2018	THAT District of Ucluelet Zoning Bylaw Amendment No. 1228, 2018 be adopted.	Print, sign, scan, file.	Darcey Bouvier	Complete

RESOLUTION TRACKING - June 2018
District of Ucluelet

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 12 Jun 2018	13.3.	BYLAW - Election and Assent Voting Bylaw No. 1231, 2018	THAT Election and Assent Voting Bylaw No. 1231, 2018 be adopted.	Print, sign, scan, file.	Darcey Bouvier	Complete
Regular Council - 12 Jun 2018	13.4.	REPORT - Application to Amend Zoning Bylaw No. 1160, 2013 (1068 Helen Road) John Towgood, Planner 1	THAT Council approve recommendation 1 of legislation item, "Application to Amend Zoning Bylaw No. 1160, 2013 (1068 Helen Road) which states: THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018 be given first and second reading and advance to a public hearing.	Notice of Public Hearing.	John Towgood	Complete
Regular Council - 26 Jun 2018	5.1.	June 12, 2018 Regular Minutes	THAT Council approve the June 12, 2018 Regular Minutes as presented.	Print, sign, scan, file, website.	Darcey Bouvier	Complete
Regular Council - 26 Jun 2018	9.1.	RCMP Reply to Limited Duration Post Policy Change Royal Canadian Mounted Police	THAT Council direct staff to contact "E" Division of RCMP and ask if they can forward a copy of the 2014 comprehensive review to District staff for the purposes of community planning.	Request report from RCMP.	Marlene Lagoa	Complete
Regular Council - 26 Jun 2018	9.2.	Regional District of Alberni-Clayoquot: Notice of Public Hearing Regional District of Alberni-Clayoquot	THAT Council direct staff to send a letter to ACRD outlining Council's support in principle to the expansion of the Surf Junction Campground provided there is a positive report from Island Health or an engineering firm ensuring the proposed expansion will not impact Ucluelet's drinking water supply.	Send response to ACRD.	Bruce Greig	Complete
Regular Council - 26 Jun 2018	10.5.	Invitation to Participate in a Survey on Wildfire Prevention and Fuels Management Forest and Conservation Sciences - Faculty of Forestry, UBC	THAT Council direct CAO Mark Boyesen to have staff participate by taking the Wildfire Prevention and Fuels Management survey.	Share survey with staff.	Mark Boyesen	Complete

RESOLUTION TRACKING - June 2018
District of Ucluelet

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 26 Jun 2018	12.1.	Ukee Days - Noise Bylaw And Road Closure Abby Fortune, Director of Parks & Recreation	THAT Council approve recommendations 1, 2, 3 & 4 of report item, "Ukee Days - Noise Bylaw And Road Closure" which states: THAT Council allow Ukee Days festivities to act outside of the Noise Control Bylaw No. 915, 2003, Section 3 (g) and grant an extension to midnight at the Ukee Days Fairgrounds (160 Seaplane Base Road) on Saturday, July 28, 2018. THAT Council authorizes the closing of Fraser Lane in front of the Village Green from 10:00 a.m. to 10:00 p.m. on Friday, July 27, 2018. THAT Council authorize the temporary closure of Peninsula Road, between Matterson Road and Seaplane Base Road, from 10:15 a.m. to 10:45 a.m. for the Ukee Days parade on Saturday, July 28, 2018. THAT Council attends the Ukee Days festivities July 27 - 29, 2018 and invites the community to join them.	Make preparations and provide notice for road closures.	Abigail Fortune	Assigned
Regular Council - 26 Jun 2018	12.2.	Ucluelet Fire Services Agreement with Long Beach Airport	THAT Council approve recommendation 1 of report item, "Ucluelet Fire Services Agreement with Long Beach Airport" which states: THAT Council approve entering into a Fire Protection Services Agreement for Long Beach Airport with the Alberni-Clayoquot Regional District for a ten year term.	Sign and file agreement.	Marlene Lagoa	In Progress

RESOLUTION TRACKING - June 2018
District of Ucluelet

APPENDIX A

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 26 Jun 2018	12.4.	Grant to Non-Profits Leasing Office Space at 398 Matterson Drive Barbara Millar, Manager of Finance	THAT Council approve recommendation 1 of report item, "Grant to Non-Profits Leasing Office Space at 398 Matterson Drive" which states: THAT Council approve grants totaling \$8,091.03 to the following non-profit organizations leasing office space at 398 Matterson Drive: Wescoast Community Resources Centre - \$2,995.89; Nuu-Chah-Nulth Tribal Council - \$861.50; and Ucluelet Daycare Society - \$4,233.64.	Pay taxes for properties.	Barb Millar	Complete
Regular Council - 26 Jun 2018	12.5.	Short-Term Rental Program Update Brent Ashton, Bylaw Services Officer	THAT Council direct staff to prioritize anything that would be available for long-term monthly rentals or single family residential when looking at short-term rentals.	View non-compliant STR units with a lens of long-term housing priority.	Bruce Greig	In Progress
Regular Council - 26 Jun 2018	12.6.	Ucluelet OCP – Housing Action Plan Bruce Greg, Manager of Community Planning	THAT Council approve recommendation 1 & 2 of report item, "Ucluelet OCP - Housing Action Plan" which states: THAT Council provide feedback on the actions listed in the draft 2018 Housing Action Plan; and THAT the District proceed with commissioning a Community Housing Needs Assessment to analyze the current and emerging housing needs, identify gaps in the spectrum of existing and planned housing supply, and assist in identifying housing priorities in Ucluelet.	Commission Community Housing Needs Assessment.	Bruce Greig	Assigned

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 26 Jun 2018	12.7.	Development Permit Amendment For DP17-06 (1672 Cedar Road) John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Development Permit Amendment for DP17-06 (1672 Cedar Road)" which states: THAT Council approve the amendment of Development Permit DP17-06 to allow the changes to the building form as described in the staff report dated June 26, 2018.	Issue DP17-06.	John Towgood	In Progress
Regular Council - 26 Jun 2018	13.2.	BYLAW - Zoning Amendment Bylaw No. 1224, 2018	THAT Zoning Amendment Bylaw No. 1224, 2018 be adopted.	Print, sign, scan, file.	Darcey Bouvier	Complete
Regular Council - 26 Jun 2018	13.3.	BYLAW - Ucluelet Housing Agreement Bylaw No. 1227, 2018	THAT Ucluelet Housing Agreement Bylaw No. 1227, 2018 be adopted.	Print, sign, scan, file.	Darcey Bouvier	Complete
Regular Council - 26 Jun 2018	13.4.	REPORT - Zoning Bylaw Amendment for Temporary Use Permits Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1 of legislation item, "Zoning Bylaw Amendment for Temporary Use Permits" which states: THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018 be given first and second reading and advanced to a public hearing.	Schedule and provide notice of Public Hearing.	John Towgood	In Progress
Regular Council - 26 Jun 2018	13.5.	BYLAW - Zoning Bylaw Amendment Bylaw No. 1234, 2018	THAT Zoning Amendment Bylaw 1234, 2018 be given Second reading.	Update dates in Bylaw.	Marlene Lagoa	Complete
Regular Council - 26 Jun 2018	14.1.	School District 70	THAT Councillor Oliwa work with staff to draft a letter to the Minister of Education in support of capital projects and seismic upgrading for the local schools.	Send letter to Minister of Education.	Marlene Lagoa	Assigned



STAFF REPORT TO COUNCIL

Council Meeting: July 10, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FOLIO No: 061.102 FILE No: 3060.20 – DP18-04

SUBJECT: APPLICATION FOR A DEVELOPMENT PERMIT FOR A MOBILE VENDING
UNIT AT 1708 PENINSULA ROAD

REPORT No: 18-73

ATTACHMENT(S): APPENDIX A – APPLICATION
APPENDIX B – DP18-04

RECOMMENDATION(S):

1. **THAT** Council approve Development Permit DP18-04 and the issuance of a Business license for Mobile Vending for Lot: 1, Plan: VIP5190, Clayoquot District (1708 Peninsula Road).

PURPOSE:

To provide Council with information on a proposed mobile vending business license and associated development permit application for the property located at 1708 Peninsula Road (the “**Subject Property**”).



Figure 1 - Site Location

BACKGROUND:

An application has been received to locate a mobile vending trailer on the subject property. *Ucluelet's Business Regulation and Licensing Bylaw No. 922* requires all mobile vendor licenses to be approved by Council prior to issuance.

The subject property falls within the Official Community Plan (OCP), Village Square Development Permit Area, DPA No.1 and as the addition of a Mobile Vendor substantially changes the form and character of a site a development permit is required.

DISCUSSION:

Mobile vending provides an opportunity to infill under developed commercial lots along Peninsula Road and Main Street with the CS-1 Zone – Village Square Commercial and CS-2 Zone – Service Commercial zoning designation. The applicant is proposing to locate a food trailer (**Figure 2**) that will specialize in Cheese sandwiches.



Figure 2 – Food Trailer Image

The Trailer will be located mid property close to the northwest property line (**Figure 3**) with modest landscaping on the road side of the trailer. That applicant and managers of the Army, Navy and Air Force (ANAF) property have stated that the addition of this business will give ANAF a much-needed infusion of cash that it can put toward eventual landscape improvements (**Figure 4**). Staff have suggested that the access route along the northwest property line be removed with a more focused access off the lane between the ANAF and the Hartwood Kitchen. The reduction of access off Peninsula Road is an important element to improving the pedestrian environment of this commercial area. The applicant and the managers of ANAF are receptive of this improvement and will consider the change as funds become available.



Figure 3 – Proposed location

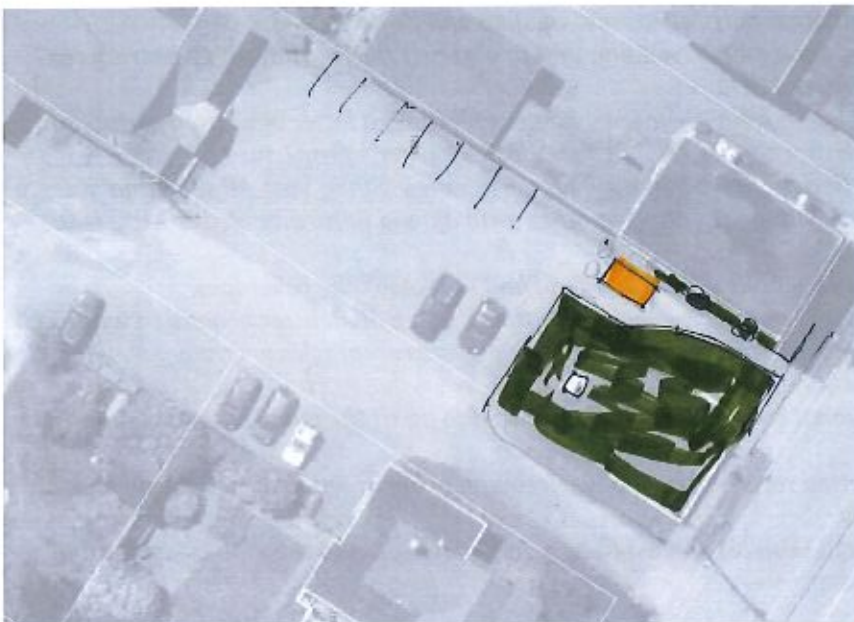


Figure 4 – Possible future landscaping

Mobile vending is regulated by the business bylaw, the zoning Bylaw and the form and character consider through the Official Community Plan's (OCP) development permit process.

BUSINESS BYLAW:

Ucluelet's Business Regulation and Licensing Bylaw No. 922 addresses Mobile vending as follows:

16.1. Mobile Vendors

- a) All applicants for a Mobile Vendor license shall require Council approval prior to the issuance of a business license.*
- b) The license inspector shall not issue a business license to a Mobile Vendor until the applicant has provided a copy of an insurance policy in the amount of two million dollars (\$2,000,000.00) for personal injury, death and property damages, as well as, if applicable, vehicle insurance. The liability insurance must contain a clause indemnifying the District of Ucluelet from liability in the event of injury or damage to any persons or property as a result of any activity of the business, including fees for solicitors and other professionals. The liability insurance must also contain a clause that the insurance cannot be terminated without a thirty-day notification of such to the District of Ucluelet.*
- c) Mobile Vendor businesses must meet all Provincial food handling requirements, provide proof to the License Inspector of such approval and shall be in possession of a valid permit issued by the Provincial Authority having jurisdiction.*
- d) Every vehicle used in the operation of a mobile vendor business shall be in good mechanical condition and shall have a dust-tight, well-lighted sanitary interior from which the business is to be carried out.*
- e) On Peninsula Road and Main Street only "off-street" vending will be permitted.*
- f) At no time will it be permitted for a mobile vending unit to obstruct the free flow of pedestrians or vehicular traffic within the District of Ucluelet.*
- g) Mobile Vendors must obtain and have in their possession at all times a letter of written permission from the private land owner/ permitting the business on the landowner's property.*
- h) No form of voice amplifying device shall be allowed on the mobile vending unit. All soliciting must be done at a level speaking voice with no shouting or other form of loud noise intended to attract the attention of the public.*
- i) The only goods to be sold from a mobile vendor are food and non-alcoholic beverages.*
- j) The operator of a Mobile Vending unit is responsible for the clean up of all litter generated within 10 meters of their location and shall be responsible for providing waste receptacles and removal of all collected garbage from such locations.*
- k) A maximum of one (1) additional employee will be permitted to assist the operator of a mobile vending unit at any time.*
- l) Mobile vending will be permitted seven (7) days a week commencing at 7:00a.m. and must cease on or before 10:00 p.m. of each day.*
- m) Every business license granted shall be deemed to be a personal license to the mobile vendor and non transferable to another person.*

The applicant will be required to follow these regulations if this application is approved.

ZONING:

The subject site falls within the CS-2 Zone – Service Commercial which allows for the proposed Mobile Vending use under section CS-2.1.2:

CS-2.1.2 *For Peninsula Road and Main Street, and for properties fronting either, Mobile Vending is also a principal permitted use.*

With Mobile Vending being defined as follows in the District's Current Zoning Bylaw:

***"Mobile Vending"** means the provision of merchandise, services, or food, while temporarily stationary but primarily on foot, bicycle, vehicle or any other means of transportation or with any type of mobile receptacle, including but not limited to carts, tables, and wagons, other than a delivery vehicle owned and operated by a licensed retailer or wholesaler within the District, and specifically excluding hawkers, hucksters and peddlers;*

The Mobile Vending use does not require parking under the Zoning Bylaw but the ANAF has parking that is underutilized during the allowable hours that mobile vending can operate. The Mobile Vending use does not require washroom facilities for the public or staff under either the Zoning bylaw or the Business Bylaw as the intent of Mobile Vending is to be mobile with the food service as takeout only. The manager of the ANAF has stated that the applicant will have full staff access to their washrooms.

OCP:

The subject property falls within the Official Community Plan (OCP) Village Square Development Permit Area (DPA No.1). The objectives that justify this designation include assisting in the revitalization of the Village Square and enhancing and creating form and character that befits the community's core area. The Development Permit Area guidelines are intended to create a high quality and unified character that celebrates the community's history, culture, and natural landscape. A key strategy of the OCP is to create a vibrant and mixed-use Village Square by concentrating new retail, service and office development in the area, complemented by specific residential uses.

At this time the applicant is only proposing minor site improvements. The form and character of the development mainly applies to the trailer and its location. The draft Development Permit DP18-04 includes a condition that additional landscaping be completed within 18 months, allowing time for the applicant and landowner to assess the cash flow from the new mobile business and develop their site plans in more detail.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

A minor amount of Staff time will be required to complete this application if approved.

FINANCIAL IMPACTS:

There are no other direct financial impacts from this application.

POLICY OR LEGISLATIVE IMPACTS:

There are no direct policy or legislative impacts other than those addressed in this report.

SUMMARY:

This application proposes to develop an unresolved and underutilize part of the subject property. The OCP encourages both the infill and the increase of commercial density and the proposed is a temporary step in that direction. Mobile Vending is a growing trend in BC and is a disired dining option for both residents and tourist.

OPTIONS REVIEW:

1. That Council approve Development Permit DP18-04 and the issuance of a Business license for Mobile Vending for Lot: 1, Plan: VIP5190, Clayoquot District (1708 Peninsula Road).
(Recommended)
2. Defer consideration pending receipt of further information to be identified.
3. Refuse this application.

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

Appendix A

JUN 13 2018

Dear Council,

Thank you for taking the time to consider my request for a Mobile Vending Business License outside of the ANAF, here in Ucluelet, B.C. I have lived in Ucluelet for 11 years, and have been a local business owner of Ukee Dogs for the last 7. The Cheesus food truck has been in operation over the last year, serving music festivals, Ukee Days, Canada Day in Tofino, as well as the Saturday markets in Tofino. I received confirmation from the ANAF a couple of months ago that I could continue to pursue acquiring the aforementioned license.

Cheesus is a grilled cheese food truck that is VIHA approved, and serves artisan grilled cheese sandwiches, coffees and espressos, as well as homemade sodas and kombucha. We use recyclable packaging, have our own water and wastewater tanks, and remove all of our own garbage. Wastewater and garbage will be removed to Ukee Dogs for disposal. The generator used to power the truck is 50-57dB, which is less than a normal conversation, and below Parksville's dB allowance. During business hours of 12pm-8pm as well as late night events held at the ANAF, I hope to set up 2 collapsible tables with 4 chairs at each table next to the food truck. Please see the attached image for exact location. I would also like to set up a sandwich board sign on Peninsula Rd. After business hours, everything will be packed up, and moved. The trailer will be moved every night, and dishes as well as food prep will be done at Ukee Dogs.

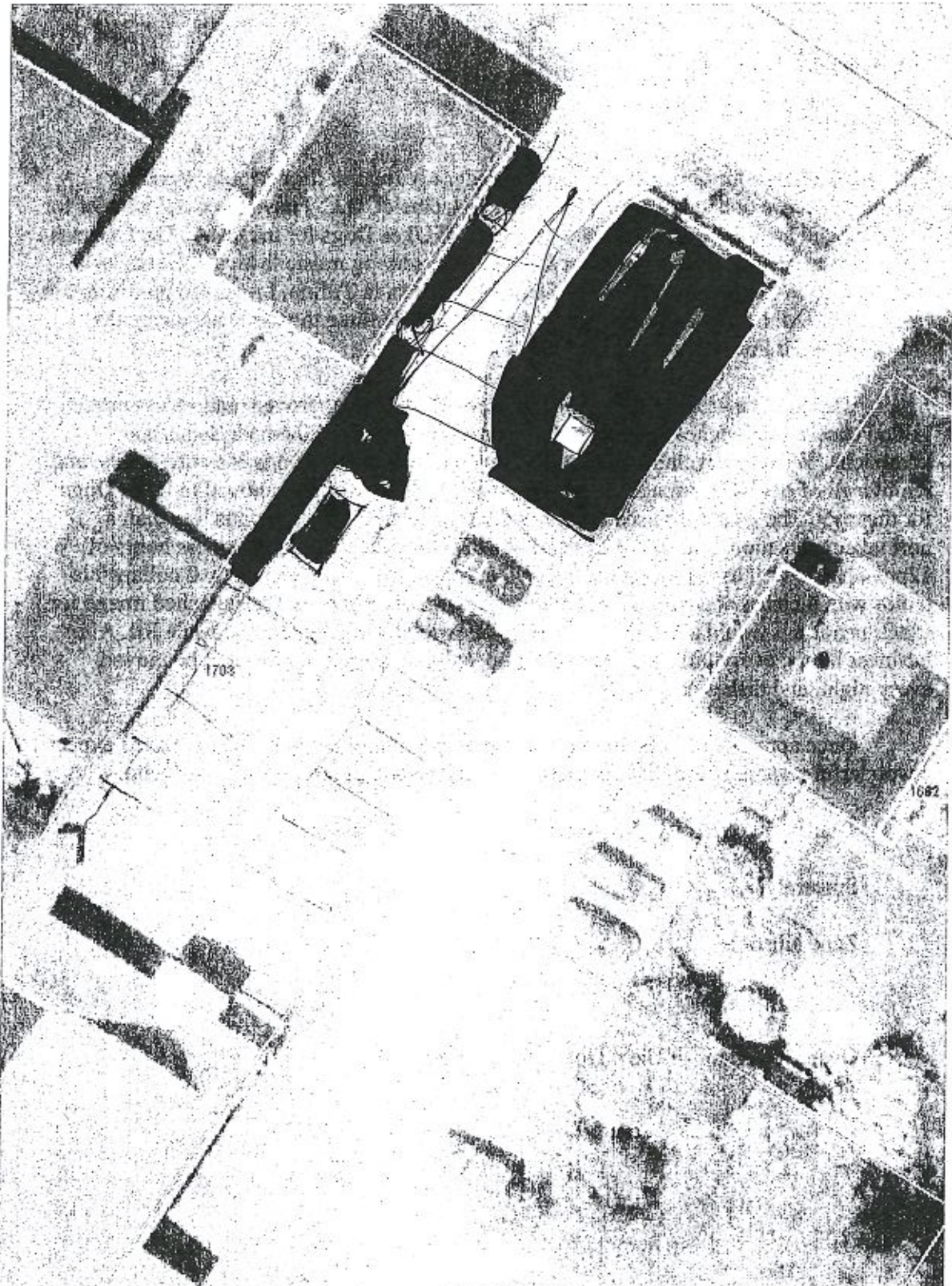
Once approved, I hope to put Cheesus into operation as soon as possible. I expect a wonderful response from the community to this new addition on the local menu.

Thank you once again for your time and consideration.

Sincerely,

Zane Nilson

Owner/Operator of Ukee Dogs and Cheesus





Health Protection Environ
201-771 Vernon Avenue
Victoria BC V8X 5A7



May 31, 2018

ZANE NILSON - FOOD CART
PO BOX 731
UCLUELET BC V0R 3A0

Dear Operator:

Health Operating Permit April 01st, 2018 to March 31st, 2019

C8282
ZANE NILSON - FOOD CART - GMCS-AMATTZ

Enclosed please find your 2018/2019 validation decal # 3574 for your facility. This decal is only valid for the months specified on your Health Operating Permit until the end of March 2019.

Mobile #2019-228
Contact Local Office

This decal should be affixed to your Permit to Operate and displayed in a conspicuous place. You must comply with terms and conditions attached to your permit.

Please note that operating permits are non-transferable. If your facility has been sold or closed, please advised your local Environmental Health office and return the permit/decal to the appropriate office. If you will be relocating your business, you will need to obtain a new operating permit through your Environmental Health Officer (EHO) prior to opening. Please contact Finance at 250-755-7691 ext 53109 for billing inquires or your local EHO office at the number below for non-billing queries.

Thank you,

Health Protection Environment Services

Victoria EHO Gateway Village Illth Unit 201 771 Vernon Ave Victoria, B.C. V8X-5A7 (250) 519-3401	Nanaimo EHO 3rd Floor, 6475 Metral Dr. Nanaimo, B.C. V9T 2L9 (250) 755-6215	Duncan EHO 4 th Floor 238 Government St Duncan, B.C. V9L 1A5 (250) 737-2010	Campbell River EHO 200-1100 Island Hwy Campbell River, BC V9W 8C6 (250) 850-2110
Port Alberni EHO 4227 6 th Ave Port Alberni, B.C. V9Y 4N1 (250) 731-1315	Parksville EHO OHC 489 Alberni Hwy Parksville, B.C. V9P 1J9 (250) 947-8222	Port Hardy EHO 7070 Market St Port Hardy, B.C. V0N 2P0 (250) 902-6071	Courtenay EHO 355 11 th St. Courtenay, B.C. V9N 1S4 (250) 331-8518

Army, Navy & Air Force Unit 293

1708 Peninsula Rd. Ucluelet, B.C

FOOD VENDOR CONTRACT

Name of Business:

Contact Person:

Contact #

This contract is an agreement between the food vendor & the ANAF to provide a space for a mobile vending unit.

TERMS AND CONDITIONS

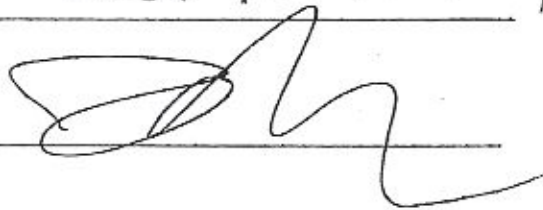
1. Vendor must provide own equipment (cart, tent, garbage bin etc)
2. Vending can occur between 9am and 2am, 7 days a week.
3. No running water or electricity is provided.
4. Access to ANAF dumpster is provided.
5. Rental fee paid on a monthly basis on the last day of the month.
6. Parking provided on site for vendor & patrons.

By signing below, I have read and agree to the Terms and Conditions as stipulated on this agreement. If any parties do not follow the terms and conditions the contract can be cancelled with no notice.

Name of Applicants:

Zane Nilson

Signature of Applicants:



ANAF Representative:

Bronwyn Kelleher

DATE:

June 13th 2018

Army, Navy & Veterans in Canada Unit 293
1708 Peninsula Rd.
Ucluelet, B.C
V0R3A0

To Ucluelet City Council & Mayor.

As you may be aware the Army & Navy Unit 293 has been trying to diversify our revenue streams. We also would like to support local businesses and community organizations in order to help them grow.

We have received a lot of community support over the years, and we would like to begin giving back in turn with the assets we have, which in this case is a parking lot.

We have decided to try to utilize our parking lot and support small local businesses by providing space for food vendors. There is limited food options in Ucluelet and especially during the summer months with the increase in tourism. We feel that by providing food vending in the middle of town it will supplement the already existing food businesses and provide more options for locals and tourists alike.

We strive to have a good working relationship with council and the town in general, so let us know if there is anything we can do to improve.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Bronwyn Kelleher (Vice President)
Kasia Kromka (Unit Secretary)

 290 -


CSIO**CERTIFICATE OF LIABILITY INSURANCE**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS

To whom it may concern

2. INSURED'S FULL NAME AND MAILING ADDRESS

Zane Nilson & Louise Hemmings dba Ukee Dogs

PO Box 731

POSTAL
CODE

Ucluelet

British Columbia

POSTAL
CODE

V0R 3A0

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)

12 seat unlicensed restaurant & mobile food cart.

4. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)			
				COVERAGE	DED.	AMOUNT OF INSURANCE	
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES	Canadian Northern Shield Insurance Company - COM800532146	2018/04/11	2019/04/11	COMMERCIAL GENERAL LIABILITY	\$1,000		
				BODILY INJURY AND PROPERTY DAMAGE LIABILITY			\$5,000,000
				- GENERAL AGGREGATE			\$2,000,000
				- EACH OCCURRENCE			\$2,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE			\$2,000,000
				<input type="checkbox"/> PERSONAL INJURY LIABILITY			
				OR <input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY			\$2,000,000
				MEDICAL PAYMENTS			\$10,000
				TENANTS LEGAL LIABILITY			\$300,000
				POLLUTION LIABILITY EXTENSION			
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** <small>** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</small>	Canadian Northern Shield Insurance Company - COM800532146	2018/04/11	2019/04/11	NON OWNED AUTOMOBILE		\$2,000,000	
				BODILY INJURY AND PROPERTY DAMAGE COMBINED			
				BODILY INJURY (PER PERSON)			
				BODILY INJURY (PER ACCIDENT)			
				PROPERTY DAMAGE			
				EACH OCCURRENCE			
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>				AGGREGATE			
OTHER LIABILITY (SPECIFY) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							

5. CANCELLATION

We will endeavour to mail 30 days written notice of cancellation, lapse or material change to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS

MacDermott's Insurance Agency Ltd.

4907 Argyle Street

Port Alberni

BC

POSTAL
CODE

V9Y 1V6

BROKER CLIENT ID: 013681

POSTAL
CODE**8. CERTIFICATE AUTHORIZATION**

ISSUER MacDermott's Insurance Agency Ltd.

AUTHORIZED REPRESENTATIVE Brian Carriere, CAIB

SIGNATURE OF
AUTHORIZED REPRESENTATIVE

DATE June 13, 2018

EMAIL ADDRESS brian@macdermott.com

CONTACT NUMBER(S)

TYPE Main NO. (250) 724-3241

TYPE Fax NO. (250) 724-7117

TYPE NO.

TYPE NO.

To Ucluelet District Staff & Council,

We,
understand that the ANAF executive plan to have a mobile food cart
operating on their property.

We do not have any concerns and are in support of their use
of the property as a location for a food vendor.

If you have any questions, please do not hesitate to contact us.

Regards,



RICHARD NORWOOD

(Norwoods)


To Ucluelet District Staff & Council,

We,
understand that the ANAF executive plan to have a mobile food cart
operating on their property.

We do not have any concerns and are in support of their use
of the property as a location for a food vendor.

If you have any questions, please do not hesitate to contact us.

Regards,

 Ian Riddick
Heartwood Kitchen

To Ucluelet District Staff & Council,

We, Ukeo Square Holdings
understand that the ANAF executive plan to have a mobile food cart
operating on their property.

We do not have any concerns and are in support of their use
of the property as a location for a food vendor.

If you have any questions, please do not hesitate to contact us.

Regards,



(Barry's Pharmacy)

To Ucluclet District Staff & Council,

We,
understand that the ANAF executive plan to have a mobile food cart
operating on their property.

We do not have any concerns and are in support of their use
of the property as a location for a food vendor.

If you have any questions, please do not hesitate to contact us.

Regards,

Carla Anderson


(Ocean Pet Supplies)



DEVELOPMENT PERMIT DP18-04

Pursuant to Part 14, Division 7 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Permit is issued to:

ZANE NILSON AND THE ARMY, NAVY & VETERANS IN CANADA UNIT 293
1708 PENINSULA ROAD, UCLUELET, BC, CA, V0R 3A0

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

Lot: 1, Plan: VIP5190, Clayoquot District (1708 Peninsula Road).

3. This Development Permit is issued subject to compliance with all of the bylaws of the District of Ucluelet.

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

- a. One Food Trailer.
- b. Electrical servicing of the above unit.
- c. The landscape planters to the northeast of the food trailer.

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

5. This permit is issued on the condition that the permit holder shall, within 18 months from the date of issuance, provide a more detailed site plan for landscape improvements in the general locations shown on **Schedule B** for review and approval by the District, and shall install the additional landscaping.
6. The work authorized by this Permit may only be carried out:
- a. in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013.
 - b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.
7. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
8. This Permit is NOT a Building Permit.
9. **Schedules "A" and "B"** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.



AUTHORIZING RESOLUTION passed by the Municipal Council on the day of , 2018.

IN WITNESS WHEREOF this Development Permit is hereby executed and issued by the Municipality the day of , 2018.

THE DISTRICT OF UCLUELET
by its authorized signatories:

Dianne St. Jacques – Mayor

Mark Boysen – Corporate Officer

OWNER
by its authorized signatory

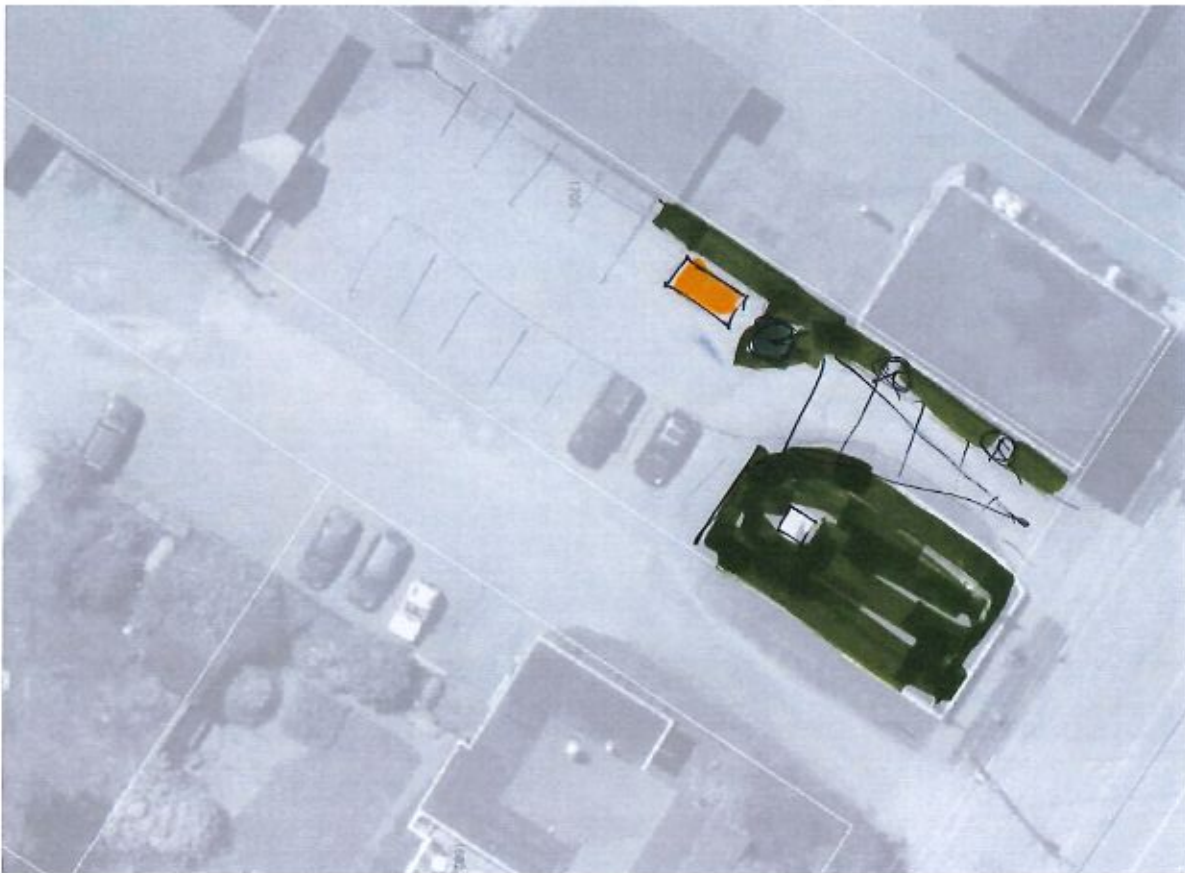
Owner, by its authorized signatory

ISSUED the day of , 2018.

Bruce Greig - Manager of Planning

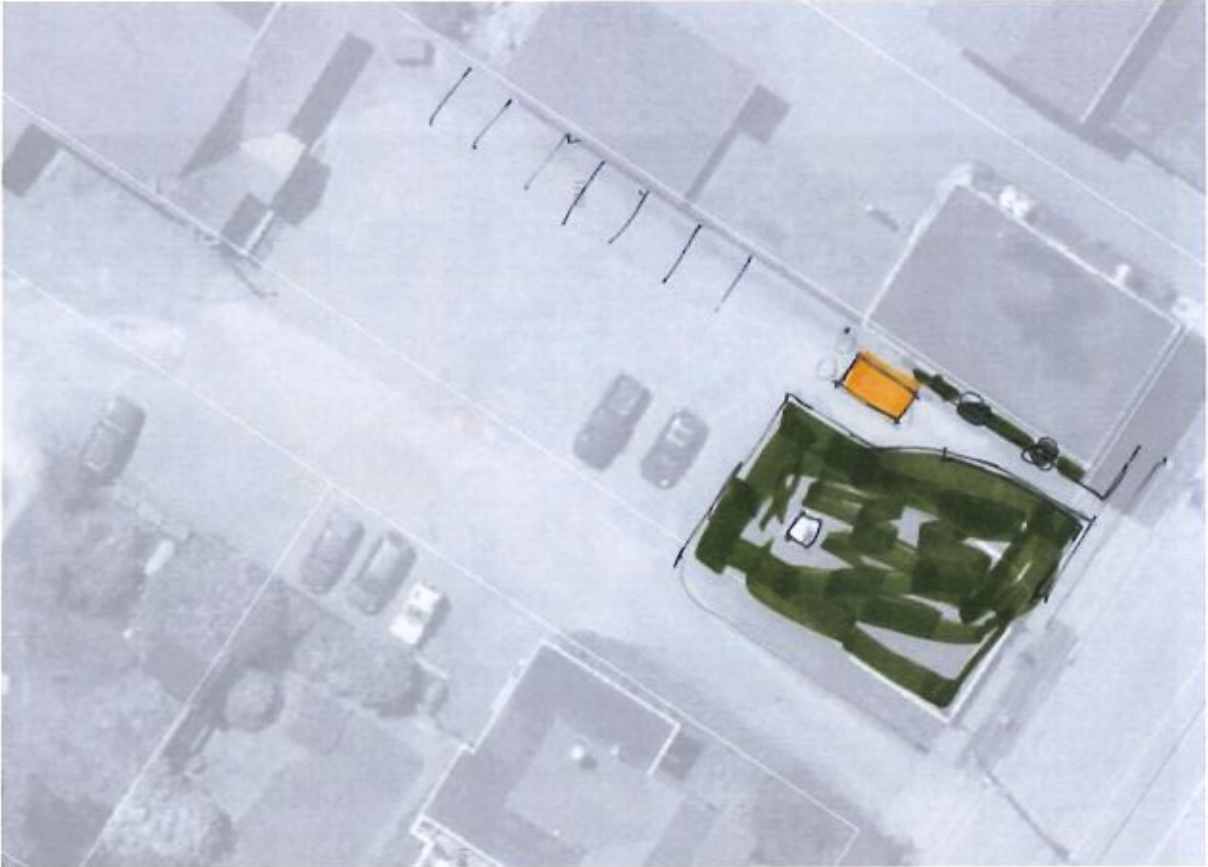


Schedule A





Schedule B





STAFF REPORT TO COUNCIL

Council Meeting: July 10, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING **FILE NO:** 3360-20-RZ18-02

SUBJECT: THIRD READING OF ZONING AMENDMENT BYLAW NO. 1233, 2018 (1068 HELEN ROAD)

ATTACHMENTS: APPENDIX A – EXCERPT FROM JUNE 12, 2018, COUNCIL MEETING **REPORT NO:** 18-74
APPENDIX B – ZONING AMENDMENT BYLAW NO. 1233, 2018

RECOMMENDATION:

1. **THAT** District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018, be given third reading.

PURPOSE:

The purpose of this report is to advance Bylaw No. 1233, 2018, to third reading. The Bylaw received first and second reading at the regular meeting of Council on June 12th, 2018, and was the subject of a Public Hearing on July 10th, 2018. Upon closure of the Public Hearing, Council is in a position to consider third reading of the bylaw.

OPTIONS REVIEW:

1. THAT Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018, be given third reading. **(Recommended)**
2. THAT Council defer the reading of the Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018, to a future date to be identified.
3. THAT Council abandon Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018.

Respectfully submitted: Bruce Greig, Manager of Community Planning
Mark Boysen, Chief Administrative Officer



DISTRICT OF UCLUELET

Excerpts from the June 12, 2018 Regular Council Meeting

**13.4 REPORT - Application to Amend Zoning Bylaw No. 1160, 2013
(1068 Helen Road)
John Towgood, Planner 1**

2017-024

It was moved by Councillor Mole and seconded by Councillor Oliwa
THAT Council approve recommendation 1 of legislation item, "Application to
Amend Zoning Bylaw No. 1160, 2013 (1068 Helen Road) which states:
1. THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233,
2018 be given first and second reading and advance to a public hearing.
CARRIED.

**13.5 BYLAW - District of Ucluelet Zoning Bylaw Amendment Bylaw No.
1233, 2018**

2017-025

It was moved by Councillor Noel and seconded by Councillor Mole
THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018 be
given First reading.
CARRIED.

2017-026

It was moved by Councillor McEwen and seconded by Councillor Mole
THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018 be
given Second reading.
CARRIED.

DISTRICT OF UCLUELET

Bylaw No. 1233, 2018

A bylaw to amend the District of Ucluelet Zoning Bylaw (1068 Helen Road).

WHEREAS the District of Ucluelet Council by Bylaw No. 1160 adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

1. Text Amendment:

Schedule B of District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by adding a new subsection R-1.7 to the R-1 Single Family Residential zone as follows:

"R-1.7 Other Regulations:

R-1.7.1 Notwithstanding other regulations in this bylaw, on the lands legally described as Lot 1, District Lot 543 Native Island, Clayoquot District, Plan VIP86443, P.I.D. 027-856-194 (1068 Helen Road), the following regulations apply:

(1) Maximum Floor Area Ratio: 0.43

(2) A *secondary suite* is a permitted use in a *single family dwelling* which also contains a Bed and Breakfast use."

2. Citation:

This bylaw may be cited for all purposes as the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018".

READ A FIRST TIME this 12th day of **June, 2018.**

READ A SECOND TIME this 12th day of **June, 2018.**

PUBLIC HEARING held this day of , 2018.

READ A THIRD TIME this day of , 2018.

ADOPTED this day of , 2018.

CERTIFIED A TRUE AND CORRECT COPY of "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 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



Figure 1 - Site Location

BACKGROUND:

An application has been received to stratify the subject building into six separate strata titled units, in accordance with Section 242 of the *Strata Property Act*. The subject building was approved by a development permit (DP) on June 20th, 2008. From the 2008 DP report two items are outstanding:

1. In 2008 density for resort condominiums was controlled by a zoning clause that allowed 1 unit per 95sm of land area. The combined area of both lot 1 and 2 allowed for 5 units but the applicant was proposing 6 units. For the extra density the applicant offered to register one staff housing unit on the neighboring "Cabins on Terrace Beach" property. This agreement has not been registered on title of the "Cabins on Terrace Beach" property.
2. An extension of the Wild Pacific Trail (WPT) was to be built, surveyed and registered on title. This trail was built but the ROW was not registered on title.

There are two letters to the applicant requesting that these items be completed dated September 2009 and April 2011. Staff have discussed both outstanding items with the applicant and the applicant has stated that they will work with staff to satisfy the requirements before the documentation is signed by the District of Ucluelet. Also, the subject building currently sits on two properties (Lot 2 and Lot 3). Staff have suggested that the two properties be consolidated prior to the stratification of the units. The applicant is currently taking the steps required to consolidate the two lots.

DISCUSSION:

The "*Strata Property Act*" designates Council as the approving authority for strata conversion applications, where the units are previously occupied. The Act sets out certain guidelines that Council must consider in this regard:

- *the priority of rental accommodation over privately owned housing in the area;*
- *any proposals for the relocation of persons occupying a residential building;*
- *the life expectancy of the building;*
- *projected major increases in maintenance costs due to the condition of the building; and*
- *any other matters that, in its opinion, are relevant.*

Because this is a Resort Condominium strata conversion and not a residential conversion, the considerations focused on the impact to rental accommodation priorities are not relevant. The following are important Council considerations for this Resort Condominium application:

1. The life expectancy of the building

The building is 10 years old and with it being constructed in steel and concrete, Staff consider the subject building to have a considerable lifespan remaining.

2. Projected major increases in maintenance costs

With the building's relatively young age, Staff do not anticipate unmanageable increases in building maintenance.

3. Any other matters that, in its opinion, are relevant

This last guideline in the act gives Council a chance to look at the bigger picture in relation to this strata conversion and consider what in its opinion are relevant matters.

OCP:

The OCP does not address the strata ownership of Resort Condominium properties.

ZONING BYLAW REQUIREMENTS:

The property is currently compliant to the current zoning bylaw requirements.

BUILDING BYLAW AND BUILDING CODE REQUIREMENTS:

The Subject building was built under the supervision of a Coordinating Registered Professional (CRP) and the six units were given occupancy on March 24, 2011. From the building permit records this building was fully compliant with building code current at the time. Because these sprinklered units were constructed within 8 years and under the direction of a CRP that oversaw the structural, electrical, mechanical, architectural and engineering, Staff consider this building to substantially comply to the current BC building code.

PROTECTION AND RELOCATION OF EXISTING TENANTS:

The subject building does not currently have full time residents.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

A minor amount of Staff time will be required to review, verify and authorize the strata conversion if approved.

FINANCIAL IMPACTS:

There are no other direct financial impacts from this application.

POLICY OR LEGISLATIVE IMPACTS:

There is currently no District of Ucluellet policy specific to strata conversions.

SUMMARY:

The conversion of this building to strata ownership will have minimal impact to the community at large. The adoption of a housing agreement for the neighbouring Cabins at Terrace Beach is a housekeeping matter which would ensure the continued existence of an employee housing unit.

OPTIONS REVIEW:

1. That Ucluelet Housing Agreement Bylaw No. 1235, 2018, be given first, second and third readings. **(Recommended)**
2. That Council approve the strata conversion of the Resort Condominium building located at 203 Boardwalk Boulevard subject to:
 - a. the registration of a 5m public trail right of way across the water side frontage; and
 - b. pending adoption of Ucluelet Housing Agreement Bylaw No. 1235, 2018, the registration of a housing agreement for one staff housing unit on the neighboring lands: Lot: 1 Block: Plan: VIP66548 Section: 21 Clayoquot District: except Plan VIP70592 (1082 Peninsula Road). **(Recommended)**
3. That the Mayor and Corporate Officer be authorized to execute all documentation relating to this matter. **(Recommended)**
4. Defer consideration pending receipt of further information to be identified.
5. Refuse the application.

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



www.cornerarch.com 403 - 611 Alexander Street Vancouver BC V6A 1E1 fax 604 253-8133 phone 604 253-0800

April 27, 2018

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

Attn: Nicholas Henderson - Building Inspector

Re: Sabbatical
203 Boardwalk Boulevard
Ucluelet BC

Lot 2 section 21, Clayquot District, Plan VIP66186 PID 023-956-666
Lot 3 section 21, Clayquot District, Plan VIP66186 PID 023-956-674

Cornerstone Architecture designed this project to the requirements of the 2006 edition of the BC Building Code, which was the code in force at the time of construction. The project was also executed in conformance with the requirements of the Platinum level in the voluntary Built Green program.

I was the Coordinating Registered Professional for the project and provided field review services during construction related to that role. The building was constructed in substantial conformance with the 2006 BC Building Code.

Sincerely

CORNERSTONE architecture

DRAFT

Scott M Kennedy P Eng.
Principal
skennedy@cornerarch.com

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

Applicant:
Lougheed Enterprises Ltd.
102-2455 Dollarton Hwy.
North Vancouver, BC
V7H 0A2

Site Address:
Sabbatical
Lot 2,3 VIP66186 Section 21, DL09
203 Boardwalk Boulevard
Ucluelet, BC
V0R 3A0

Application Type:
Strata Conversion

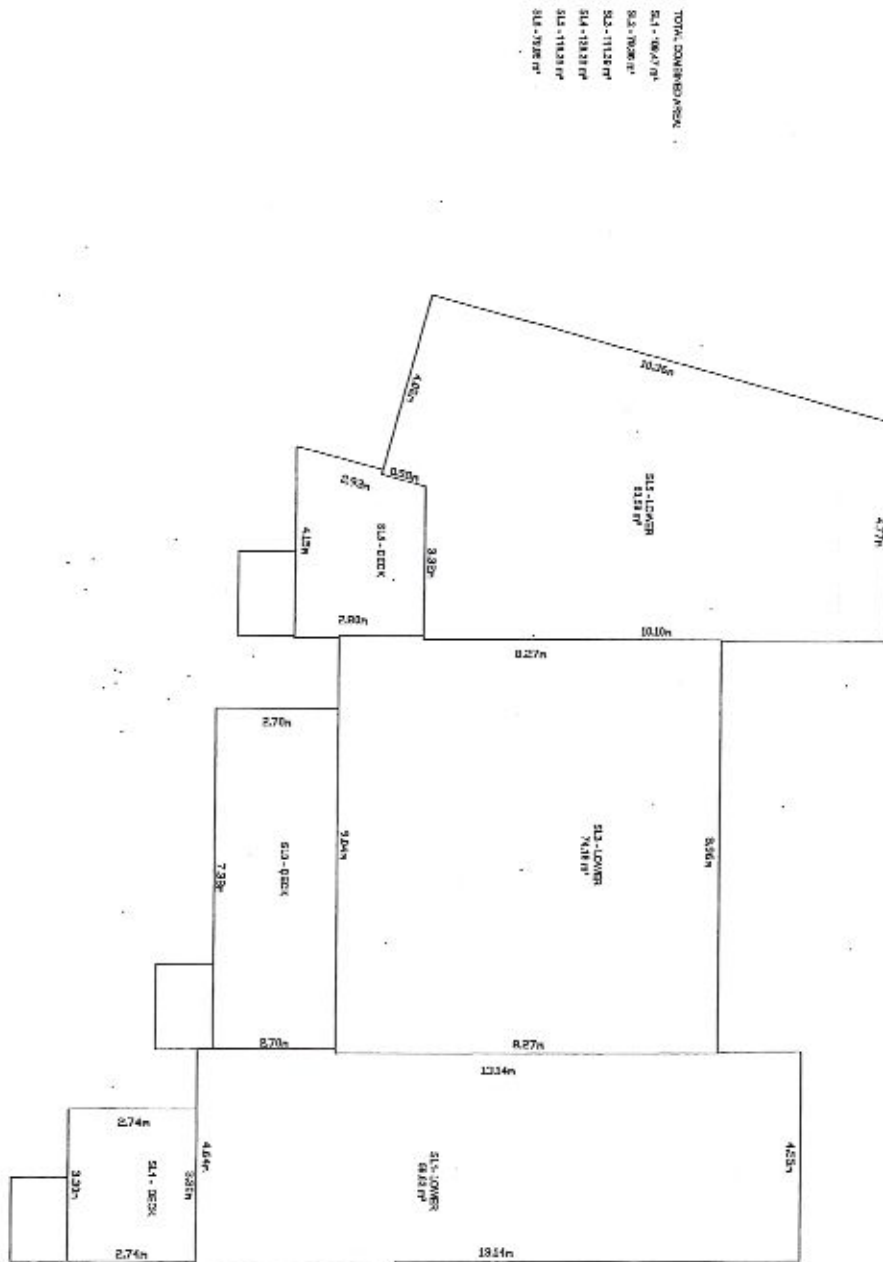
Intent:
Lougheed Enterprises Ltd. intend to convert the subject property to Strata Condominium. The current use of the property is nightly rental. The conversion to Strata would allow the sale of individual units currently held by Lougheed Enterprises Ltd.

The conversion will not negatively impact tenants as the current use is short term rental. The project was designed and constructed to 2006 Building Code (see attached letter from Cornerstone Architecture).

The project was originally designed/constructed with the intent of selling Strata units which was delayed due to market conditions.

May 25/2018
Date


Signature of Applicant



TOTAL CONVERSION AREA:
 S14 - 18.83 sq ft
 S13 - 7.81 sq ft
 S13 - 4.12 sq ft
 S14 - 18.83 sq ft
 S13 - 7.81 sq ft

10000
 Proposed Plan of Conversion
 Conversion of the Six Unit Resort Condominium
 Conversion of the Six Unit Resort Condominium

UNIT	AREA (sq ft)	AREA (sq m)
S14-LOWER	18.83	1.73
S13-LOWER	7.81	0.72
S13-DECK	4.12	0.38
TOTAL	30.76	2.83

CONVERTED ENTERPRISES
 10000
 10000

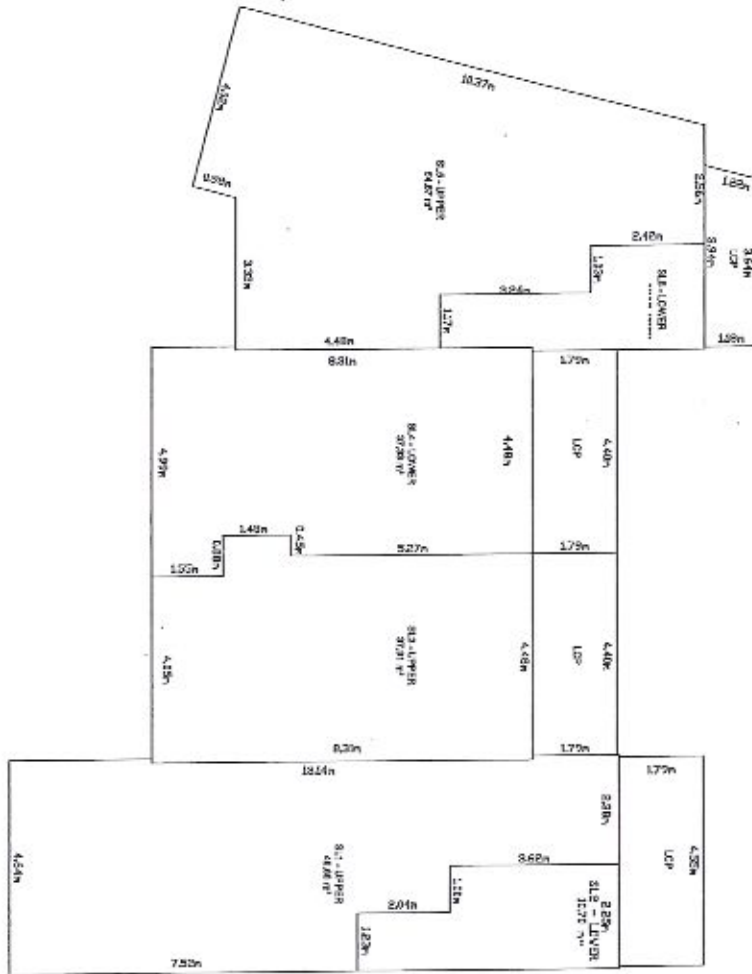
RESIDENTIAL - 100 UNIT ST
 STRATA CONVERSION

NO.	DATE	BY	REVISION
1	01/01/2011	JAN	ISSUE FOR PERMIT

LEVEL 1
 PROPOSED STRATA
 PLAN

CONVERTED ENTERPRISES
 S14-A1

TOTAL COVERED AREA:
 S1 - 793.47 m²
 S2 - 723.14 m²
 S3 - 111.23 m²
 S4 - 182.11 m²
 S5 - 118.27 m²
 S6 - 782.87 m²



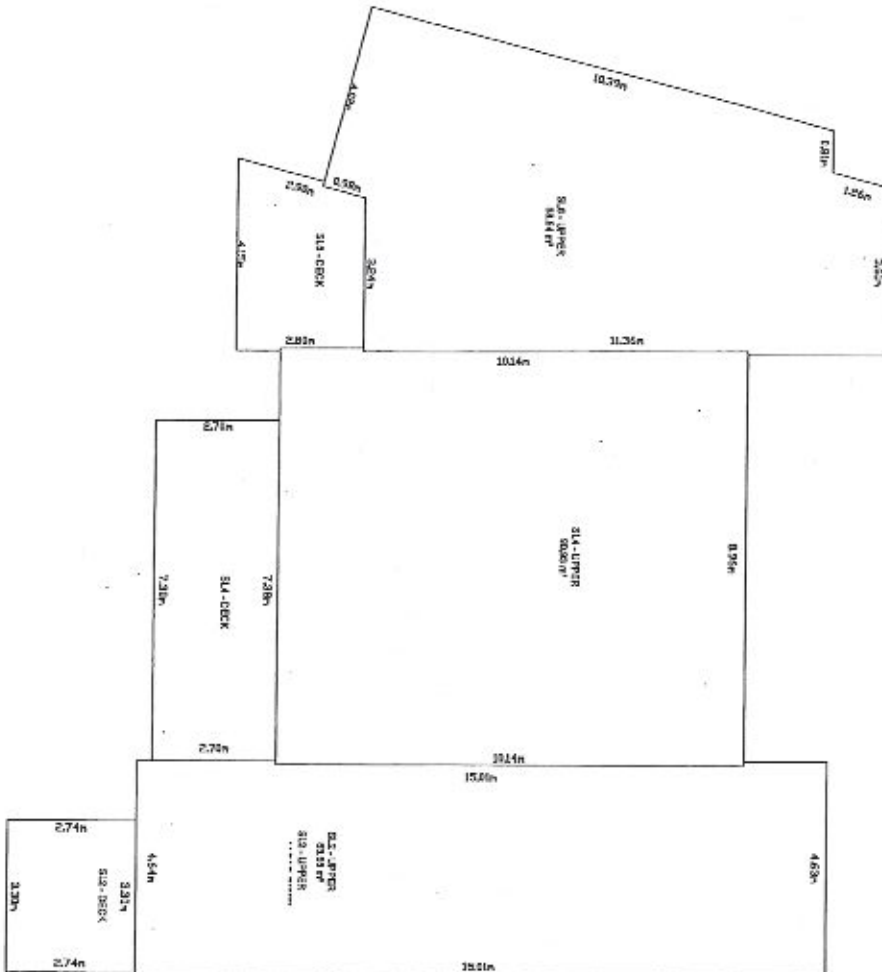
DATE: 11/01/2011
 TIME: 10:00 AM
 DRAWN BY: [Name]
 CHECKED BY: [Name]

PROJECT: SABBATICAL - JUCU/FT STRATA CONVERSION

LEVEL 2
 PROPOSED STRATA
 PLAN

CONTRACT NUMBER: SL-A2

TOTAL COMMONS AREA
 S11 - 166.77 m²
 S12 - 79.86 m²
 S13 - 112.81 m²
 S14 - 202.81 m²
 S15 - 110.20 m²
 S16 - 73.31 m²



10/20
 Prepared by: [Name]
 Checked by: [Name]
 Approved by: [Name]

PROJECT: [Name]
 LOCATION: [Name]
 DATE: [Date]

PREPARED BY: [Name]
 CHECKED BY: [Name]
 APPROVED BY: [Name]

LEVEL 3
 PROPOSED STRATA
 PLAN

SCALE: 1:100
 S1-A-3

DISTRICT OF UCLUELET

Bylaw No. 1235, 2018

A Bylaw to Authorize the District of Ucluelet to Enter into a Housing Agreement.

(the Cabins at Terrace Beach staff housing)

WHEREAS the Municipality may, by Bylaw, under Section 483 of the *Local Government Act* enter into a Housing Agreement which may include terms and conditions agreed to by the Municipality and the Owner regarding the occupancy of the housing units identified in the Agreement;

AND WHEREAS the Municipality has issued a Development Permit to enable the Owner to construct and maintain resort condominium units at a bonus density on the neighbouring property at 203 Boardwalk Avenue;

AND WHEREAS the Owner has offered to register a Housing Agreement to ensure a staff housing unit is maintained on the Lands described in this Bylaw, and the Municipality has deemed it expedient to require the Owner to enter into a Housing Agreement with the Municipality pursuant to Section 483 of the *Local Government Act*;

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

1. The Municipality is authorized to enter into a Housing Agreement pursuant to Section 483 of the *Local Government Act*, in substantially the form attached to this Bylaw as Schedule "A", with respect to the land located in the District of Ucluelet having a civic address of 1082 Peninsula Road and being more particularly known and described as:

Lot 1, Section 21, Clayoquot District, Plan VIP66548 Except That Part in Plan VIP70592

as shown shaded on the map attached to this bylaw as Appendix "A".

2. The Mayor and the Chief Administrative Officer of the Municipality are authorized to execute the Housing Agreement on behalf of the Municipality.

CITATION

3. This bylaw may be known and cited for all purposes as the "**Ucluelet Housing Agreement Bylaw No. 1235, 2018**".

READ A FIRST TIME this day of , 2018.

READ A SECOND TIME this day of , 2018.

READ A THIRD TIME this day of , 2018.

ADOPTED this day of , 2018.

Mayor
Diane St. Jacques

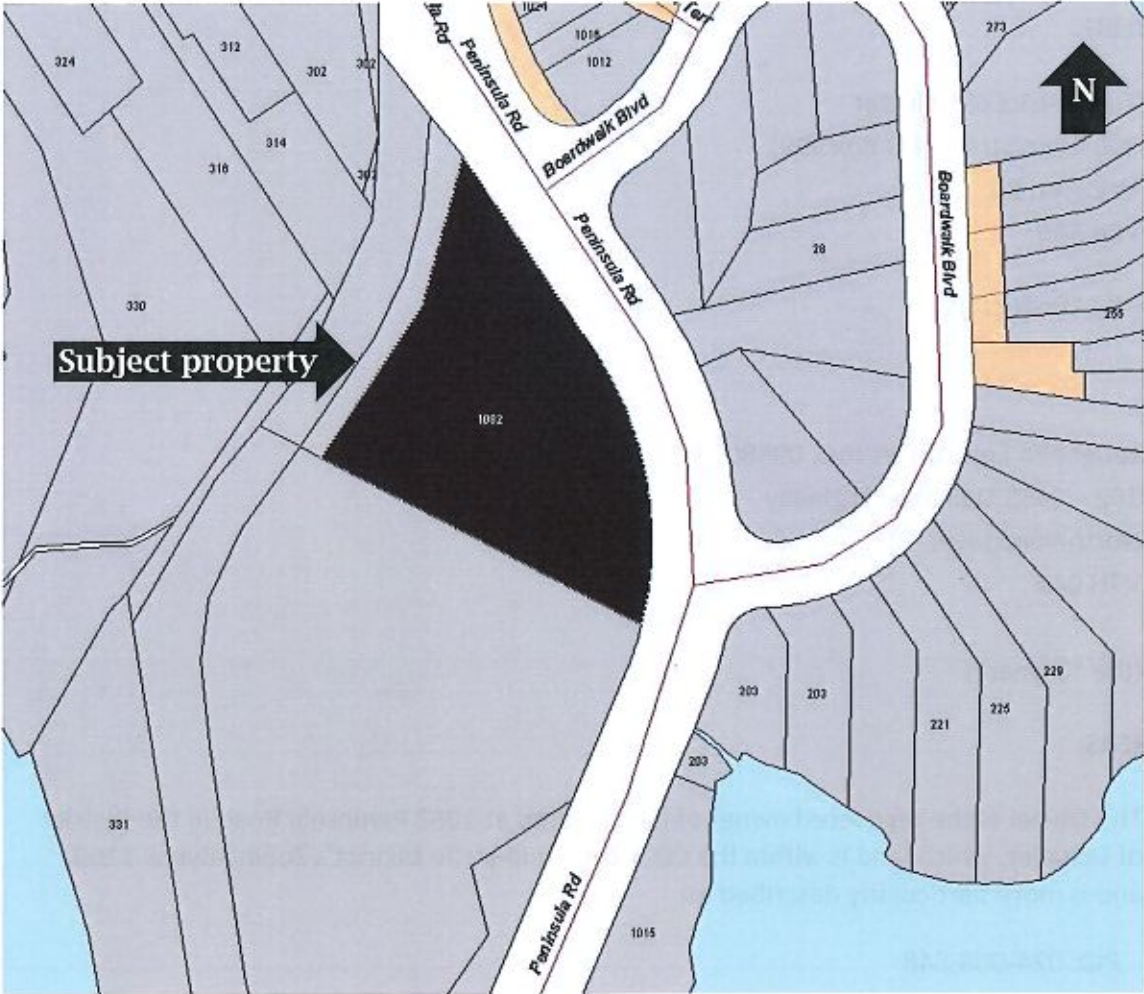
CAO
Mark Boysen

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

CAO
Mark Boysen

Appendix "A" to Ucluelet Housing Agreement Bylaw No. 1235, 2018

Subject property: Lot 1, Section 21, Clayoquot District, Plan VIP66548 Except That Part in Plan VIP70592 (1082 Peninsula Road)



Schedule "A" to Bylaw No. 1235

HOUSING AGREEMENT

(Section 483, *Local Government Act*)

This Agreement, dated for reference the ___ day of _____, 2018 is

BETWEEN:

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

(the "District")

and:

Lougheed Enterprises Inc., 0998092
102 – 2455 Dollarton Highway
North Vancouver, BC
V7H 0A2

(the "Owner")

WHEREAS:

- A. The Owner is the registered owner of land located at 1082 Peninsula Road in the District of Ucluelet, which land is within the CD-5 Zone under the District's Zoning Bylaw 1160, and is more particularly described as:

PID: 024-008-648

Lot 1 Section 21 Clayoquot District Plan VIP66548 Except That Part in Plan VIP70592

(the "Land");

- B. The Owner has offered to enter into this agreement restricting the occupancy of the proposed staff housing unit to employees of "the Cabins at Terrace Beach" business operating on the Land, or other employees of hotels, motels or restaurants operating within the boundaries of the District of Ucluelet;
- C. The District may, pursuant to Section 483 of the *Local Government Act*, enter into a housing agreement with an owner of land that includes terms and conditions regarding the occupancy, tenure and availability to specified classes of persons of the housing that is

subject to the agreement; and,

- D. The Council of the District has, by Housing Agreement Bylaw No. 1235, 2018, authorized the District to enter into this Agreement with the Owner,

THIS AGREEMENT is evidence that in consideration of \$2.00 paid by the District to the Owner, the receipt and sufficiency of which are acknowledged by the Owner, and in consideration of the promises exchanged below, the parties agree, as a housing agreement between the Owner and the District under s. 483 of the *Local Government Act*, as follows:

STAFF HOUSING UNITS

1. **Occupancy Restriction.** The Owner agrees that the employee housing unit located on the upper floor of the Check-in Centre building located on the Land, as indicated in Schedule B to this Agreement, will be occupied only by the employees of the Owner or employees of restaurants, hotels or motels located within the boundaries of the District of Ucluelet, and the children and spouses of those employees, provided that children and spouses are only allowed to occupy a unit while the unit is occupied by the employee.
2. **Annual Verification.** No later than January 15 of each year beginning in 2019 the Owner will provide to the District, substantially in the form attached as Schedule A to this Agreement unless the District agrees to accept another form, a written statement of the Owner confirming the occupancy in respect of each unit on the Land complies with section 1, above.

DEFAULT AND REMEDIES

3. The Owner agrees that any breach or default in the performance of this Agreement on its part must be corrected, to the satisfaction of the District, within the time stated in any notice of default provided to the Owner by the District.
4. The Owner acknowledges that an award of damages may be an inadequate remedy for a breach of this Agreement and that the District is entitled in the public interest to an order for specific performance of this Agreement, a prohibitory or mandatory injunction to cure any breach of this Agreement, and a declaration that a residential tenancy agreement or any portion of such an agreement or a strata corporation bylaw constitutes a breach of this Agreement and is unenforceable.

GENERAL PROVISIONS

5. **Housing Agreement.** The Owner acknowledges that this Agreement constitutes a housing agreement under s.483 of the *Local Government Act* and that the District will register a notice of this housing agreement against title to the Land.
6. **Indemnity.** The Owner shall indemnify and save harmless the District and each of its elected

officials, officers, directors, employees and agents from and against all claims, demands, actions, loss, damage, costs and liabilities for which any of them may be liable by reason of any act or omission of the Owner or its officers, directors, employees, agents or contractors or any other person for whom the Owner is at law responsible, that constitutes a breach of this Agreement.

7. **Release.** The Owner releases and forever discharges the District and each of its elected officials, officers, directors, employees and agents and each of their heirs, executors, administrators, personal representatives, successors and assigns from all claims, demands, damages, actions or causes of action arising out of the performance by the Owner of its obligations under this Agreement.
8. **Survival.** The obligations of the Owner set out in sections 10 and 11 shall survive any termination of this Agreement.
9. **Municipal Powers Unaffected.** This Agreement does not limit the discretion, rights, duties or powers of the District under any enactment or the common law, impose on the District any duty or obligation, affect or limit any enactment relating to the use or subdivision of the Land, or relieve the Owner from complying with any enactment.
10. **No Public Law Duty.** Where the District is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the District is under no public law duty of fairness or natural justice in that regard and the Owner agrees that the District may do any of those things in the same manner as if it were a private party and not a public body.
11. **Notice.** Notice required or permitted to be served under this Agreement is sufficiently served if delivered in person or mailed to the postal address of the Owner or the District, as the case may be, at the address set out above, and in the case of mailed notice shall be deemed to have been received on the third day following mailing.
12. **Enuring Effect.** This Agreement is binding upon, and enures to the benefit of the parties and their respective successors and permitted assigns.
13. **Severability.** If any provision of this Agreement is found to be invalid or unenforceable, it shall be severed from this Agreement and the remainder shall remain in full force and effect.
14. **Remedies and Waiver.** All remedies of the District under this Agreement are cumulative, and may be exercised in any order or concurrently, any number of times. Waiver of or delay by the District in exercising any remedy shall not prevent the later exercise of any remedy for the same or any similar breach.
15. **Sole Agreement.** This Agreement represents the entire agreement between the parties respecting the tenure, use and occupancy of the housing units to be located on the Land, and there are no representations, conditions or collateral agreements on the part of the District

other than those set out in this Agreement.

- 16. **Further Assurance.** The Owner must forthwith do all acts and execute such instruments as may be reasonably necessary in the opinion of the District to give effect to this Agreement.
- 17. **Runs with the Land.** This Agreement runs with the Land, including any part into which the land may be subdivided, and is binding on the Owner and all persons who acquire an interest in the Land.
- 18. **No Joint Venture.** Nothing in this Agreement will constitute the District as the joint venturer, agent or partner of the Owner or give the Owner any authority to bind the District in any way.

Lougheed Enterprises Inc., by its authorized signatories:

Name:

Date:

The Corporation of the District of Ucluelet,
by its authorized signatories:

Mayor:

Date:

Corporate Officer:

Date:

Schedule A to Housing Agreement

STATUTORY DECLARATION

CANADA)	IN THE MATTER OF A HOUSING
)	AGREEMENT WITH THE DISTRICT OF
)	UCLUELET
)	
PROVINCE OF BRITISH COLUMBIA)	("Housing Agreement")
)	

TO WIT:

I, _____ of _____, British Columbia, do solemnly declare that:

1. I am the owner or authorized signatory of the owner of land located at 1082 Peninsula Road in the District of Ucluelet, (the "Lands"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Lands.
3. For the period from _____ to _____ the Lands were occupied only by employees of the Cabins at Terrace Beach or another hotel, motel or restaurant business operating within the District of Ucluelet, or the children or spouses of those employees. Attached to this declaration is a list of the tenants of each of the units located on the Lands, and their place of employment.
4. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the District of
 Ucluelet, in the Province of British Columbia,
 this _____ day of _____, 20____.

 A Commissioner for Taking Affidavits in the
 Province of British Columbia

 DECLARANT

Schedule "B" to Housing Agreement

EMPLOYEE HOUSING UNIT

(1082 Peninsula Road – the Cabins at Terrace Beach)

