



**REGULAR MEETING OF COUNCIL**  
**Tuesday, May 12, 2020 @ 3:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
<p>Council would like to acknowledge the Yuułu?if?ath First Nation, on whose traditional territories the District of Ucluelet operates.</p>	
3. NOTICE OF VIDEO RECORDING	
<p>Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube. Delegates and meeting participants are also advised that this meeting is being conducted via Zoom which may store data on foreign servers.</p>	
4. ADDITIONS TO AGENDA	
5. APPROVAL OF AGENDA	
6. ADOPTION OF MINUTES	
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<p style="padding-left: 20px;"><a href="#">2020-04-27 Special Council</a></p>	
6.2 April 28, 2020 Regular Council Minutes	5 - 12
<p style="padding-left: 20px;"><a href="#">2020-04-28 Regular Council</a></p>	
7. UNFINISHED BUSINESS	
7.1 Lot 13 Marine Drive - Correspondence from Weyerhaeuser	13
<p style="padding-left: 20px;"><i>Todd Powell, Vice President of Weyerhaeuser NR Company</i></p> <p style="padding-left: 20px;"><a href="#">Weyerhaeuser to District of Ucluelet Council May 8 2020</a></p>	
8. MAYOR'S ANNOUNCEMENTS	
9. PUBLIC INPUT, DELEGATIONS & PETITIONS	
9.1 Public Input	
<ul style="list-style-type: none"> <li>• Public Input Received via Email During this Council Meeting.</li> </ul>	
10. INFORMATION ITEMS	
10.1 Affordable Housing Project	15 - 17
<p style="padding-left: 20px;"><i>Daniel Franklin, Affordable Housing Advocate</i></p>	

[2020-04-28 Daniel Franklin](#)

- |  |   |         |
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| 10.2   | Ucluelet Schools Seismic Upgrade Project Progress Report and Neighbours Information<br><i>School District 70</i><br><a href="#">Ucluelet Schools Seismic Project Update 7 May 20 jca v-2</a><br><a href="#">Ucluelet Schools Seismic Upgrade Neighbour Update Draft #3 7 May 20 jca</a> | 19 - 26 |
| 11. COUNCIL COMMITTEE REPORTS  |   |         |
| 11.1   | Councillor Marilyn McEwen<br><i>Deputy Mayor January - March 2020</i>   |         |
| 11.2   | Councillor Lara Kemps<br><i>Deputy Mayor April - June 2020</i>  |         |
| 11.3   | Councillor Jennifer Hoar<br><i>Deputy Mayor July - September 2020</i>   |         |
| 11.4   | Councillor Rachelle Cole<br><i>Deputy Mayor October - December 2020</i>   |         |
| 11.5   | Mayor Mayco Noël  |         |
| 12. LEGISLATION  |   |         |
| 12.1   | Five Year Financial Plan and Tax Rates Bylaws (Third Reading)<br><i>Joseph Rotenberg, Manager of Corporate Services</i><br><a href="#">L-1 Five Year Financial Plan and Tax Rates Bylaws</a>  | 27 - 48 |
| 12.2   | Fire Safety Inspection Bylaw (Adoption)<br><i>Joseph Rotenberg, Manager of Corporate Services</i><br><a href="#">L-2 Fire Inspection Bylaw</a>  | 49 - 58 |
| 13. REPORTS  |   |         |
| 13.1   | Ucluelet COVID-19 Community Response Plan<br><i>Mark Boysen, Chief Administrative Officer</i><br><a href="#">R-1 COVID-19 Response Plan</a>   | 59 - 74 |
| 13.2   | Cheque Listing - April 2020<br><i>Nicole Morin, Corporate / Planning Clerk</i><br><a href="#">R-2 Cheque Listing</a>  | 75 - 81 |
| 13.3   | Resolution Tracking - April 2020<br><i>Nicole Morin, Corporate / Planning Clerk</i><br><a href="#">R-3 Resolution Tracking</a>  | 83 - 90 |
| 14. OTHER BUSINESS   |   |         |
| 15. QUESTION PERIOD<br>Questions Received via Email During this Council Meeting. |   |         |
| 16. ADJOURNMENT  |   |         |

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**CONDUCTED ELECTRONICALLY**  
**Monday, April 27, 2020 at 3:30 PM**

Present:           **Chair:**           Mayor Noël  
                          **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                          **Staff:**           Mark Boysen, Chief Administrative Officer  
  Bruce Greig, Manager of Community Planning  
  Joey Rotenberg, Manager of Corporate Services

Regrets:

**1. CALL TO ORDER**

**1.1 The meeting was called to order at 3:33 PM.**

**2. ADDITIONS TO AGENDA**

**2.1 There were no additions to the agenda.**

**3. APPROVAL OF AGENDA**

**3.1 April 27, 2020 Special Council Meeting Agenda**

2020.030.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
*THAT Council approve the April 27, 2020 Special Council Meeting Agenda as presented.*

CARRIED.

**4. CLOSED SESSION**

*Procedural Motion to Move In-Camera:*

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(i) and (g) of the *Community Charter*.

**4.1 Procedural Motion to Move In-Camera**

2020.031.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(i) and (g) of the Community Charter.*

CARRIED.

**5. ADJOURNMENT**

**5.1 The meeting was adjourned at 4:20 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Monday, April 27, 2020 at 3:30 pm in the Conducted

Electronically.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, April 28, 2020 at 3:30 PM**

Present:      **Chair:**            Mayor Noël  
                  **Council:**        Councillors Cole , Hoar, Kemps, and McEwen (all Councillors attended by video conference)  
                  **Staff:**            Mark Boysen, Chief Administrative Officer  
                             Bruce Greig, Manager of Community Planning (attending by video conference)  
                             Joseph Rotenberg, Manager of Corporate Services  
                             Nicole Morin, Corporate / Planning Clerk  
                             Donna Monteith, Chief Financial Officer (attending by video conference)  
                             Abby Fortune, Manager of Parks and Recreation (attending by video conference)  
                             Rick Geddes, Fire Chief (attending by video conference)

Regrets:

**1. CALL TO ORDER**

**1.1 The meeting was called to order at 3:30 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. NOTICE OF VIDEO RECORDING**

Audience members and delegates were advised that the Council meeting was being video recorded and broadcast on YouTube. Delegates and meeting participants were also advised that the meeting was being conducted via Zoom which may store data on foreign servers.

**4. ADDITIONS TO AGENDA**

**4.1 Add "Late Agenda Item - Lot 13 Marine Drive" to legislation item 13.1, "Lot 13 Marine Drive - Proposed Affordable Housing."**

**4.2 Add "District of Ucluelet 2020 Proposed Budget Online Open House" to legislation item 13.2, "Five Year Financial Plan and Annual Tax Rates Bylaws" as as Appendix D to that report.**

**5. APPROVAL OF AGENDA**

**5.1 April 28, 2020 Regular Meeting Agenda**

2020.066.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approve the April 28, 2020 Regular Meeting Agenda as amended.*

CARRIED.

**6. ADOPTION OF MINUTES**

**6.1 April 14, 2020 Regular Minutes**

2020.067.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council adopt the April 14, 2020 Regular Council Meeting Minutes as presented.*

CARRIED.

**7. MAYOR'S ANNOUNCEMENTS**

**7.1 The Mayor thanked Ucluelet residents for their ongoing efforts to keep social distance.**

**8. PUBLIC INPUT, DELEGATIONS & PETITIONS**

8.1 Public Input

**Public Input Received Via Email During this Council Meeting**

Joseph Rotenberg, Manager of Corporate Services, read an email received during the Council meeting from Elizabeth Tatchen about the proposed LOT 13 Marine Drive Affordable Housing Development.

8.2 Delegations

**Michael Pearson, Ministry of Transportation and Infrastructure**

**Re: Kennedy Hill Safety Improvements**

Michael Pearson and his colleagues at the Ministry of Transportation and Infrastructure provided an update about the Kennedy Hill Safety Improvements project. Council asked questions and raised concerns.

**9. CORRESPONDENCE**

**9.1 Financial Hardship Property Tax Deferment Program Reinstatement**

***Fred Haynes, Mayor, District of Saanich***

2020.068.REGULAR **It was moved by Mayor Noël and seconded by Councillor Hoar**  
*THAT Council direct Staff to prepare a letter to Minister Robinson in support of the letter from Mayor Haynes.*

CARRIED.

**9.2 Long Weekend BC Ferry Traffic to Vancouver Island**  
***Al Siebring, Mayor, Municipality of North Cowichan***

**9.3 Charter Fishing and Whale Watching Tours Ucluelet, COVID-19 Safe Re-opening**  
***Paul Grimston, Castaway Charters***

2020.069.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council refer the letter from Castaway Charters to the May 19, 2020 Harbour Authority Meeting.*

CARRIED.

## **10. INFORMATION ITEMS**

**10.1 Statistics Canada Survey: Impacts of COVID-19 on Canadians**  
***Statistics Canada***

**10.2 COVID-19 Active Fishermen's Committee**  
***Secretariat, COVID-19 Active Fisherman's Committee (CVAFC)***

## **11. COUNCIL COMMITTEE REPORTS**

**11.1 Councillor Marilyn McEwen**  
***Deputy Mayor January - March 2020***

- Apr 25: Vancouver Island Regional Library board meeting.
- Wild Pacific Trail Society Meeting scheduled for May 13.
- Wild Pacific Trail Society AGM scheduled for May 31.

**11.2 Councillor Lara Kemp**  
***Deputy Mayor April - June 2020***

- Weekly Vancouver Island Coast Economic Development Alliance meetings.
- BC Chamber of Commerce weekly calls.
- Protocols about reopening all sectors of the economy will be introduced by Provincial officials next week.
- Working with the Tofino Chamber of Commerce to support the Buy BC Local Campaign.

**11.3 Councillor Jennifer Hoar**  
***Deputy Mayor July - September 2020***

- Wild Pacific Trail Society Meeting is scheduled for May 13.

- Wild Pacific Trail Society AGM scheduled for May 31.
- Reminded residents to attend the Co-Op alone.

#### 11.4 Councillor Rachelle Cole *Deputy Mayor October - December 2020*

- Attended ACRD Budget, EOC and Regular meetings.
- Clayoquot Biosphere Trust (CBT) Virtual Open House is scheduled for April 29.
- Will attend the CBT AGM.

#### 11.5 Mayor Mayco Noël

- Weekly calls with Hon. MLA Fraser.

## 12. REPORTS

### 12.1 Public Participation in Council Meetings during COVID-19 *Joseph Rotenberg, Manager of Corporate Services*

Council discussed the implications of closing Council Chambers during open Council Meetings and requested clarification about the public input and questions that would be read during Council Meetings.

Mr. Rotenberg clarified that public input and questions received via email during Council meetings would be read.

2020.070.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**

*THAT Council approve recommendation 1 of report item "Public Participation in Council Meetings during COVID-19" which states:*

1. *THAT Council direct Staff to:*
  - a. *close Council Chambers to the public during open Council meetings until Ministerial Order No. M083 expires;*
  - b. *read public input submitted to [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca) during open Council meetings at the "Public Input" section of the Agenda until Council Chambers is reopened to the public; and,*
  - c. *read questions submitted to [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca) during open Council meetings at the "Question Period" section of the Agenda until Council Chambers is reopened to the public.*

CARRIED.

## 13. LEGISLATION

### 13.1 Lot 13 Marine Drive - Proposed Affordable Housing *Bruce Greig, Manager of Community Planning*

Mr. Greig, Manager of Community Planning, presented this report which included discussion about:



- the public input received about LOT 13,
- the development process,
- modification of the master development agreement and the modified section 219 covenant (also referred to as the "No Subdivision Covenant with Option to Purchase"),
- the Affordable Home Ownership Program, and
- the revised recommendations presented in the "Late Agenda Item - Lot 13 Marine Drive" report.

Mr. Greig answered Council questions.

Mr. McClane, representative of ACMC Holdings Ltd (the development company), answered Council questions.

2020.071.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

*THAT Council approve recommendation 1 of legislation item "Lot 13 Marine Drive - Proposed Affordable Housing" as amended by the addition of "Late Agenda Item - Lot 13 Marine Drive" which states:*

1. *THAT Council give third reading to Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020;*

CARRIED.

2020.072.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Kemps**

*THAT Council approve recommendation 2 of legislation item "Lot 13 Marine Drive - Proposed Affordable Housing" as amended by the addition of "Late Agenda Item - Lot 13 Marine Drive" which states:*

2. *THAT Council authorize execution of the Assignment of Master Development Agreement by ACMC Holdings Ltd. and Weyerhaeuser Company Ltd.;*

CARRIED.

2020.073.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Kemps**

*THAT Council approve recommendation 3 of legislation item "Lot 13 Marine Drive - Proposed Affordable Housing" as amended by the addition of "Late Agenda Item - Lot 13 Marine Drive" which states:*

3. *THAT Council indicate that it is prepared to authorize modification of Master Development Agreement and Covenant EX125879 on lands owned by Weyerhaeuser Company Ltd., concurrent with the registration of the "No Subdivision Covenant with Option to Purchase" being registered on the title of Lot 13;*

DEFEATED.

2020.074.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

*THAT Council approve recommendation 4 of legislation item "Lot 13 Marine Drive - Proposed Affordable Housing" as amended by the addition of "Late Agenda Item - Lot 13 Marine Drive" which states:*

*4. THAT Council authorize the discharge of "No Build" covenant FB154873 from the title of Lot 13, concurrent with the registration of the "No Subdivision Covenant with Option to Purchase" on the property's title;*

CARRIED.

2020.075.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve recommendation 5 of legislation item "Lot 13 Marine Drive - Proposed Affordable Housing" as amended by the addition of "Late Agenda Item - Lot 13 Marine Drive" which states:*

*5. THAT Council indicate that the offer for the municipality to contribute \$320,000 to support the development of affordable housing on Lot 13 would remain valid until December 1st, 2021, subject to the developer obtaining all other necessary approvals;*

CARRIED.

2020.076.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
*THAT Council approve recommendation 6 of legislation item "Lot 13 Marine Drive - Proposed Affordable Housing" as amended by the addition of "Late Agenda Item - Lot 13 Marine Drive" which states:*

*6. THAT Council adopt Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020;*

CARRIED.

2020.077.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve recommendation 7 of legislation item "Lot 13 Marine Drive - Proposed Affordable Housing" as amended by the addition of "Late Agenda Item - Lot 13 Marine Drive" which states:*

*7. THAT Council adopt Ucluelet Housing Agreement Bylaw No. 1270, 2020.*

CARRIED.

### **13.2 Five Year Financial Plan and Annual Tax Rates Bylaws** ***Donna Monteith, Chief Financial Officer***

Donna Monteith, Chief Financial Officer, presented this report which included discussion about:

- the budget process including the public input process
- the differences between the 2019 and 2020 budgets

- the impact of COVID-19 on the 2020 budget
- revenues and expenditures
- the effect of proposed budget on property taxes
- property tax penalty dates
- business license fee exemption

2020.078.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Cole**  
*THAT Council approve recommendation 1 of legislation item, "Five Year Financial Plan and Annual Tax Rates Bylaws" which states:*

1. *THAT the "District of Ucluelet 2020–2024 Financial Plan Bylaw No. 1274, 2020" be given first reading.*

CARRIED.

2020.079.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Cole**  
*THAT Council approve recommendation 2 of legislation item, "Five Year Financial Plan and Annual Tax Rates Bylaws" which states:*

2. *THAT the "District of Ucluelet 2020–2024 Financial Plan Bylaw No. 1274, 2020" be given second reading.*

CARRIED.

2020.080.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**  
*THAT Council approve recommendation 3 of legislation item, "Five Year Financial Plan and Annual Tax Rates Bylaws" which states:*

3. *THAT the "District of Ucluelet Annual Tax Rates Bylaw No. 1275, 2020" be given first reading.*

CARRIED.

2020.081.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**  
*THAT Council approve recommendation 4 of legislation item, "Five Year Financial Plan and Annual Tax Rates Bylaws" which states:*

4. *THAT the "District of Ucluelet Annual Tax Rates Bylaw No. 1275, 2020" be given second reading.*

CARRIED.

### **13.3 Fire Safety Inspection Draft Bylaw Proposal** ***Rick Geddes, Fire Chief***

2020.082.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**  
*THAT Council approve recommendation 1 of legislation item "Fire Safety Inspection Draft Bylaw Proposal" which states:*

1. *THAT the "District of Ucluelet Fire Safety Inspection Bylaw No. 1265, 2020" be given first reading.*

CARRIED.

2020.083.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve recommendation 2 of legislation item "Fire Safety Inspection Draft Bylaw Proposal" which states:*

*2. THAT the "District of Ucluelet Fire Safety Inspection Bylaw No. 1265, 2020" be given second reading.*

CARRIED.

2020.084.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**  
*THAT Council approve recommendation 1 of legislation item "Fire Safety Inspection Draft Bylaw Proposal" which states:*

*3. THAT the "District of Ucluelet Fire Safety Inspection Bylaw No. 1265, 2020" be given third reading.*

CARRIED.

**14. OTHER BUSINESS**

**14.1 There was no other business.**

**15. QUESTION PERIOD**

**15.1 Questions Received Via Email During this Council meeting.**

There were no additional questions received before the question period.

**16. ADJOURNMENT**

**16.1 The meeting was adjourned at 6:30 PM.**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, April 28, 2020 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO

13005 SW 1st Road, Suite 241 • Newberry, FL 32669

RE: Lot 13 District Lot 283 Clayoquot District Plan VIP84686 ("Lot 13")

Sirs/Mesdames:

As the Vice President of Real Estate Development for Weyerhaeuser Company, I write in respect of the anticipated development of Lot 13 as 33 residential subdivision lots by ACMC Holdings Ltd. ("ACMC"). We are excited about the prospect of much needed affordable housing that it will bring to the District.

Weyerhaeuser understands the District's concern of ensuring that the Lot 13 development is completed to provide the affordable housing that we have committed to in the Master Development Agreement. We believe that ACMC is a strong partner who is working expeditiously and proactively to realize that goal.

To facilitate that progress, we request that the Council consider agreeing to credit Weyerhaeuser for 33 of the affordable housing units required under our Master Development Agreement upon the issuance of the relevant Development Permit and Development Variance Permits for Lot 13 in respect of the ACMC development. As you know, Weyerhaeuser currently owns Lot 13. For ACMC to proceed past the Development Permit stage, they will need to become the registered owner in order to obtain the necessary financing. Since Weyerhaeuser will no longer control Lot 13 at that point, we will need some assurance that our obligations with respect to 33 affordable housing units will, in effect, be transferred to us at the issuance of the respective permits. In order for the Development and Variance Permits to be issued, ACMC will have provided detailed plans and reports setting out a clear path for the successful development of Lot 13.

We appreciate your consideration of this matter. Since the commencement of the OCEANWEST project in 2005, we have valued our relationship with the District of Ucluelet and its residents and looks forward to working with you to continue to build your community.

Yours truly,



Vice President, Real Estate Development

Weyerhaeuser NR Company



## Joseph Rotenberg

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**From:** Darcey Bouvier on behalf of Info Ucluelet  
**Sent:** April 28, 2020 3:02 PM  
**To:** Joseph Rotenberg  
**Cc:** Nicole Morin  
**Subject:** Affordable Housing Project

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**From:** Daniel Franklin <affordablehousingprojectcanada@gmail.com>  
**Sent:** April 28, 2020 2:40 PM  
**To:** Info Ucluelet <info@ucluelet.ca>  
**Subject:** Affordable Housing Project

Dear Municipal Councillors:

Thank you for taking the time to read this letter. There are 3,573 municipalities across Canada. I, along with a group of business owners and individuals, are looking for municipalities across Canada that want to participate in the next housing revolution. We only need a small number of those municipalities, even just one, to get the ball rolling. Now using the word “revolution” may seem like hyperbole, but I do not believe it is. Tiny homes, 3D printed homes, off-site prebuilt/prefab, and many other new building methods are being adopted by communities around the world. Being one of the first municipalities to jump on board will give your city or town multiple competitive advantages. There is a massive pent up demand for locations that will allow for dwellings such as tiny homes. The first municipality/s that move to allow alternative dwellings will be able to attract new citizens and businesses.

This is not for communities that want to limit their population, or who do not want affordable housing solutions available in their community.

Here are some of the policies that we are looking for:

1. Prioritizing home ownership.
2. Moving away from the commoditization of real estate.
3. Regulating any short term rentals (Airbnb, VRBO, etc) that compromise housing affordability in your community. Not all short term rentals compromise housing affordability.
4. Eliminating minimum building size. Allowing for smaller homes or tiny homes on smaller lots.

5. Allowing for alternative housing types. Container homes, tiny homes, 3D printed homes, as well as affordable fee simple row housing.
6. Finding ways to open up new affordable land and lots for building. Making subdivision of existing lots easier.
7. Reducing the barriers to building new. Barriers being inspections, municipal fees, specific zoning requirements, and general red tape.

Goals:

1. To find communities where affordable housing is a priority. If a municipality were to follow some, or all of the above recommendations, they would be well on their way to creating housing affordability.
2. To create a showcase of affordable buildings. One idea is to create a demonstration “village” of different housing builds from different companies.
3. To find communities suitable for online workers. Telecommuters, digital nomads, distance workers, etc. More and more people only need a solid internet connection to do their job. This means that they can work from almost anywhere, and are often looking for locations with a low cost of living.

Thank you for reading this letter. If your municipal council has an interest in any one of these policies and goals, please feel free to contact me for more detailed information. If you have already embarked on one or more of these initiatives, I would be grateful to hear about your efforts in this regard. Are there any reasons why you believe that your municipality wouldn't be able to implement any of these policies? Please let me know what they are.

Sincerely,

Daniel Franklin

Affordable Housing Advocate

Affordable Housing Project

Visit [FORMAFIST.COM](http://FORMAFIST.COM) for more information.

[affordablehousingprojectcanada@gmail.com](mailto:affordablehousingprojectcanada@gmail.com)



<https://www.formafist.com/p/current-letter-version.html>





## Ucluelet Schools Seismic Upgrade Project

### Progress Report

### May 2020

The plans for the seismic upgrade of Ucluelet Elementary School and Ucluelet Secondary School have proceeded as scheduled. Unfortunately we have not been able to have the proposed public information meeting. The following is an update on the progress.

The Architect and the Engineers have developed the design for the various components of the project which include the following:

- UES - Structural upgrades and addition of an elevator
- USS – Construction of a new stand-alone academic block
- USS – Structural upgrade of the gym and shop block and addition of the library, foods room and administration areas
- Childcare – structural upgrade and interior renovation of the band building
- USS - Demolition of the two storey classroom block and construction of the new parking lot, walkways and landscape areas.

The current plan is to proceed according to our original schedule as follows:

- Unitech Construction Management will occupy the site and start setup for construction on 19 May
- The initial phases of construction which need to be completed before the start of classes in September include:
  - excavation of soft soil and rock and placement of structural fill to create a level ground surface to support the new academic block
  - partial demolition and repair of the library, administration area and the corner of the two-storey classroom block to create space for construction of the addition to the gym block
  - relocation of classrooms from the elementary school to the second floor of the secondary school to clear the UES two-storey block for the structural upgrades
  - relocation of classrooms within the secondary school to accommodate the elementary school classrooms.
- Construction of the concrete foundations for the new academic block and the addition to the gym will proceed as quickly as possible following the site preparations.
- Structural upgrades of the elementary school will proceed once the selection of the sub-contractors is completed in the summer.

The Covid-19 health risks are a major consideration in the work plan. The initial phases of work involve small work crews that can work in heavy equipment or open areas where safe distancing



can be achieved. Unitech Construction Management will engage a Covid Monitor to oversee the work activity and strictly enforce the established safe work practices. Local workers will be engaged if possible. Visiting trades will be required to follow safe distancing and proper hygiene on and off the job site. Any employee showing signs of an illness will be required to use their vehicle to go home and self-isolate until they are cleared by a doctor to return to work.

Fencing will be erected around the work site to keep the public a safe distance from the construction activities.

Prior to the start of classes Unitech will work closely with the administration of the schools to ensure safe access to the schools for students, staff, parents and the public.

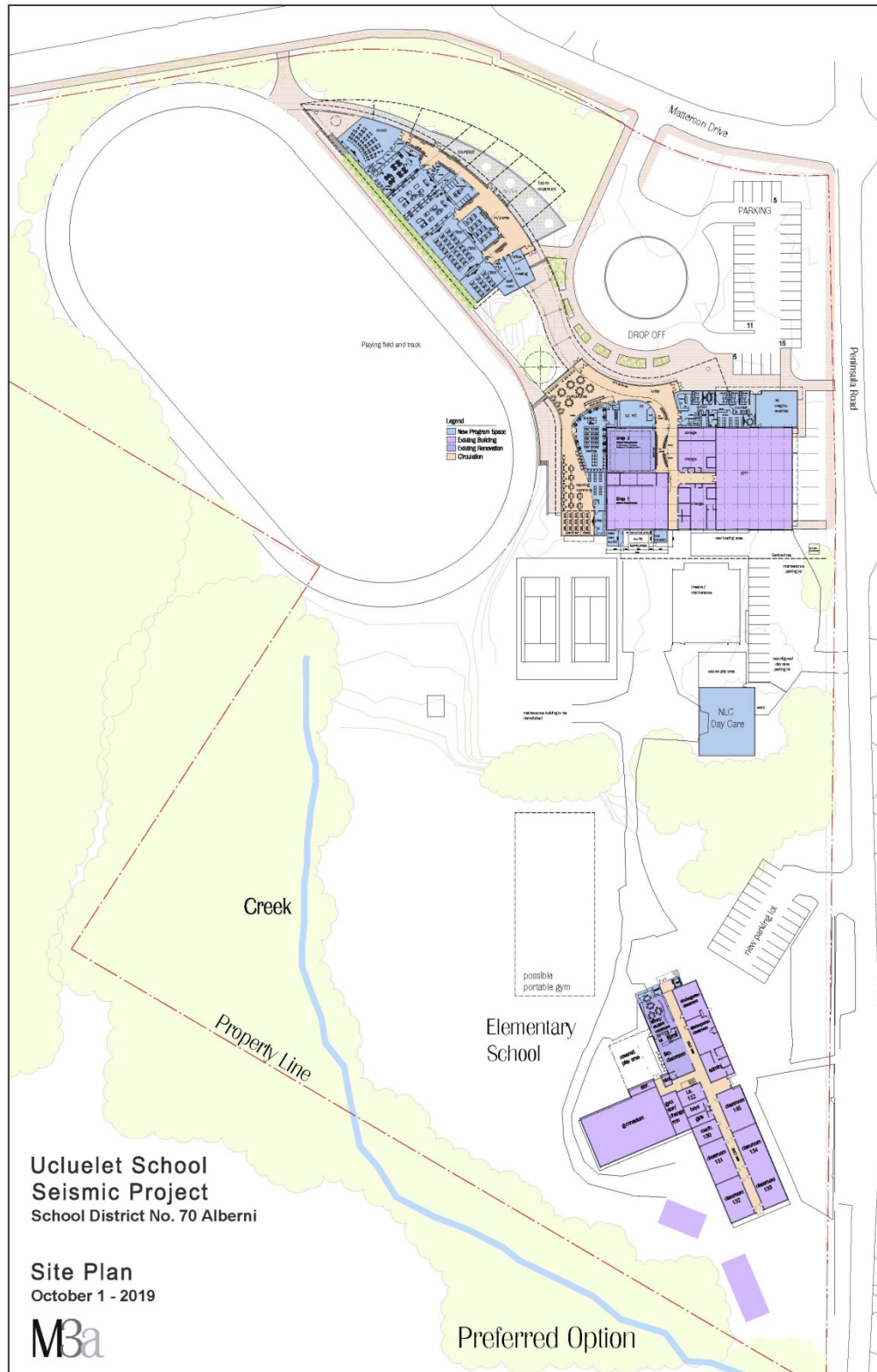
Attached below are plans and renderings by the architect showing the existing and proposed site, the plans for the UES building with the elevator addition, the childcare facility and the new USS facilities.

**Figure 1. Google image of the school site and surrounding area**





Figure 2. School Site Plan showing the Proposed School Facilities





**Figure 3. Rendering of the Elementary School with new Elevator & Stairs**



**Figure 4. Rendering of the Band Building converted to Childcare Facility**





**Figure 5. Rendering of the Secondary School**



**Figure 6. Rendering of the Secondary School Main Entrance**





The School Board, project team and the school administration are pleased with the support we have received from the District of Ucluelet and the various businesses involved in moving this project forward. We recognize we are operating in a constrained environment and will continue to provide on-line updates as the project progresses. We look forward to the time when we can host a public meeting at the site to engage more fully with the school community, neighbours and general public.

If you would like further information on the School Seismic Upgrade Project please contact

- Jim Alkins at [jim.apsi@gmail.com](mailto:jim.apsi@gmail.com) or
- Project Office voice mail box [250-720-2789](tel:250-720-2789)

If you would like further information on School activities please contact

- Carol Sedgwick at [csedgwick@sd70.bc.ca](mailto:csedgwick@sd70.bc.ca) for Secondary School
- Jaime Hansen at [jhansen@sd70.bc.ca](mailto:jhansen@sd70.bc.ca) for Elementary School





## Ucluelet Schools Seismic Upgrade Project Neighbours Information May 2020

We trust you are aware that the seismic upgrade of Ucluelet Elementary School and Ucluelet Secondary School will begin this month. Unfortunately we have not been able to have the proposed public information meeting. The project update has been posted on the following websites:

- <https://ucluelet.ca/community/community-notice>
- <https://www.sd70.bc.ca/>

Unitech Construction Management has been engaged by the School District to complete the project. Randy Landreville is their Site Superintendent, and will be on site May 18<sup>th</sup> to setup for the start of construction.

The first phase of construction will involve levelling an area for the new academic block which will be constructed between the track and Matterson Road and the existing parking area at the secondary school as shown on the attached site plan. The work will involve heavy equipment working to remove soft soils, some blasting to remove the rock outcrop, rapid impact compaction of the soft soils, and addition of structural fill material to create a firm base in preparation for the concrete footings.

There will also be demolition of a small portion of the secondary school to create space for construction of the new space being added to the gym and shop block. This work needs to be completed prior to the start of classes in September.

We recognize there will be periods of noise from these construction activities and vehicles travelling in the area. We have reviewed options and feel we have developed the most efficient approach which will reduce the construction time and impact on the community. We ask for your patience as we move forward with this important community project.

There will be engineers on-site to monitor and control excavation, blasting and construction activities. Fencing will be erected around the work site to keep the public a safe distance from the construction activities.

### **Contact Information:**

Randy Landreville at [rlandreville@unitechcm.ca](mailto:rlandreville@unitechcm.ca) information on the construction activities

Project Office voice mail box 250-720-2789 or

Jim Alkins by email at [jim.apsi@gmail.com](mailto:jim.apsi@gmail.com) if you would like to discuss the overall Project.



We look forward to the time when we can meet with you to discuss the project and construction plans in more detail.

**Rendering of the Secondary School from the Corner of Peninsula & Matterson Roads**





## STAFF REPORT TO COUNCIL

Council Meeting: MAY 12, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES **FILE NO:** 1700-02  
**SUBJECT:** FIVE YEAR FINANCIAL PLAN AND TAX RATES BYLAWS (THIRD READING) **REPORT NO:** 20-36  
**ATTACHMENT(S):** APPENDIX A: DISTRICT OF UCLUELET 2020-2024 FINANCIAL PLAN BYLAW NO. 1274, 2020  
 APPENDIX B: DISTRICT OF UCLUELET ANNUAL TAX RATES BYLAW NO. 1275, 2020  
 APPENDIX C: BUDGET ONLINE PUBLIC INPUT

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

1. **THAT** Council give “District of Ucluelet 2020–2024 Financial Plan Bylaw No. 1274, 2020” third reading.
2. **THAT** Council adopt “District of Ucluelet 2020–2024 Financial Plan Bylaw No. 1274, 2020.”
3. **THAT** Council give “District of Ucluelet Annual Tax Rates Bylaw No. 1275, 2020” third reading.
4. **THAT** Council adopt “District of Ucluelet Annual Tax Rates Bylaw No. 1275, 2020.”

### **PURPOSE:**

Staff recommend Council give third reading to and adopt; firstly, the Financial Plan Bylaw No. 1274, 2020 and subsequently the Tax Rates Bylaw No. 1275, 2020.

### **BACKGROUND:**

The 2020-2024 Financial Plan Bylaw No. 1274, 2020 and the Annual Tax Rates Bylaw No. 1275, 2020 received first and second reading at the April 28, 2020 Regular Meeting of Council.

District Staff accepted online feedback about the proposed budget until May 7, 2020. The feedback process was advertised via the Ucluelet.ca, Ukee Mail, the Tofino-Ucluelet Westerly News and the District’s Facebook page. The feedback received on or before May 7, 2020 at 12 noon is presented as Appendix C to this report.

In accordance with the *Community Charter*, a municipality must annually adopt their financial plan and tax rates bylaw by May 15.

### **OPTIONS REVIEW:**

1. **THAT** Council give “District of Ucluelet 2020–2024 Financial Plan Bylaw No. 1274, 2020” third reading. **(Recommended)**

2. **THAT** Council adopt “District of Ucluelet 2020–2024 Financial Plan Bylaw No. 1274, 2020.”  
**(Recommended)**
3. **THAT** Council give “District of Ucluelet Annual Tax Rates Bylaw No. 1275, 2020” third reading. **(Recommended)**
4. **THAT** Council adopt “District of Ucluelet Annual Tax Rates Bylaw No. 1275, 2020.”  
**(Recommended)**
5. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:**      Joseph Rotenberg, Manager of Corporate Services  
   Donna Monteith, Director of Finance

**DISTRICT OF UCLUELET**

Appendix A

**Bylaw No. 1274, 2020**

A Bylaw to Adopt the Five-Year Financial Plan  
For the Period 2020 to 2024 inclusive

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

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

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

**1. Citation**

This bylaw may be cited for all purposes as the “**District of Ucluelet 2020 – 2024 Financial Plan Bylaw No. 1274, 2020**”.

**2. Objectives and Policies**

Schedule “A” attached to and forming part of this bylaw, sets out the objective and polices for the period January 1, 2020 to December 31, 2024.

**3. Consultation**

Pursuant Section 166 of the *Community Charter*, public consultation occurred throughout the budget process beginning in December 2019. As well, online feedback took place from April 29, 2020 to May 7, 2020.

**4. Repeal**

The District of Ucluelet 2019 – 2023 Financial Plan Bylaw No. 1245, 2019 is repealed.

**READ A FIRST TIME** this 28<sup>th</sup> day of April, 2020.

**READ A SECOND TIME** this 28<sup>th</sup> day of April, 2020.

**READ A THIRD TIME** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2020.

**CERTIFIED CORRECT:** "District of Ucluelet 2020 – 2024 Financial Plan Bylaw No. 1274, 2020"

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Mayco Noël  
Mayor

---

Mark Boysen  
Corporate Officer

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

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Mark Boysen  
Corporate Officer

**Schedule “A”**  
**“District of Ucluelet 2020 – 2024 Financial Plan Bylaw No. 1274, 2020”**

**Statement of Objectives and Policies:**

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

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

The current financial plan provides for \$10,033,744 to be generated for the 2020 year.

**Revenue Objectives**

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

	2020	Percent of Total
<b>REVENUE</b>		
Property Taxes	\$3,013,256	30.03%
1% Utility Taxes	44,810	0.45%
Federal/Provincial in place of taxes	50,000	0.50%
Taxes	3,108,066	30.98%
Sale of services	632,957	6.31%
Penalties and Interest earned	85,360	0.85%
Grants and donations	1,412,060	14.07%
Deferred revenues recognized (DCC, Other)	441,111	4.40%
Water sale of services	736,300	7.34%
Sewer sale of services	589,500	5.88%
Transfers	3,028,390	30.18%
<b>Total Revenue</b>	<b>10,033,744</b>	<b>100.00%</b>

### Surplus Funds Objective

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

### Use of Surplus Funds

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

### Debt Objective

- a) One-time capital improvements and unusual equipment purchases;
- b) When the useful life of the capital project will exceed the term of financing;
- c) Major equipment purchases;



- d) The maximum borrowing amount to be limited to what is allowed under the *Community Charter*; and
- e) Reserves are to be considered as a funding source before debt.

### **Reserve Funds Objective**

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

### **Proportion of Taxes Allocated to Classes Objective**

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


### **Permissive Tax Exemptions Objective**

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

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

### **Development Cost Charges Objective**

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

 <b>DISTRICT OF UCLUELET</b> <b>FINANCIAL PLAN 2020-2024</b> <b>BYLAW NO. 1274, 2020</b> <b>SCHEDULE A - DRAFT</b>					
	2020	2021	2022	2023	2024
<b>REVENUE</b>					
Property Taxes	\$3,013,256	\$3,190,669	\$3,286,389	\$3,384,981	\$3,452,681
1% Utility Taxes	44,810	44,385	44,385	44,385	44,385
Federal/Provincial in place of taxes	50,000	50,000	50,000	50,000	50,000
Taxes	3,108,066	3,285,054	3,380,774	3,479,366	3,547,066
Sale of services	632,957	961,785	913,990	932,090	943,630
Penalties and Interest earned	85,360	85,360	85,360	85,360	85,360
Grants and donations	1,412,060	2,778,354	2,287,884	2,614,203	2,746,197
Deferred revenues recognized (DCC, Other)	441,111	63,000	-	-	-
Water sale of services	736,300	747,655	742,300	744,400	752,631
Sewer sale of services	589,500	642,518	648,831	654,007	659,287
Transfers	3,028,390	2,463,826	2,640,015	1,479,862	1,648,708
<b>Total Revenue</b>	<b>10,033,744</b>	<b>11,027,552</b>	<b>10,699,154</b>	<b>9,989,288</b>	<b>10,382,879</b>
<b>EXPENSE</b>					
Interest payments	96,717	163,069	162,387	161,694	160,991
Amortization expenses	1,157,665	1,157,665	1,157,665	1,157,665	1,157,665
General Government	1,352,958	1,386,900	1,432,503	1,427,596	1,452,426
Protective services	346,130	329,561	339,920	345,626	346,193
Planning & Development	675,632	691,443	651,130	748,358	766,909
Transportation services	915,139	930,109	959,651	983,627	996,237
Environmental health (Garbage/recycling))	10,000	10,000	10,000	10,000	10,000
Cemetery	9,300	9,442	9,581	9,800	9,800
Recreation and cultural services	1,379,594	1,625,331	1,640,258	1,631,403	1,664,607
Water operations	912,213	833,237	928,380	1,063,894	899,322
Sewer operations	605,298	597,687	557,206	567,938	593,339
<b>Total Expense</b>	<b>7,460,646</b>	<b>7,734,445</b>	<b>7,848,682</b>	<b>8,107,601</b>	<b>8,057,489</b>
<b>ADD</b>					
Amortization	1,157,665	1,157,665	1,157,665	1,157,665	1,157,665
<b>Total Additions</b>	<b>1,157,665</b>	<b>1,157,665</b>	<b>1,157,665</b>	<b>1,157,665</b>	<b>1,157,665</b>
<b>DEDUCT</b>					
Principal payments debt	94,756	170,556	171,238	171,931	172,634
Transfers to Reserves	549,206	192,000	212,000	240,421	240,421
Acquisitions of tangible capital assets	3,086,801	4,088,216	3,624,900	2,627,000	3,070,000
<b>Total Deductions</b>	<b>3,730,763</b>	<b>4,450,772</b>	<b>4,008,138</b>	<b>3,039,352</b>	<b>3,483,055</b>
<b>Financial Plan Balance: Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$0)</b>	<b>\$0</b>	<b>\$0</b>

## Appendix B

**DISTRICT OF UCLUELET**  
**Bylaw No. 1275, 2020**

A Bylaw for the Levying of Taxation Rates for Municipal, Debt, Regional Library,  
Regional Hospital, and Regional District Purposes for the year 2020

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

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

**Title**

1. This bylaw may be cited for all purposes as "**District of Ucluelet Annual Tax Rates Bylaw No. 1275, 2020**".

**Enactment**

2. The following taxes rates are hereby imposed and levied for the year 2020:
  - I. General Municipal Purposes - For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" attached hereto and forming a part of this bylaw.
  - II. Regional District Purposes - For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional district purposes, rates appearing in Column II of Schedule "A" attached hereto and forming a part of this bylaw.
  - III. Regional Hospital District - For Hospital purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" attached hereto and forming a part of this bylaw.
  - IV. Library - For Library purposes on the value of land and improvements taxable for regional library purposes, rates appearing in Column IV of Schedule "A", attached hereto and forming a part of this bylaw.

**Effective Date**

- 3. The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January 2020.

**Terms of Payment and Penalties**

- 4. The aforementioned rates and taxes shall be due and payable on July 2, 2020 at the municipal office of the District of Ucluelet, at Ucluelet in the Province of British Columbia.
- 5. There shall be added to the unpaid taxes levied for the year 2020, in respect of each parcel of land and improvements thereon on the real property tax roll, ten percent (10%) of the amount unpaid as of the first day of October 2020.

**READ A FIRST TIME** this 28<sup>th</sup> day of April, 2020.

**READ A SECOND TIME** this 28<sup>th</sup> day of April, 2020.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, 2020.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2020.

**CERTIFIED CORRECT;** " District of Ucluelet Annual Tax Rates Bylaw No. 1275, 2020".

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Mayco Noël  
Mayor

---

Mark Boysen  
Corporate Officer

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

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Mark Boysen  
Corporate Officer

**Schedule "A"**  
**"District of Ucluelet Annual Tax Rates Bylaw No. 1275, 2020"**

		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>Class</b>	<b>Class Name</b>	<b>General Municipal</b>	<b>Regional District of Alberni Clayquot</b>	<b>Regional Hospital District</b>	<b>Library</b>
1	Residential	3.2873	0.4410	0.2039	0.1309
2	Utilities	38.4072	1.5435	0.7137	1.5928
3	Supportive Housing	3.28739	0.4410	0.2039	0.0000
4	Major Industry	0.0000	1.4994	0.6933	0.0000
5	Light Industry	10.1870	1.4994	0.6933	0.4057
6	Commercial	10.4200	1.0805	0.4996	0.4150
7	Managed Forest Lands	0.0000	1.3230	0.6117	0.0000
8	Recreational	10.7871	0.4410	0.2039	0.4295
9	Farm	3.2873	0.4410	0.2039	0.0000

**Joseph Rotenberg**

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**From:** Paul Grimston <paul@castawaycharters.ca>  
**Sent:** April 24, 2020 12:04 PM  
**To:** Info Ucluelet  
**Cc:** [REDACTED]

**Subject:** Ucluelet council meeting Apr 28. 2020  
**Attachments:** Ucluelet council proposal.docx  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Please see attached letter for Ucluelet Council meeting on April 28,2020.

Thanks  
Paul Grimston  
Castaway Charters Ucluelet

To Mayor and Council Village of Ucluelet, BC

Please add to late agenda items if possible for the April 28<sup>th</sup> council meeting.

Charter Fishing and Whale Watching Tours Ucluelet, Covid19 Safe re-opening

Recommendations and Action Plan

April 24, 2020

Please keep in mind all this information and plans and ideas are based on Covid19 numbers becoming low enough per the government recommendations to resume our lives and businesses. Should this virus continue we will have no option but to lose our entire business season, but if it slows to acceptable levels we should be ready to jump on any opportunities to get the Ucluelet economy back on track.

This is an excerpt from an article about the BC Health authorities the well-known and respected Bonnie Henry.

**Non-essential services need to plan for how to re-open safely as the curve of the COVID-19 pandemic flattens in BC. Dr. Bonnie Henry said Tuesday (April 21).**

**Since this date CHEK News announced that Fishing and Hunting are now actually deemed ESSENTIAL SERVICES. Based on the bleak economy predictions for Ucluelet in the next 3 years or more this is a very good time to get to work on a plan that will afford companies to operate during a soft re-opening.**

The following is a way for this to happen and what needs to happen to attain this.

Written by Paul Grimston from Castaway Charters, now in my 19<sup>th</sup> year of operation in Ucluelet providing Fishing Charter tours to my customers. Previous to this I directed and managed International Transportation Companies.

This is being copied to the West Coast Fishing Guide Association and all the Guide? Charter fishing companies operating in Ucluelet.

I have spoken with the whale watching business owners and not a surprise they are down up to 95% in bookings for this season. Their main clientele is Europeans and we know they won't be coming this year and or next year. The customers of this business sector are primarily Europeans and we know how hard the epidemic has hit them and caused in the most part by TRAVEL, these people won't be coming back for several years, just the flight reductions and high fares will also keep them away. Sad but TRUE.

Our Whale watching tour companies customers inject millions of Dollars into the Ucluelet and the BC economy annually, their guests stay in the hotels eat in the Restaurants and shop in Ucluelet.

This revenue stream for the village is gone for good this year.

I will come back to this at the end, with positive outlook and requirements needed to attain them.

Fishing Charter companies.

This group of up to 40 or more Boats from 30 some odd companies have the same positive impact as do the whale watching companies, most likely more financially than any business sector in Ucluelet. Their guests which are around the 90 to 250 or more persons per day depending on the month also spend millions of \$ in Ucluelet and BC.

Now the difference is right now for this year, the whale watching tourists are not coming or greatly reduced is a better way to sugar coat it.

Castaway Charters is in my 19th year of operation in Ucluelet and I have had NO cancelations for this season but the phone slowed down ringing dramatically and I only have 25 days booked. Part of why it stopped ringing meaning my bookings are not increasing is due not only to the Covid19 threat but to motel owners not answering their phones or having recorded messages saying they are closed.

I heard in the last council meeting comments to the effect of requesting Motel Owners remove bookings sites from their web sites. This is not the time to do this more the opposite.

I understand they are closed now but given the right and positive circumstances with



our covid19 numbers which are more positive every day, we need to plan for a reduced summer season.

My clients presently booked in these motels for this year have not received their refunds for their rooms so I assume the motels feel they may still capture part of a season, in the hopes it will help with this year's financial disaster but also show the people (Our Tourists) we are here this summer and forever.

There is only advantages to continue to book and take deposits from these people if Covid19 allows us to operate, our customers present and prospective will need a Great Canadian Vacation.

Due to the DFO fishing closures and limitations around Vancouver Island, (not Ucluelet per say) here there is actually an opportunity to show Tourists we are open this summer and attract thousands of new people to our community for the years to come.

The other areas on the BC Coast that have complete closures or reduced limits of chinooks have thousands of customers looking for options. The lodges in the Charlottes' are closed for the season due to not being able to get provisions in for guests and they are American Dependent. Americans will not be coming this season. But you can bet the USA tourists will start again next year just as they have started returning more and more in the past 2 years, my American business doubled from 2017 to 2019, they were starting to spend again and right here.

Now I have also spoken with several charter operators/friends & associates some have had a couple cancellations but most have not had many or like me none.

They /we are sitting in the wings ready to do our charters that we have and wishing for more. We need to plan and be ready a reduced season will mean reduced money for startup costs and monthly fees. We need to know what these will be based on a new outlook for the year.

Now I am stranded due to the epidemic out of the country, just extended another month, (Total Country wide Quarantine here), my flight is booked for June 1st and I have had my boat prepared and will be ready myself for July 1 my first booking.

My counterparts other charter companies are mostly also prepared.

This can have an enormous positive impact on our Village given the chance and right circumstances as you can and will see its actually a time to be aggressive to gain new permanent customer's to Ucluelet.

My own guests still try to book and I get the odd inquiry. I still talk the positive talk with them and of course book their days for their charter if they can get accommodations. This is my lively hood and that of this village so I will do what I can to try to salvage some of this season.

This being the case if the village is open for business or makes an attempt this summer then the charter fishing fleet still has the clients coming and we know more will book if they could. The motel owners if they actually want to also salvage some of their season and provide Ucluelet Tourists with options then they need a recovery plan right now. The Charter Fishing Fleet is ready to inject the village with some much needed cash.

If the docks are empty this season this has huge consequences on people and the community.

Here are my suggestions to help get this recovery plan started. Of course if the numbers don't allow it then of course our people come first but just because we make a plan does not cast it in stone. If there is threatening out breaks of this pandemic we will all understand but at least lets be prepared for the positive opportunity should it present itself to us.

If I can't as a charter company secure accommodations for my guests or calculate my expenses for startup for a short reduced season, then I / we may not even be able to provide this shortened service for the community then we will most likely be forced to close and or relocate our business and clients.

This will have a very Permanent Negative Impact on Ucluelets economy and its citizen's.

**These are my suggestions for a soft re-opening/recovery that needs to be**

## addressed and Implemented ASAP.

1 The business license fee removal for this year is a start, minor money in this big picture but a start. Thanks for this.

2. Hotel owners need to answer their phones make reservations for July and August this is when the major fishing takes place, and as we know the village is normally full. Take our customers deposits they want to come.!!

Request the motels to answer their phones?

3. Ensure Ucluelet business owners know the plan, inform the stores, shops, restaurants etc.

If done soon they can plan and gear up for July and Aug. Sept. even..!!

4. Possibly do an advertising campaign to tell BC, Ucluelet will be open for business. Last year the Island suffered financially big time from reductions in fishing opportunities and complete closures to certain areas around the Island. **Ucluelet waters were not seriously affected** by these closures and we had a pretty decent fishing season. Again the customers came to Ucluelet to spend their money. This year's regulations are going to be the same for Ucluelet as last season, we will have far greater fishing opportunities then the south and east coasts. **Most remote Lodges completely closed.**

This can be a great opportunity for Ucluelet to gain new visitors for repeat visits, half of my own Charter customers repeat visits to Ucluelet to fish again and again some for over 17 years in a row.

Advertise this great opportunity, the people will come they will need to get out and relax and have fun and fill their freezers with Fresh Wild Caught Salmon if and when this blows over. Ucluelet will not only benefit now when we need it the most it will most likely have a positive impact for the years to follow. Take advantage of this opportunity and turn this negative into a positive. Hundreds of families depend on this now.

Is Ucluelet willing to advertise on this advantage?

## 5. Moorage Rates

The whale watching companies pay year round as do several fishing charter companies. None of us will be able to afford to operate if we are forced to pay the full amounts for moorage this season.

It's the biggest monthly expense we have.

I recommend the only fair way for all parties during this troubled time is to devise a way that Charter Boats only need pay for moorage on an as used basis. So if we have a charter on a specific day we pay for that day only. Base it on what we normally pay per month divided by say 30 days to come up with a fair price. This way not only will the charter companies know they won't go broke this year, we will feel positive about continuing in the future as well and will be there to provide the service. The community makes far more money from the Charter Fishing companies then the Charter owners do.

Is the village prepared to assist the charter boats companies with reduced moorage fees?

Possible other reductions to assist them in operations this year?

6. Possibly lower the requirement to have the 2 million liability on our insurance for this season lowered to 1 million. It's obvious our risk and exposure will be less so this would assist the Charter companies in attaining a better insurance rate. I / We are already talking to the insurance companies for a lower price as their risk will be far less then the normal. Less charters, less operating time, equals less risk.

Is the village willing to work with charter companies to lower this requirement?

7. The village charges the Charter Companies a fee for us to load and unload our passengers. This load is also going to be diminished as should the fee.

Is the village willing to lower this fee to a more appropriate and fair level?

These suggestions are possibly just the beginning of what needs to be discussed and implemented as soon as possible so we can all be prepare and be ready to operate and hopefully salvage part of our season. If not there will be devastating effects to all and not just for this season but for the future of our Village.

This is definitely the best way to spring board Ucluelets economy back this summer, our Charter Fishing Customers are ready willing and paying when Covid19 drops to acceptable numbers.

Please reply ASAP.

Paul Grimston

Castaway Charters

Cc

West Coast Fishing Guide Association.

**Joseph Rotenberg**

---

**From:** Daniel Allen [REDACTED]  
**Sent:** April 29, 2020 7:59 PM  
**To:** Community Input Mailbox  
**Subject:** Alder Park kayak launch

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

We see that a kayak launch at Alder Park is now only designated as something to consider for 2021.

We were told in 2019 that the plan was to build it that year or in 2020.

We can appreciate the challenges that Covid 19 has presented to the budget. However, May we suggest that instead of completely postponing the project, that by simply moving some of the rocks and levelling the slope to the beach adjacent to the left side, that it would still provide adequate access to the water to launch.

This would only require a couple hours of work by a backhoe, or similar equipment and could suffice until the budget would allow for a concrete access ramp or equivalent.

Regards,

Rhonda & Earl Allen  
[REDACTED] Otter Street

[REDACTED]

Sent from my iPhone

**Joseph Rotenberg**

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**From:** Community Input Mailbox  
**Sent:** May 7, 2020 11:11 AM  
**To:** Joseph Rotenberg  
**Subject:** RE: Budget review

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**From:** Protected [REDACTED]  
**Sent:** April 22, 2020 8:50 AM  
**To:** Info Ucluelet <[info@ucluelet.ca](mailto:info@ucluelet.ca)>  
**Subject:** Budget review

Given that Covid 19 will be severely stressing everyone's finances, we are happy to read that Ucluelet is reviewing their budget priorities too.

We respectfully suggest that the planned transit bus between Ucluelet and Tofino and the accompanying tax increase to pay for it should be indefinitely postponed or cancelled.

Ucluelet home owners can not afford such unnecessary luxuries, when it will be a struggle to pay the current taxes.

Regards,  
Earl & Rhonda Allen

**Joseph Rotenberg**

---

**From:** Fabian Hogan [REDACTED]  
**Sent:** May 7, 2020 11:36 AM  
**To:** Community Input Mailbox  
**Subject:** Budget 2020

Not many of us, living in the District of Ucluelet, have the luxury of what the Municipality calls “Fund Accounting”, since it translates into a focus on how money is spent, rather than on how money is earned. Because of this fund accounting system, the District of Ucluelet will keep on spending until the bank account is zero. In 2019 The District of Ucluelet spent \$8,300,000. Details of how this revenue was raised can be found in their finance documentation. In the 2020 budget, however, your Municipal Government intends to hold the line on taxes but intends to increase spending to \$9,092,726. This is not a pandemic budget – this will increase spending at the expense of a populace not able to pay for it.

Without going into great detail, we can all see that the projected Total Core Planning will increase by 7.8%; Fire and Emergency Services will increase by 34%; Parks and Rec. will increase by 22%; and Corporate Services will increase by 15%. Although the optics of a zero percent tax increase that won’t cover these increases may be applauded by some, I believe we have missed the mark and should go back to the drawing board. I agree with your proposed policy that projects, where Provincial, Federal or other funds have been allocated, should not be stalled. However, I also believe that this is a time for financial restraint.

People have lost their jobs. Over 400,000 people in this province have applied for the \$1000 in assistance policy from the provincial government. Many businesses have seen revenue reduced to zero, while their individual/or business expenses continue to roll in. While many of the people in this district are business owners paying business taxes, most also pay residential taxes. They are being told to pay business taxes when currently, they cannot do business.

In these unprecedented times, the District of Ucluelet will see revenue INCREASE from \$8,013,953 to \$9,092,726 and fund accounting makes sure that all revenues must be spent. However at this time, the people and businesses of Ucluelet face a very uncertain future. I believe they should be able to rely on the leadership of its municipal council and staff, to plan for worst case scenarios and contingency plans that will use revenues to help its people and businesses cope with a turbulent economy. This is NOT a once in a lifetime pandemic budget. It is a business as usual budget. I implore the Council and its senior staff to reconsider and bring forward a new budget that will demonstrate to all that we “are all in this together”!

Thank you for the opportunity to provide input

**Fabian Hogan** |

[REDACTED]  
[REDACTED]





## STAFF REPORT TO COUNCIL

Council Meeting: May 12, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 3900-25 SUPPORT

**SUBJECT:** FIRE SAFETY INSPECTION BYLAW (ADOPTION)

**REPORT NO:** 20-38

**ATTACHMENT(S):** DISTRICT OF UCLUELET FIRE SAFETY INSPECTION BYLAW NO. 1265, 2020

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

1. **THAT** Council adopt “District of Ucluelet Fire Safety Inspection Bylaw No. 1265, 2020”.

### **PURPOSE:**

The purpose of this report is to bring back “District of Ucluelet Fire Safety Inspection Bylaw No. 1265, 2020” (the “Bylaw”) for adoption.

### **BACKGROUND:**

On April 28<sup>th</sup> Council received a report from Chief Geddes about the Bylaw. The report noted that Section 26 of the British Columbia *Fire Services Act* requires a municipality to provide a regular “... system of inspection of hotels and public buildings in the municipality.” The Bylaw satisfies that requirement and therefore brings the District of Ucluelet into compliance with section 26 of the *Fire Services Act*.

Since Council gave the Bylaw three readings at the April 28<sup>th</sup> Regular Meeting, Council is now in a position to adopt the Bylaw.

### **OPTIONS REVIEW:**

1. **THAT** Council adopt “District of Ucluelet Fire Safety Inspection Bylaw No. 1265, 2020”.  
**(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services

## Appendix A

**DISTRICT OF UCLUELET****Bylaw No. 1265, 2020**

A bylaw for a regular system of fire safety inspections for the District of Ucluelet and fire service agreement areas.

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**WHEREAS** the *Fire Service Act* requires a municipal council to provide a regular system of inspection of hotels and public buildings in the municipality;

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

**1. Citation**

- 1.1. This Bylaw may be cited as the “District of Ucluelet Fire Safety Inspection Bylaw No. 1265, 2020.”

**2. Schedules**

- 2.1. The following schedules are attached to and form part of this Bylaw:

- (a) Schedule A – Fines; and
- (b) Schedule B – Fees.

**2. Related Legislation**

- 2.1. The *British Columbia Fire Code* and *British Columbia Fire Services Act* and all amendments thereto are deemed to be in effect within the District of Ucluelet, in conjunction with this Bylaw.

**3. Definitions**

In this Bylaw, unless the context otherwise requires:

- 3.1. “Combustible Liquid” means a liquid having a flash point at or above 37.8° C and below 93.3° C.
- 3.2. “Combustible Materials” means any material that can combust (burn) in air.

- 3.3. “Exit” means that part of a means of exit, including doorways, that leads from the floor area it serves to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.
- 3.4. “False Alarm” means the activation of a fire alarm resulting in the direct or indirect notification of the Fire Department to attend the address of the fire alarm system, where there is in fact no incident at that address.
- 3.5. “Fire Alarm System” means multiple fire alarm devices working together to detect and warn people through visual or audio appliances when smoke, fire, carbon monoxide or other emergencies are present.
- 3.6. “Fire Chief” means the member appointed by the Chief Administrative Officer, as head of the Fire department.
- 3.7. “Fire Code” means the *British Columbia Fire Code as amended from time to time* or enacted under the *Fire Services Act*.
- 3.8. “Fire Department” means the Ucluelet Volunteer Fire Brigade.
- 3.9. “Fire Inspector” means the Fire Chief or a member of the UVFB who has been appointed by the Fire Chief, to perform fire safety inspections.
- 3.10. “Fire Separation” means a construction assembly that acts as a barrier against the spread of fire and smoke.
- 3.11. “Flammable Liquid” means a liquid having a flash point below 37.8° and having a vapour pressure not more than 275.8 kPa at 37.8°.
- 3.12. “Hazardous Process” means any operation that involves a risk from explosion, high flammability or related conditions that create a hazard to life safety.
- 3.13. “Occupant” means an agent, lessee, or licensee or any person in charge of a building or premise to which the *Fire Code* applies.
- 3.14. “Private Hydrant” means a fire hydrant that is on private property.
- 3.15. “Public Building” means any warehouse, factory, store, mill, school, hospital, theatre, public hall, office building and any building other than a private dwelling house.

- 3.16. “Sprinkler System” means all equipment forming part of or used in connection with a fire sprinkler system, including without limitation, all heads, valves piping, switches, sensors, relay equipment, and other accessories.
- 3.17. “UVFB” means the Ucluelet Volunteer Fire Brigade, which primarily operates in the Fire Protection Service Area known as the District of Ucluelet.

#### **4. Administration**

- 4.1. Fire safety inspections will be scheduled with the business owner or Occupant and will generally take place during normal business hours.
- 4.2. Notwithstanding Section 4.1, the Fire Inspector may enter, at all reasonable times, upon any real property for the purpose of administering or enforcement of this bylaw.
- 4.3. No person will prevent, obstruct, or attempt to prevent or obstruct the entry of the Fire Inspector while acting in the conduct of administering or enforcing this bylaw.

#### **5. Fire Safety Inspection Process**

- 5.1. The fire safety inspection process, including frequency of inspections, is detailed in the UVFB Operational Guidelines, as amended from time to time.

#### **6. Assistance in Inspection**

- 6.1. The owner or Occupant or representative of a building or property will, upon request, assist the Fire Inspector in carrying out the fire safety inspection.

#### **7. Fees for Inspection**

- 7.1. An owner or Occupant who requests a Fire Safety Inspection that is not a regular scheduled inspection will be subject to fees specified in Schedule B.
- 7.2. If any fire safety or *Fire Code* deficiencies are noted during the inspection process, the owner or Occupant will be charged a re-inspection fee as specified in Schedule B.
- 7.3. Outstanding inspection fees will be applied to the property’s municipal tax notice.

## 8. Issuance of Order to Comply

- 8.1. An issuance of Order to Comply will be in writing and will be directed to either the owner or Occupant of the building or property.
- 8.2. An Order to Comply will be sufficiently served if:
  - (a) It is delivered to the owner or Occupant by hand;
  - (b) It is delivered to the owner or Occupant by registered mail;
  - (c) It is delivered to the owner or Occupant by email; or
  - (d) The person to whom the order is directed cannot be found, is not known, or refuses to accept service of the order, by posting a copy of the order in a conspicuous place on the building to which the order relates.
- 8.3. An Order to Comply will state the date by which compliance must be achieved. The date will be at the discretion of the Fire Inspector and will depend on the urgency in achieving *Fire Code* compliance.

## 9. Fire Alarm Systems

- 9.1. The owner or Occupant of every building containing a Fire Alarm System will ensure that the system is installed, maintained, and tested in conformance with the *Fire Code* and this Bylaw.
- 9.2. Any owner or occupant who contravenes this Bylaw will be subject to the fines specified in Schedule A. Outstanding fines will be applied to the property's municipal tax notice.
- 9.3. Every contravention of this Bylaw or order issued pursuant to this Bylaw constitutes a separate offense for each day that the contravention occurs.
- 9.4. If two or more False Alarms occur in a building containing an automatic fire Sprinkler System or Fire Alarm System in a calendar year, the building owner or Occupant will be subject to the fees specified in Schedule B. Outstanding fees will be applied to the property's municipal tax notice.

## 10. Private Hydrants

- 10.1. No person shall install, remove, or replace a Private Hydrant unless the Fire Chief has approved the type, capacity, colour, and location of the hydrant.
- 10.2. The owner or Occupant will ensure that the Fire Chief is notified of any construction, servicing or repairs of a Private Hydrant.
- 10.3. The owner or Occupant of a Private Hydrant will notify the Fire Chief immediately when a Private Hydrant has been either taken out of service or put into service.
- 10.4. The owner or Occupant will ensure that each Private Hydrant is clear of obstructions and readily accessible for Fire Department use.
- 10.5. The owner or Occupant of a Private Hydrant will have all components of the hydrant inspected, serviced, and tested by a qualified Fire Protection Technician not less than once a year. The owner or Occupant will keep hydrant maintenance and service records on file.

## 11. Fire Watch

- 11.1. The owner or Occupant of any building in which the Fire Alarm System, automatic Sprinkler System, or emergency power system, or any portion thereof, is not functioning, will institute and maintain a fire watch in the building until all fire detection systems are in complete operation.

## 12. General Fire Protection and Safety

- 12.1. The owner or the Occupant of any land or building within the District of Ucluelet will:
  - (a) Maintain emergency lighting, exit lighting, and exit signs in conformance with the *Fire Code*;
  - (b) Select, inspect, test, and maintain portable fire extinguishers in conformance with the *Fire Code*;
  - (c) Provide and maintain means of egress in conformance with the *Fire Code*;
  - (d) Maintain exit doors in good repair and ensure they open freely in conformance with the *Fire Code*;

- (e) Ensure that streets, yards, and roadways provided for Fire Department access, are maintained ready for use at all times by Fire Department vehicles in conformance with the *British Columbia Fire Code*;
- (f) Ensure that the design and installation of property access gates provide adequate Fire Department vehicle access;
- (g) Maintain standpipe and hose systems, and automatic Sprinkler Systems in conformance with the *Fire Code*;
- (h) Ensure that commercial cooking equipment exhaust and fire suppression systems are installed and maintained in conformance with *Fire Code*;
- (i) Ensure that the number of people permitted to enter a room does not exceed the maximum occupant load calculated in conformance with the *Fire Code*;
- (j) Not cause or permit Combustible Materials to accumulate in quantities or locations contrary to the *Fire Code*;
- (k) Not cause or allow indoor or outdoor storage contrary to the *Fire Code*;
- (l) Not cause or allow Hazardous Process to take place contrary to the *Fire Code*;
- (m) Maintain electrical services and equipment to minimize the creation of an undue fire hazard;
- (n) Store, handle, use, and process all Flammable Liquids and Combustible Liquids in conformance with the *Fire Code*; and,
- (o) Maintain Fire Separations in conformance with the *Fire Code*;

### 13. Severability

- 13.1. If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed, and its severance shall not affect the validity of the remainder of the Bylaw.

**READ A FIRST TIME** this 28<sup>th</sup> day of April, 2020.

**READ A SECOND TIME** this 28<sup>th</sup> day of April, 2020.

**READ A THIRD TIME** this 28<sup>th</sup> day of April, 2020.

**ADOPTED** this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2020.

**CERTIFIED CORRECT:** “District of Ucluelet Fire Safety Inspection Bylaw No. 1265, 2020”

\_\_\_\_\_  
Mayor Noël  
Mayor

\_\_\_\_\_  
Mark Boysen  
Corporate Officer

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

\_\_\_\_\_  
Mark Boysen  
Corporate Officer



### Schedule A - Fines

Offence	Amount
Failure to provide or maintain an address sign	\$100.00
Allowing the accumulation of combustibile growth or material to cause a fire hazard	\$100.00
Failure to provide, install or maintain smoke alarm(s)	\$250.00
Failure to test smoke alarm	\$250.00
Failure to install, maintain or test Fire Alarm System	\$250.00
Failure to provide fire watch	\$1,000.00
Failure to maintain emergency/exit lighting and exit signs	\$250.00
Failure to provide, test or maintain portable fire extinguisher(s)	\$250.00
Failure to provide and maintain means of egress	\$250.00
Failure to maintain exit doors	\$250.00
Failure to provide or maintain Fire Department access by roadway, yard or fire lanes	\$500.00
Failure to install or maintain a gate allowing Fire Department access	\$500.00
Failure to maintain standpipe, hose systems, and automatic Sprinkler Systems	\$250.00
Failure to install and maintain commercial cooking equipment exhaust and fire protection systems	\$250.00
Exceeding the maximum occupant load	\$300.00
Allowing Combustible Material(s) to accumulate in quantities or in locations contrary to the <i>Fire Code</i>	\$250.00
Failure to maintain indoor / outdoor storage	\$250.00
Failure to conduct Hazardous Process compliant to <i>Fire Code</i>	\$250.00
Failure to maintain electrical services/equipment	\$250.00
Failure to store, handle, use or process flammable and Combustible Liquids	\$250.00
Failure to maintain Fire Separations	\$250.00
Failure to provide access for the purpose of a fire inspection	\$250.00

\*Schedule A to District of Ucluelet Fire Inspection Bylaw No. 1265, 2020

**Schedule B – Fees**

<b>Inspection Type</b>	<b>Amount</b>
Inspection (Not Regularly Scheduled)	\$125.00
Re-Inspection	\$50.00
Second Re-Inspection	\$100.00
Second False Alarm in the calendar year	\$150.00
Third False Alarm in the calendar year	\$200.00

\*Schedule B to District of Ucluelet Fire Inspection Bylaw No. 1265, 2020



## STAFF REPORT TO COUNCIL

Council Meeting: May 12, 2020

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** RICK GEDDES, UCLUELET FIRE CHIEF

**FILE NO:** 7130-04 COVID-19

**SUBJECT:** UCLUELET COVID-19 COMMUNITY RESPONSE PLAN

**REPORT NO:** 20-39

**ATTACHMENT(S):** APPENDIX A: DRAFT UCLUELET COVID-19 COMMUNITY RECOVERY PLAN

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

1. **THAT** Council support the establishment of the Ucluelet COVID-19 Recovery Unit Task Force.
2. **THAT** Council endorse the proposed Draft Ucluelet COVID-19 Community Recovery Plan.

### **PURPOSE:**

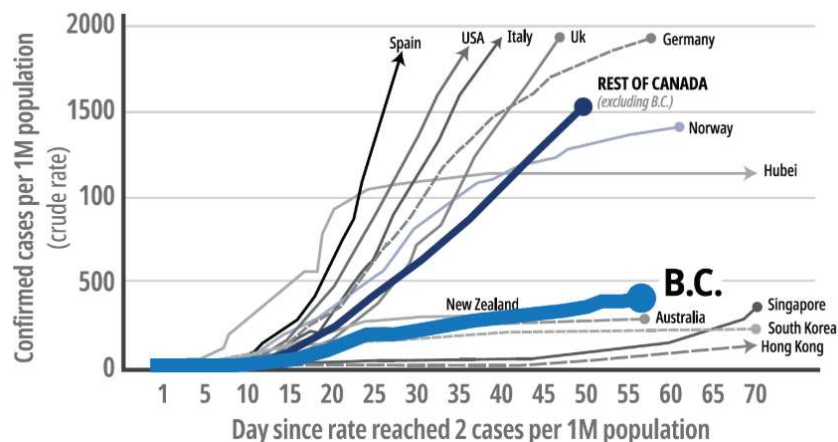
The purpose of this report is to provide Council with an update regarding the District's approach to COVID-19 recovery for the Ucluelet community.

### **BACKGROUND:**

In January 2020, the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a public health emergency of international concern. On March 11, 2020, the WHO declared COVID-19 a pandemic. The Province of BC then declared a public health emergency on March 17<sup>th</sup> and state of emergency on March 18<sup>th</sup>.

On March 16, 2020, the District of Ucluelet activated a Level One EOC to support the local response to COVID-19. Level 2 of the EOC was activated on March 23, 2020. Through a coordinated response between the Province, health authorities, and municipalities, BC has been able to "flatten the curve" so far. See Figure 1 below from the Restart BC website.

FIGURE 1: Cumulative diagnosed COVID-19 case rates by select countries



**DISCUSSION:**

The District of Ucluelet (DoU) Recovery Unit, working under the Planning Section of the Emergency Operations Centre (EOC), has been developing the Draft Ucluelet COVID-19 Recovery Plan (The Plan) over the past two weeks.

**A timeline for businesses opening in Ucluelet depends significantly on the guidance the District receives from the Province and local health authorities.** On May 6<sup>th</sup>, 2020, the Province released the Provincial Restart BC Plan, which provided an important update on proposed timelines for reopening the Provincial economy. The details of this announcement can be found at [www.gov.bc.ca/restartbc](http://www.gov.bc.ca/restartbc). While the District was given bylaw powers of enforcement to support the Provincial mandate during the pandemic, the District will look to the Province to alter its orders and provide protocols for reopening.

To support the development of the Plan, Ucluelet has established a Recovery Task Force. The task force will provide regular updates to Council and its partners. The proposed Ucluelet COVID-19 Recovery Plan Task Force includes:

- District of Ucluelet EOC – District’s Senior Management Team
- Ucluelet Medical Centre – Dr. Carrie Marshall
- Ucluelet Chamber of Commerce – Lara Kemps (Ucluelet Councillor)
- Tourism Ucluelet – Denise Stys-Normal (Executive Director)
- West Coast Resources Society – Margaret Morrison

This Recovery Plan and supporting Task Force will be the focal points for communication in Ucluelet throughout the recovery process. The Plan provides recommendations for promoting accountability and transparency through performance evaluation and reporting. This is a living document and a request for feedback from stakeholders and residents will be made on a regular basis.

***Next Steps:***

1. Following endorsement of the Plan and Task Force, the District will engage businesses and residents to request feedback on the Plan.
2. The Task Force will continue to meet weekly until the end of June 2020.
3. Updates will be provided to Council at each Council meeting in May and June.
4. Weekly updates will be provided to the community via Ukee Mail and District social media.

**POLICY OR LEGISLATIVE IMPACTS:**

Part 1, Section 6 (2) of *The British Columbia Emergency Program Act* states that, “a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.”

Not only will the District of Ucluelet COVID-19 Community Recovery Plan satisfy Provincial legislation, but it will also serve as a living document guideline to assist the community’s return to normalcy.

**FINANCIAL IMPACTS:**

The financial impacts of COVID-19 recovery related actions will be primarily staff related. COVID-19 Ambassadors under consideration will be integrated within existing resources. Costs related to the COVID-19 response are tracked through the Emergency Operations Centre.

**Respectfully submitted:** Rick Geddes, Ucluelet Fire Chief/ COVID-19 EOC Director  
Mark Boysen, Chief Administrative Officer

# District of Ucluelet COVID-19 Community Recovery Plan

**DRAFT**

May 6, 2020 Version 3



DISTRICT OF  
**UCLUELET**

# Version Tracking

Ver	Date	Changes
1	May 1, 2020	Preliminary Draft.
2	May 4, 2020	Added components including monitoring.
3	May 6, 2020	Task Force input and BC's Restart Plan

### District of Ucluelet Contacts:

EOC Director/Fire Chief      250-726-7744  
 Chief Administrative Officer   250-266-0306

Please send questions or comments regarding this Recovery Plan to [info@ucluelet.ca](mailto:info@ucluelet.ca) or call 250-726-7744.

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### Appendix A: Ucluelet COVID Bylaw Priorities

## Background Summary

In January 2020, the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a public health emergency of international concern. The WHO stated that there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries. On March 11, 2020, the WHO declared COVID-19 a pandemic.

The District of Ucluelet (DoU) Recovery Unit, working under the Planning Section of the Emergency Operations Centre (EOC) has developed the Ucluelet COVID-19 Recovery Plan (The Plan). On March 16, 2020, the District of Ucluelet activated a Level One EOC to support the local response to COVID-19. Level 2 of the EOC was activated on March 23, 2020. The purpose of the EOC is to gather and share information related to COVID-19, to carry out advance planning in the event as the COVID-19 situation escalated locally, and to determine the operational impacts to local government services. The EOC is currently in the recovery phase of the pandemic as the health sector and public officials work to mitigate the immediate impacts of the COVID-19 crisis.

While emergency recovery actions are included in this Plan, it is considered a more holistic approach to the needed community response. The Plan is subject to change depending on conditions and information. The Plan intends to be regionally focused within the DoU and west coast communities. The latest version of the Plan will be posted on the COVID-19 Updates and Resources page of [www.ucluelet.ca](http://www.ucluelet.ca).

**A timeline for businesses opening in Ucluelet will be guided by the implementation of the BC Restart Plan ([www.gov.bc.ca/restartbc](http://www.gov.bc.ca/restartbc)).** While the District was given bylaw powers of enforcement to support the Provincial mandate during the pandemic, it will be up to the Province to alter its orders and provide protocols for reopening. Based on a range of factors, the May long-weekend has not been scheduled for reopening to visitors and non-essential travel is not recommended at this time.

*Priority limiting factor for the coast will continue to be the capacity of our health system.*



## Provincial Restart BC Plan

A timeline for businesses opening in Ucluelet depends significantly on the guidance the District receives from the Province and local health authorities. On May 6<sup>th</sup>, 2020, the Province released the Provincial Restart BC Plan, which provided an important update on proposed timelines for reopening the Provincial economy. The details of this announcement can be found at [www.gov.bc.ca/restartbc](http://www.gov.bc.ca/restartbc) and the phased approach is provided below in Figure 1.

**Figure 1: BC's Restart Plan**

<b>PHASE 2 (MID MAY ONWARDS)</b>
<b>UNDER ENHANCED PROTOCOLS</b>
<ul style="list-style-type: none"> <li>➤ Restoration of health services               <ul style="list-style-type: none"> <li>» Re-scheduling elective surgery</li> <li>» Medically related services                   <ul style="list-style-type: none"> <li>▸ dentistry, physiotherapy, registered massage therapy, chiropractors</li> <li>▸ physical therapy, speech therapy, and similar services</li> </ul> </li> </ul> </li> </ul>
➤ Retail sector
➤ Hair salons/ barbers/other personal service establishments
➤ In-person counselling
➤ Restaurants, cafes, pubs – with sufficient distancing measures
➤ Museums, art galleries, libraries
➤ Office-based worksites
➤ Recreation/sports
➤ Parks, beaches and outdoor spaces
➤ Child care
<b>PHASE 3 (JUNE-SEPTEMBER, IF TRANSMISSION RATE REMAINS LOW OR IN DECLINE)</b>
<b>UNDER ENHANCED PROTOCOLS</b>
➤ Hotels and resorts (June)
➤ Parks – broader reopening, including some overnight camping (June)
➤ Film industry – beginning with domestic productions (June/July)
➤ Select entertainment – movies and symphony, but not large concerts (July)
➤ Post-secondary education – with mix of online and in-class (September)
➤ K-12 education – partial return in June, full return in September
<b>PHASE 4 (TBD)</b>
<b>CONDITIONAL ON AT LEAST ONE OF: WIDE VACCINATION; “COMMUNITY” IMMUNITY; BROAD SUCCESSFUL TREATMENTS.</b>
<ul style="list-style-type: none"> <li>➤ Activities requiring large gatherings, such as:               <ul style="list-style-type: none"> <li>» conventions</li> <li>» live audience professional sports</li> <li>» concerts</li> </ul> </li> </ul>
➤ International tourism

The timing of a safe restart of night clubs, casinos and bars is a more complicated consideration. As with other sectors, industry associations will be expected to develop safe operations plans, for review, that are in keeping with Public Health and Safety Guidelines, as well as WorkSafeBC.

## COVID Timeline

### Key Factors Determining Reopening Timeline

- Provincial Restart BC Plan – [www.gov.bc.ca/restartbc](http://www.gov.bc.ca/restartbc)
- Provincial State of Emergency extended to May 12, 2020.
- No new direction from Island Health with potential update May 20, 2020.
- Non-essential travel is not recommended by the Province at this time.
- Pacific Rim National Park is currently closed until the end of May.
- Local accommodators are indicating that a May long weekend opening not realistic.
- No timelines provided for schools to reopen.
- Coastal communities have committed to moving forward together for reopening.

**Table 1: Historical Timeline**

March 9	District issues first COVID notice to public.
March 11	World Health Organization declares global pandemic.
March 13-16	Level 1 EOC Activated District Municipal Office and facilities are closed to the public.
March 17	Provincial Public Health Emergency declared.
March 18	Provincial State of Emergency declared.
March 19	District issues joint statement to request visitors delay visit.
March 21	District sees high level of business compliance with recommendations.
March 23	EOC activated to Level 2.
March 27	Province extends powers of municipal bylaw officers.
April 14	Ucluelet Council adopts policy for COVID-19 bylaw enforcement priorities.

## Framework and Steps to Recovery

### Goals of the Recovery Plan:

- Community recovery through actions to limit losses, reduce suffering, and restore the psycho-social and economic viability of the community.
- Ensure internal and external communication lines are maintained to optimize recovery.
- The Recovery Plan is guided by core principles of accountability and transparency and will focus actions through economic, social, and municipal lenses.



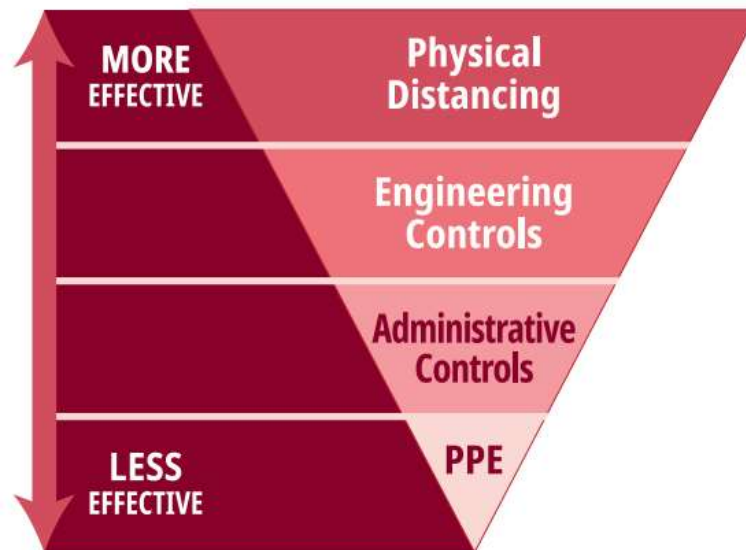
### Guiding Principles:

The Province has provided important principles to guide our “new normal”. These principles are the foundation of how we need to move forward with our Ucluelet and Provincial plans. They include:

- staying informed, being prepared and following public health advice;
- practising good hygiene – hand hygiene, avoid touching your face and respiratory etiquette;
- staying at home and away from others if you are feeling ill – not ever going to school or work;
- maintaining physical distancing outside the household, e.g., no handshakes or hugs, and keeping your number of contacts low and keeping a safe distance;
- making necessary contacts safer with appropriate controls, e.g., using plexiglass barriers or redesigning spaces;
- increasing cleaning of frequently touched surfaces at home and work;
- considering the use of non-medical masks in situations where physical distancing cannot be maintained, such as on transit or while shopping; and
- continuing to reduce personal non-essential travel.

The BC Ministry of Health also has provided the following framework in their COVID-19 Going Forward presentation from May 4<sup>th</sup>, 2020.

**Figure 2: Hierarchy of Controls for COVID-19 (Koehler)**



### Guidance Documents

1. BC Community Disaster Recovery Guide (Sept 2005)
2. Province of BC - COVID-19: Going Forward Presentation May 4<sup>th</sup>, 2020  
[https://news.gov.bc.ca/files/Covid-19\\_May4\\_PPP.pdf](https://news.gov.bc.ca/files/Covid-19_May4_PPP.pdf)
3. Provincial Restart BC Plan – [www.gov.bc.ca/restartbc](http://www.gov.bc.ca/restartbc)
4. BC Recovery Guide for Local Authorities and First Nations (August 2019)

## Task Force and Stakeholders

### Recovery Task Force

- District of Ucluelet EOC – District’s Senior Management Team
- Ucluelet Medical Centre – Dr. Carrie Marshall
- Ucluelet Chamber of Commerce – Lara Kemps (Ucluelet Councillor and Chamber of Commerce Executive Director)
- Tourism Ucluelet – Denise Stys-Norman (Executive Director)
- West Coast Resources Society – Margaret Morrison (Executive Director)

### Key Stakeholders

Stakeholder	Task Force Communication Leads
First Nations	District of Ucluelet EOC
Parks Canada	District of Ucluelet EOC
District of Tofino	District of Ucluelet EOC
ACRD	District of Ucluelet EOC
ACHN	West Coast Resources Society
RCMP	District of Ucluelet EOC
Tourism Ucluelet Board	Tourism Ucluelet
Tourism Tofino	Tourism Ucluelet
Tourism Vancouver Island	Tourism Ucluelet
Local Businesses and Workers	Chamber of Commerce
Mental Health and Substance Abuse	West Coast Resources Society
Public Health Nurse	West Coast Resources Society
Ucluelet Co-Op Grocery	Chamber of Commerce
School District 70	District of Ucluelet EOC
Ucluelet Food Bank	West Coast Resources Society
Province of BC	District of Ucluelet EOC
District of Ucluelet Council	District of Ucluelet EOC
Chamber of Commerce Board	Chamber of Commerce
Short-Term Rental Owners	District of Ucluelet EOC

## Economic Recovery Actions

**Economic Goal:** Support local businesses in the short and long term.

Actions	Lead
1. Provide clear and consistent message for local rules, protocols, and expectations for all businesses and residents.	District of Ucluelet EOC
2. Ucluelet Chamber of Commerce provide direct support to local businesses including: <ol style="list-style-type: none"> <li>a. Act as a clearing house of Provincial and Federal support programs for business groups.</li> <li>b. Assist businesses with filling out forms, navigating funding streams, and applying for financial assistance.</li> <li>c. Advocate for businesses that do not meet criteria for existing Federal and/or Provincial support programs.</li> <li>d. Develop 'open for business' listing.</li> <li>e. Enhance and promote our District, Chamber and TU social media and communication pages to gain a larger audience.</li> </ol>	Chamber of Commerce
3. Advocate to Province for sector protocols (accommodations, STR, restaurants) to establish a clear future transition for businesses to operate.	Tourism Ucluelet
4. Ensure COVID-19 education/monitoring/enforcement by bylaw services are clear and consistently applied for all businesses and residents.	District of Ucluelet EOC - via Bylaw
5. Liaise with the COVID-19 Active Fishermen's Committee.	Chamber of Commerce
6. Build consistent, positive message for the future for Tourism Ucluelet that will be shared with tourism and community partners.	Tourism Ucluelet + District of Ucluelet EOC
7. Participate in Regional Economic Recovery Working Group through ACRD.	Chamber of Commerce
8. Develop long-term plans through funded Tourism Master Plan work. (Budgeted for 2021)	District of Ucluelet
9. Support implementation of the Tourism Ucluelet Recovery Plan.	Tourism Ucluelet
10. Prepare list of shovel ready capital projects for Federal funding opportunities to support local contractors and enhance visitor experience.	District of Ucluelet EOC
11. Maximize social procurement opportunities through updated District of Ucluelet purchasing policy.	District of Ucluelet EOC

12. Advocate to BC Housing for funding to house essential workers.	Chamber of Commerce District of Ucluelet
13. Maintain list of accommodation for essential workers.	Chamber of Commerce
14. Support businesses looking to shift business model and support those looking to sell or lease their business.	Chamber of Commerce
15. Encourage residents to “Buy Local” when they can to support local businesses by developing a new campaign.	Chamber of Commerce
16. Support short-term rentals through reopening transition.	Chamber of Commerce

## Social Recovery Actions

**Social Goal:** Support residents and neighbouring community's health and well-being.

Actions	Lead
1. Maintain communication lines with Island Health and west coast health professionals regarding the status of COVID-19 on the coast and ensure support resources are maintained on the DoU website.	Ucluelet Medical Centre/District of Ucluelet
2. Ensure seniors population needs are addressed to ensure those most vulnerable to COVID-19 are cared for.	Ucluelet Medical Centre
3. Support the Food Bank where possible to ensure community food security for Ucluelet and neighbouring communities.	West Coast Resources Society
4. Continue to work with West Coast Resources Society and RCMP to monitor status of vulnerable populations in our region.	West Coast Resources Society
5. Advocate for support for regional social issues including housing and food access.	West Coast Resources Society
6. Continue regular communication with neighbouring First Nations and Tofino to ensure joint social programs are in place.	District of Ucluelet EOC
7. Participate in Regional Health Recovery Working Group through ACRD.	District of Ucluelet EOC
8. Create online recreation programming.	District of Ucluelet - Rec
9. Prepare facilities for conditional reopening.	District of Ucluelet- Rec
10. Create Recreation Evaluation Toolkit for Facilities and Programs for staged re-opening.	District of Ucluelet - Rec
11. Ensure and support access to programs through District communications and website.	District of Ucluelet - Rec



## Municipal Recovery Actions

**Municipal Goal:** Support Ucluelet businesses and residents in the short and long term

Actions	Lead
1. Reduce tax burden while ensuring community services are maintained.	District of Ucluelet - Finance
2. Advocate to the Province for flexible tax payment/deferment options.	District of Ucluelet - Finance
3. Grant writing support for the District and community to apply for funding.	District of Ucluelet – Corporate
4. Ensure bylaw resources are adequate for transition to increased tourism activity as COVID education and enforcement will continue throughout 2020. This includes addition of community ambassadors to support COVID education.	District of Ucluelet – EOC/Bylaw
5. Explore harbour reserve fund options for supporting commercial harbour businesses.	District of Ucluelet - Finance
6. Share this plan with Ucluelet MLA and MP representatives to ensure priorities are shared and funding stimulus opportunities are explored.	District of Ucluelet – EOC
7. Prepare shovel ready projects for Federal Infrastructure funding. Current projects include Cedar Road Parking, Village Green Phase 1, and Amphitrite Centre.	District of Ucluelet – Corporate
8. Work with community partners when purchasing PPE to leverage purchasing power. This includes working with hotels and other businesses.	District of Ucluelet – EOC
9. Enter into Mutual Aid Agreements with neighbouring communities where needed (i.e. water).	District of Ucluelet – Public Works
10. Ensure that District Staff are practicing safety measures as it relates to COVID and are appropriately supplied and geared with PPE as well as being provided with communications to the general public regarding appropriate messaging.	District of Ucluelet

## Communications and Monitoring

During the development phase of the Plan, requests for feedback and contributions has been made to primary stakeholders to move the preliminary draft forward. The draft Plan will be taken to Ucluelet Council on Tuesday, May 12<sup>th</sup>, 2020 for endorsement. A request for feedback from all stakeholders will be made on a regular basis. New information will be captured in weekly task force meetings and weekly check-ins with West Coast partners.

Inputs	Task Force	Outputs
Stakeholders/Residents  Weekly Task Force Meetings	District of Ucluelet (Lead via EOC) Tourism Ucluelet Chamber of Commerce West Coast Resources Society Ucluelet Medical Centre	Bi-Weekly Council Updates  Weekly Regional/ Public Updates

This Recovery Plan will be a focal point for communication in Ucluelet as the community recovers through the COVID-19 crisis. The task force will provide regular updates to the Ucluelet Council and its partners. This plan will be posted on the District of Ucluelet's COVID-19 Resources and Updates website and weekly updates will be provided to the community via UkeeMail and social media. Feedback will be requested from the public throughout the evolution of this living document.

The Recovery Plan is guided by core principles of accountability and transparency. The public trust in the recovery process depends upon the ability of the Task Forces to implement strategies outlined in the Plan and the success in communicating activities to the public.

### Conclusion

The Ucluelet COVID-19 Recovery Plan is intended to promote community resiliency and guide the health and economic recovery of the community from the COVID-19 pandemic. The Plan will also consider the organizational continuity of the District of Ucluelet and will facilitate an opportunity to evaluate the EOC response to the pandemic (lessons learned) and recommend improvements required to better prepare the community for a similar event in the future.



## STAFF REPORT TO COUNCIL

Council Meeting: May 12, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** NICOLE MORIN, CORPORATE / PLANNING CLERK

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – APRIL 2020

**REPORT NO:** 20-37

**ATTACHMENT(S):** APPENDIX : APRIL 2020 CHEQUE LISTING

**RECOMMENDATION(S):**

There is no recommendation. This report is provided for information only.

**PURPOSE:**

The purpose of this report is to provide Council with a regular update on disbursed cheques.

**BACKGROUND:**

Finance staff have provided a detailed list of last month's cheque run attached as 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. There is no recommendation. This report is provided for information only.  
**(Recommended)**
2. THAT Council provide alternative direction to staff.

**Respectfully submitted:**

Nicole Morin, Corporate / Planning Clerk  
Joey Rotenberg, Manager of Corporate Planning

## Appendix A

Report: M:\live\ap\apchklsx.p  
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District of Ucluelet  
 AP Cheque Listing

From xPrint  
 Date: 04/05/20  
 Time: 11:59:15

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
03042020	2	20-Apr-03	SUN01	SUN LIFE ASSURANCE COMPANY OF CANADA	04/20	APR/20 PREMIUMS	11767.87		11767.87	
32616446	2	20-Apr-03	PW280	PITNEYWORKS	1015101388	POSTAGE RATE UPDATE	56		56	
32616451	2	20-Apr-03	PW280	PITNEYWORKS	25032020	JAN & MAR/20 POSTAGE	2185.32		2185.32	
51907225	2	20-Apr-03	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	80837025	APR-JUN/20 BAY ST WATER PLANT	286.66		286.66	
51907267	2	20-Apr-03	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	80837016	APR-JUN/20 UCC	165.49		165.49	
51907299	2	20-Apr-03	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	80837015	APR-JUN/20 FIREHALL	282.72		282.72	
030099	2	20-Apr-06	ACE92	ACE COURIER SERVICES	14273596 14274775	ANDREW SHERET NAN782411 PRAIRIE COAST NAN771421	74.16 144.71		218.87	
030100	2	20-Apr-06	AS311	ACME SUPPLIES	912041 906776-1	UCC AIR PURIFIER/GLOVES/CLEANER URINAL SCREENS-UCC	191.72 81.72		273.44	
030101	2	20-Apr-06	AGS11	AGS BUSINESS SYSTEMS INC	250518	COPIER USAGE 02/29-03/28/2020	508.33		508.33	
030102	2	20-Apr-06	AHI01	ALLES HOLDINGS INC	47 48	MAR 9-20/20 UVFB CONTRACT SERVICES MAR 23-APR 3/20 UVFB CONTRACT SERVICES	630 630		1260	
030103	2	20-Apr-06	AE500	ASSOCIATED ENGINEERING (B.C.) (LTD)	275516	PROJ 2017-2163.000 KENNEDY LAKE	32007.1		32007.1	
030104	2	20-Apr-06	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10089957 VA10091410	WATER TESTING C019958 WATER TESTING C021105	263.55 263.55		527.1	
030105	2	20-Apr-06	CEV16	CANADIAN ELECTRIC VEHICLES LTD	CA20047	#21 REPLACEMENT PART	73.36		73.36	
030106	2	20-Apr-06	CHE01	CHERNOFF THOMPSON ARCHITECTS	15519	PROJ 39038.1 HEALTH CENTRE STUDY	2748.9		2748.9	
030107	2	20-Apr-06	CT002	CLEARTECH INDUSTRIES INC	195355JMH 826742 826402	CONTAINER RETURN SODIUM HYPOCHLORITE/CONTAINER DEP SODIUM HYPOCHLORITE/CONTAINER DEP	-273 980.28 828.07		1535.35	
030108	2	20-Apr-06	CE004	CORPORATE EXPRESS CANADA INC	52989303	LAMINATING POUCHES-UCC	379.41		379.41	
030109	2	20-Apr-06	DJ002	DRAESEKE JAN	123035	CHI GONG-MAR/20	98.15		98.15	
030110	2	20-Apr-06	FW050	FAR WEST DISTRIBUTORS LTD	333153 333497	TOWEL DISPENSER-UCC LIQUID SOAP-PW	90.36 14.01		104.37	
030111	2	20-Apr-06	FRE01	FRECHEVILLE MARYLISE	123034	AFTERSCHOOL PROGRAM MAR/20	200		200	
030112	2	20-Apr-06	GB059	GIBSON BROS. CONTRACTING LTD.	21369 22869	CRUSH GRAVEL-PW YARD/SEWER/LAGOON	560 1736		2296	

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030113	2	20-Apr-06	GW178	GRAY WHALE DELICATESSEN	178559	UEN/ESS MEETING SNACKS	173.25		173.25	
030114	2	20-Apr-06	HS002	HOGAN, SARAH	123036	DANCE FIT MAR/20	56.18		56.18	
030115	2	20-Apr-06	JR381	J. ROBBINS CONSTRUCTION LTD	4352	MARINE DR PROJECT-FRACTURED ROCK	2961.88		2961.88	
030116	2	20-Apr-06	JAL42	JAL DESIGNS AND GRAPHICS INC.	40501396	TOQUES W/ LOGO-PARKS/REC	156.8		156.8	
030117	2	20-Apr-06	CK608	KASSLYN CONTRACTING	D711 D712	D711 D712	1391.23 1306.61		2697.84	
030118	2	20-Apr-06	KL923	KERDMAN LINDSAY	123031	GYM CAMP SPRING/20	686.4		686.4	
030119	2	20-Apr-06	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	1750-013	1750 BAY ST SANITARY SEWER	2907.71		2907.71	
030120	2	20-Apr-06	LB002	LB WOODCHOPPERS LTD.	34724B	AERATOR 3.5HP	295.68		295.68	
030121	2	20-Apr-06	MC481	MARTIN CRIS	123032	CTM MAR/20	18.38		18.38	
030122	2	20-Apr-06	MP001	MARTIN JIM	123030	TRAIL WORK-TUGWELL FIELD	390		390	
030123	2	20-Apr-06	NC138	NEWANS CYNTHIA	123033	FELTING WINTER/20	132		132	
030124	2	20-Apr-06	NRG20	NRGWISE CONSULTING	UCL 2003	COLLECTIVE BARGAINING MAR/20 FINAL BILL	366.19		366.19	
030125	2	20-Apr-06	OCN01	OCN GARDEN CENTRE	016569	PLANT GROWING MATERIALS	474.76		474.76	
030126	2	20-Apr-06	pi110	PUROLATOR INC	443969715 444089914 444148746	BV LABS/NORTHLAND EMBROIDERY BV LABS BV LABS	239.63 219.26 45.28		504.17	
030127	2	20-Apr-06	NS003	SIGMUND, NORANND	123038	YOGA-MAR/20	36.31		36.31	
030128	2	20-Apr-06	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	79514	APR/20 EAP PROGRAM	117.6		117.6	
030129	2	20-Apr-06	SP010	SUPERIOR PROPANE	29153605 29186614	REC HALL-PROPANE REFILL UAC HALL-PROPANE REFILL	487.38 1453.03		1940.41	
030130	2	20-Apr-06	DT002	TOFINO DISTRICT OF	20200043	SEP-DEC/19 BUILDING INSPECTOR	14513.31		14513.31	
030131	2	20-Apr-06	TU428	TOURISM UCLUELET	12/19	DEC/19 MRDT	11272.55		11272.55	
030132	2	20-Apr-06	up459	UCLUELET PETRO-CANADA	7972	#5 EXHAUST REPAIR	288.8		288.8	
030133	2	20-Apr-06	UR849	UCLUELET RENT-IT CENTER LTD	36920	PRESSURE WASHER-PARKS	47.04		47.04	

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030134	2	20-Apr-06	US001	URBAN SYSTEMS LTD.	175006	PROJ 1427.0004.01 VILLGE GREEN MASTER	1785		27249.6	
					175873	PROJ 1427.0004.01 VILLGE GRN MASTER	1680			
					175381	PROJ 1427.0005.01 PENINSULA RD STRTSCPE	3194.1			
					176182	PROJ 1427.0005.01 PENINSULA RD STRTSCPE	3496.5			
					175636	PROJ 1427.0011.01 CEDAR RD PRKNG LOT	11497.5			
					176183	PROJ 1427.0011.01 CEDAR RD PRKNG LOT	5596.5			
030135	2	20-Apr-06	WM275	WHITE MAGNOLIA RESORT CO LTD	202	FEB/20 POOL RENTAL	546		546	
030136	2	20-Apr-06	WIL01	WILLIAMSON ASHLEY	123037	YOGA-MAR/20	36.31		36.31	
030137	2	20-Apr-06	WC345	WURTH CANADA LTD	23867624	RESPIRATORS-PW	377.19		2869.19	
					23865265	HI-VIS ABSORBENT ROLL-PW	184.74			
					23867072	PW-RESPIRATORS/GLOVES/WIPES	1650.37			
					23861684	SAFETY EQUIPMENT-PARKS	521.28			
					23866446	SAFETY EQUIPMENT-PARKS	135.61			
W000318308	2	20-Apr-09	S0171	MUNICIPAL PENSION PLAN	08/2020	PP08/20	13406.08		13406.08	
7249400	2	20-Apr-13	CRA00	CANADA REVENUE AGENCY	PP08/2020-1	PP08 SOURCE DEDUCTIONS	23180.7		23180.7	
7253842	2	20-Apr-13	CRA00	CANADA REVENUE AGENCY	PP08/2020-2	PP08 SOURCE DEDUCTIONS	9.02		9.02	
51967899C	2	20-Apr-16	LY001	YOUNG ANDERSON	118661	1190080	1430.36		1430.36	
51967899B	2	20-Apr-16	LY001	YOUNG ANDERSON	118660	1190040	113.57		113.57	
51967899A	2	20-Apr-16	LY001	YOUNG ANDERSON	118659	1190020	266.56		266.56	
51967624	2	20-Apr-16	bmc01	BELL MOBILITY INC	03/2020	MAR/20	1187.89		1187.89	
51967899D	2	20-Apr-16	LY001	YOUNG ANDERSON	118662	1190102	37.86		37.86	
51967899E	2	20-Apr-16	LY001	YOUNG ANDERSON	118663	1190167	105.67		105.67	
51967899F	2	20-Apr-16	LY001	YOUNG ANDERSON	118664	1190170	764.08		764.08	
51967899G	2	20-Apr-16	LY001	YOUNG ANDERSON	118665	1190171	26.33		26.33	
51967899H	2	20-Apr-16	LY001	YOUNG ANDERSON	118666	1190172	2316.66		2316.66	
51967899I	2	20-Apr-16	LY001	YOUNG ANDERSON	118667	1190173	1119.62		1119.62	
51967899J	2	20-Apr-16	LY001	YOUNG ANDERSON	118658	1190010	113.57		113.57	
51967899K	2	20-Apr-16	LY001	YOUNG ANDERSON	118668	1190174	1294.66		1294.66	

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030138	2	20-Apr-20	AHI01	ALLES HOLDINGS INC	49	APR 6-17/20 UVFB CONTRACT SERVICES	630		630	
030139	2	20-Apr-20	AFS01	ASSOCIATED FIRE & SAFETY	24601	BULLARD CARES KITS-UVFB	353.85		353.85	
030140	2	20-Apr-20	BDI01	BDI A DIVISION OF BELL MOBILITY INC.	17941934 17979345	APPLE IPAD - UVFB IPAD OTTERBOX CASE-UVFB	448 111.99		559.99	
030141	2	20-Apr-20	B9413	BEELEY PHIL	123046	MAR/20 JANITORIAL MILEAGE	58.88		58.88	
030142	2	20-Apr-20	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10097767	WATER TESTING	263.55		263.55	
030143	2	20-Apr-20	CN411	CITY OF NANAIMO	123045 123047	HAZMAT AWARDSS ONLINE X15 EXAM #1 X4, EXAM #8 X8	2283.75 1449		3732.75	
030144	2	20-Apr-20	civin	CIVIC INFO BC	2020-0274	DIRECTOR OF ENG SERVICES JOB AD	357		357	
030145	2	20-Apr-20	CCL88	CORLAZZOLI CONTRACTING LTD	100-A	PW YARD ALDER FALLING	840		840	
030146	2	20-Apr-20	DAV01	DAVID STALKER EXCAVATING LTD.	11128	BAY ST SANITARY PROJ 20-22 PROGRESS #1	198280.58	19828.06	178452.52	
030147	2	20-Apr-20	EBB01	EBBWATER CONSULTING INC.	335	PROJ P154 FLOOD RISK ASSESSMENT	35574.79		35574.79	
030148	2	20-Apr-20	EL048	ERIK LARSEN DIESEL CO. LTD.	717712 717720	DUMP TRUCK SERVICING #12 BACKHOE EQUIPMENT	260.41 256.87		517.28	
030149	2	20-Apr-20	FSC10	FOUR STAR COMMUNICATIONS INC	54229	MAR/20 ANSWERING SERVICES	149.95		149.95	
030150	2	20-Apr-20	GB059	GIBSON BROS. CONTRACTING LTD.	22666	CRUSH GRAVEL	560		560	
030151	2	20-Apr-20	IC130	INFOSAT COMMUNICATIONS	424382	SAT PHONE APR/20	65.12		65.12	
030152	2	20-Apr-20	ck608	KASSLYN CONTRACTING	D713 D714	D713 D714	2282.63 3087.61		5370.24	
030153	2	20-Apr-20	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	9601-158 1956-005 1750-014 1643-028 0361-079	9601 MISC ENGINEERING-PENINSULA RD 1956 STORM DRAINAGE MASTER PLAN 1750 BAY ST SANITARY SEWER 1643 SEWAGE LAGOON REVIEW 0361 SUBDIVISION REVIEWS-LOT 13	378 1984.5 11639.27 2144.63 275.63		16422.03	
030154	2	20-Apr-20	LB454	LADYBIRD ENGRAVING & WEB CREATIONS LTD	1862A	NUMBERED PLAQUES	431.8		431.8	
030155	2	20-Apr-20	MEC01	MEC PROJECTS LTD	2168	LAGOON SCADA ELECTRICAL	939.98		939.98	
030156	2	20-Apr-20	MF007	MINISTER OF FINANCE	94540005 94541983 94544919	ISOPROPYL ALCOHOL-UVFB GLOVES/WIPES-UVFB FACE MASKS-UVFB	9.16 75.1 29.64		144.49	

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 User ID: RICHARD

District of Ucluelet  
 AP Cheque Listing

From xPrint  
 Date: 04/05/20  
 Time: 11:59:15

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					94547620	RESPIRATOR WIPES-UVFB	30.59			
030157	2	20-Apr-20	misc		BP19-22	BP19-2 REFUND DEP TEMP CONSTR SHELTER	2500		2500	
030158	2	20-Apr-20	NF210	NURNDY-FORFIRE EMERGENCY GRAPHICS LTD.	22013	FIRE RESCUE DECALS-UVFB	1386.21		1386.21	
030159	2	20-Apr-20	PR004	PACIFIC RIM MOTEL	947150	ZOOM BOOM LIFT-CEDAR RD PARKING LOT	126		126	
030160	2	20-Apr-20	PBX12	PBX ENGINEERING LTD	8648	14282-01 UCLUELET SCADA MAINT SUPPORT	354.38		354.38	
030161	2	20-Apr-20	PI110	PUROLATOR INC	444257950 444302672	BV LABS BV LABS	92.28 143.96		236.24	
030162	2	20-Apr-20	SBR01	SONBIRD REFUSE & RECYCLING LTD.	38477 38476 38475 38474 38473 38472 38471	UAC/UVFB GARBAGE MAR/20 UCC GARBAGE MAR/20 PW YARD GARBAGE MAR/20 WHISKEY DOCK GARBAGE MAR/20 52 STEPS GARBAGE MAR/20 SCH GARBAGE MAR/20 LYCHE RECYCLING FEE MAR/20	107.82 283.74 786.7 484.1 354.64 1385.71 38.43		3441.14	
030163	2	20-Apr-20	TFCL6	TECHNICAL FIRE CONSULTING LTD.	1029	EMERGENCY PLANS-UCC	903		903	
030164	2	20-Apr-20	TOF01	TOFINO DISTILLERY LTD.	3244	HAND SANITIZER	677.3		677.3	
030165	2	20-Apr-20	TSC19	TRANSPARENT SOLUTIONS CORP	11179	CLEARMAIL SPAM FILTER MAY/20	20.95		20.95	
030166	2	20-Apr-20	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	04MAR2020#9689 03MAR2020#4068 6415 71333065 71335716 71336988 71337212 03MAR2020#9357 11MAR2020#1594 14MAR2020#5952 23MAR2020#5054	BOTTLED WATER-PW HAND SANITIZER-UCC CARDLOCK MAR/20 #2 PREM FUEL #2 PREM FUEL E1 OIL #2 PREM FUEL CREAMO/PAINTERS TAPE-UCC COFFEE CREAMER-PW BLEACH/VINEGAR-UCC COFFEE-PW	5.88 31.44 2480.15 87.1 72.5 23.99 64 16.51 21.12 22.36 39.98		2865.03	
030167	2	20-Apr-20	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	05/20	MAY/20 LEASE	250		250	
030168	2	20-Apr-20	UP459	UCLUELET PETRO-CANADA	7852 7946 7962 8024	#2 CLUTCH/VALVE REPAIRS #12 BACKHOE TOWING ELECTRIC VEHICLE TOWING #2 BATTERY	618.38 388.5 89.25 194.22		1290.35	
030169	2	20-Apr-20	ur849	UCLUELET RENT-IT CENTER LTD	36344	JAN 16 SEWER TRUCK-POWER OUTAGE	520.8		1813.01	



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District of Ucluelet  
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Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					36842	MAR/20 PORTABLES	772.8			
					37043	PUMP TRUCK-TRAILER PARK	347.2			
					36639	SAW CHAIN FILE	15.46			
					36901	= ("ABRASIVE DIAMOND BLADE 12'")	156.75			
030170	2	20-Apr-20	UI923	UKEE INFO TECH	12056	IT SUPPORT MAR/20	8786.05		8786.05	
030171	2	20-Apr-20	WC345	WURTH CANADA LTD	23789805	FIRST AID KITS-UCC	256.17		409.32	
					23873173	DISINFECTANT SPRAY	153.15			
030172	2	20-Apr-20	XC300	XPLORNET COMMUNICATIONS INC	INV31392081	EMRGNCY INTERNET FIREHALL APR/20	70.55		70.55	
52040101	2	20-Apr-21	VI200	VANCOUVER ISLAND REGIONAL LIBRARY	Q1/20	Q1/20 QUARTERLY VIRL PYMT 1	29992.5		29992.5	
52075711	2	20-Apr-21	tp002	TELUS COMMUNICATIONS INC.	03/20	MAR/20 PHONE/INTERNET	5796.64		5796.64	
52107493	2	20-Apr-24	bc017	BC HYDRO	400003284134	MAR/20	31709.85		31709.85	
2193502	2	20-Apr-27	cra00	CANADA REVENUE AGENCY	PP09/2020-1	PP09 SOURCE DEDUCTIONS	23551.92		23551.92	
2198732	2	20-Apr-27	CRA00	CANADA REVENUE AGENCY	PP09/2020-2	PP09 SOURCE DEDUCTIONS	9.02		9.02	





## STAFF REPORT TO COUNCIL

Council Meeting: May 12, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** NICOLE MORIN, CORPORATE / PLANNING CLERK

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING – APRIL 2020

**REPORT NO:** 20-35

**ATTACHMENT(S):** APPENDIX A: RESOLUTION TRACKING

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

There is no recommendation. This report is provided for information only.

### **PURPOSE:**

The purpose of this report is to provide Council with a monthly status update on 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. There is no recommendation. This report is provided for information only. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Nicole Morin, Corporate / Planning Clerk  
Joey Rotenberg, Manager of Corporate Services

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	25-Sep-18	Lease with Ucluelet & Area Historical Society	THAT Council approve recommendation 1 of report item, "Lease With Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares.	Meet with UAHS looking at options. UAHS to get back to Ms. Fortune to confirm the direction they would like to proceed	Recreation	In Progress: with Historical Society for review and signing
Regular Council	11-Dec-18	2019 Council Meeting Schedule	THAT Council direct staff to update the District of Ucluelet Council Procedures Bylaw No. 1166, 2014 to reflect the new meeting schedule.	Update Council Procedures Bylaw	Corporate Services	In Progress: Currently in the peer review process. Expected to be on the March 26 Meeting Agenda
Regular Council	14-May-19	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road)	THAT Council, with regard to the proposal to renovate the building on Lot 17, District Lot 281, Clayoquot District, Plan VIP76147 (354 Forbes Road) and request for zoning amendments to permit commercial tourist accommodation on the property: give third reading to the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1248, 2019"; give third reading to the "Ucluelet Housing Agreement Bylaw No. 1249, 2019"; and issue Development Variance Permit DVP19-03	Bring Bylaw No. 1248 & No. 1249 for adoption, once all subject to conditions being met	Planning	In Progress - waiting for applicant to meet conditions prior to adoption
Regular Council	08-Oct-19	Proposed Rezoning, Subdivision, and Development Permits for 221 Minato Road (Lot B, District Lot 286, Clayoquot District, Plan VIP79908)	THAT Council: a. indicate support for the updated proposal including an offer of a \$10,000 contribution to the District of Ucluelet for adding fencing, interpretive signs and protective barriers at trail ends to protect adjacent marine shoreline habitat; b. give the District of Ucluelet Zoning Amendment Bylaw No. 1244, 2019 First and Second reading; and, c. direct staff to prepare the necessary permits, covenants and agreements and present them to Council prior to Bylaw No. 1244 proceeding to a public hearing.	Staff to prepare the necessary permits, covenants and agreements and present them to Council prior to Bylaw No. 1244 proceeding to a public hearing	Planning	In Progress - new plan received; preparing staff report
Regular Council	10-Dec-19	Temporary Use Permit - 1861 Peninsula Road	THAT Council provide an opportunity for public comment on this item; and, THAT, subject to public comment, Council authorize issuance of Temporary Use Permit 19-06 to allow residential and seasonal accommodation for up to three years in the Thornton Motel located at 1861 Peninsula Road.	Staff to issue permit - sign, scan, file.	Planning	In Progress - awaiting signature of second party

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	10-Dec-19		THAT Staff provide Council with options for rejuvenating the Frank Jones Memorial site.	Staff to provide Council with options for rejuvenating the Frank Jones Memorial site	Recreation	In Progress - This will be part of overall master plan for Tugwell Field Area - Planning 2020
Regular Council	14-Jan-20	Zoning Bylaw Amendment for 2100 Peninsula Road	That staff prepare a report that identifies options for the regulation of odor and noise, including a covenant.	Staff to prepare a report	Planning	In Progress - awaiting information from applicant
Regular Council	14-Jan-20		THAT Staff work with Black Rock Oceanfront Resort & Spa to identify unique solutions for navigation to the resort.	A.) Staff to incorporate options for directional landmarks in designs for Peninsula Road B.) Staff to follow up with Black Rock to discuss options for appropriate directional signs	Planning & Public Works	Assigned
Regular Council	28-Jan-20	Building Infractions and Zoning Bylaw Amendment for 2088 Peninsula Road (RAVEN LODGE)	THAT District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020, be given first and second reading and advanced to a public hearing.	Staff to bring the item to public hearing	Corporate Services	In Progress- Public hearings will not be scheduled until large gatherings are deemed safe or alternative procedure is implemented by the DOU.

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	11-Feb-20	West Coast Multi-Use Path Extension Bruce Greig, Manager of Community Planning	THAT the District of Ucluelet make application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to expand Licence of Occupation File 1407317, to allow for the extension of the West Coast Multi Use Path and other associated utility uses, between the existing Multi Use Path and Pacific Rim National Park Reserve.	Apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development	Planning / Public Works	In Progress - ACRD staff submitting application
Regular Council	25-Feb-20	Ucluelet Economic Development Corporation	THAT Council direct Staff to take the steps necessary to: a. Update the Directors of the Ucluelet Economic Development Corporation (UEDC) to Mayco Noel, Lara Kemps, Rachele Cole, Marilyn McEwen and Jennifer Hoar; b. Update the Officer of the IEDC to Mayor Noel and Marilyn McEwen; and, c. file the 2019 IEDC annual report.	Update directors, officer and file 2019 annual report	Administration	In Progress - awaiting resignation letters from former directors
Special Council	12-Mar-20	February 20, Special Budget Meeting Minutes	That Council adopts the February 20, 2020 Special Budget Meeting Minutes as amended.	Amend, sign, post, file	Administration	Complete
Special Council	12-Mar-20	Reporting and Request for Funding Letter from the Ucluelet Chamber of Commerce	THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet.	Draft report regarding future locations for Tourism Ucluelet	Planning	Assigned
Special Council	12-Mar-20	Amended Single-Use Item Regulation Bylaw No. 1266, 2029	1. THAT third reading of "District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020" be rescinded. 4. THAT a copy of the amended Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be sent to the Minister of Environment and Climate Change Strategy for approval.	1. Update Bylaw and Tracker 4. Send copy of Bylaw to Minister and upon approval bring back for Council adoption	Administration	In Progress: awaiting ministerial approval
Special Council	12-Mar-20	Short Term Loan Authorization for Fleet Vehicle Purchase	1. THAT the Council of the District of Ucluelet authorizes up to \$200,000 be borrowed, under Section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of obtaining an equipment financing loan to purchase fleet vehicles; and 2. THAT the loan be repaid within 5 years, with no rights to renew.	Apply for Loan	Finance	Assigned
Special Council	12-Mar-20	Operating and Project Review - Draft 5 Year Financial Plan	That Council direct Staff to provide a report on options for investing the remaining Community Forest Funds that have not been allocated for the 2020 budget.	Draft report	Finance	Assigned
Regular Council	17-Mar-20	February 25, 2020 Regular Minutes	THAT Council approve the February 25, 2020 Regular Minutes as amended.	Amend, sign, post, file	Administration	Complete

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 5 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 5. THAT, subject to public input, Council indicate support for Development Variance Permit No. 3090-20-DVP20-02 which would vary the following:  a. vary the Ucluelet Subdivision Control Bylaw No. 521, 1989, to allow development of a compact residential road and services within a 10m dedicated road right-of-way (instead of a 15m minimum road dedication) as proposed in the cross section by Park City Engineering Ltd. dated February 14, 2020; and,  b. for proposed Lots 1, 2 and 5, vary section R-5.6.2 of District of Ucluelet Zoning Bylaw No. 1160, 2013, to permit access to a parking space to be located between the front face of the principal building and the adjacent road	Developer to submit application for DP and DVP20-02 for consideration by Council at a future date	Planning	in progress - awaiting application
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council authorize the District to enter into a Master Partnering Memorandum of Understanding for the development of Affordable Home Ownership Program (AHOP) units in the District of Ucluelet with the British Columbia Housing Management Commission (BC Housing).	Staff to work with BC Housing to prepare MoU	Planning	pending further stages of development approval
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 12 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 12. THAT Council approve funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households, subject to the following:  a. the funds being released to the developer once the 33-lot subdivision has been registered; and,  b. a mortgage charge being registered in favour of the District equal to \$14,545.45 in priority on the title of the 22 ownership lots, with the understanding that those mortgage charges will be discharged from each lot once an Occupancy Permit has been obtained for a dwelling unit on the lot.	Staff to work with applicant. Details to be registered at subdivision stage.	Planning / Finance	in progress

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 8 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 8. THAT Council indicate that it is prepared to authorize the following, once the "No Subdivision Covenant" has been registered on the title of Lot 13: a. discharge of "No Build" covenant FB154873 currently registered on the title of Lot 13; and, b. approval for the future modification of Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered, to document that 33 affordable units have been created for future consideration and calculation of the development potential on other lands currently owned by Weyerhaeuser Company Ltd.	Staff to work with lawyer to modify Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered	Planning	Pending
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 7 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 7. THAT Council indicate that final approval of the Zoning Amendment Bylaw would be subject to the applicant providing a registerable copy of the "No Subdivision" Covenant executed by all owners and charge holders.	Obtain from applicant a registerable copy of the "No Subdivision" Covenant once it is executed by all owners and charge holders	Planning	(Obsolete)
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 5 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 5. THAT, subject to public input, Council indicate support for Development Variance Permit No. 3090-20-DVP20-02 which would vary the following: a. vary the Ucluelet Subdivision Control Bylaw No. 521, 1989, to allow development of a compact residential road and services within a 10m dedicated road right-of-way (instead of a 15m minimum road dedication) as proposed in the cross section by Park City Engineering Ltd. dated February 14, 2020; and, b. for proposed Lots 1, 2 and 5, vary section R-5.6.2 of District of Ucluelet Zoning Bylaw No. 1160, 2013, to permit access to a parking space to be located between the front face of the principal building and the adjacent road	Staff to bring forward DVP20-02 to future Council meeting during consideration of a Development Permit for the project	Administration / Planning	Assigned
Regular Council	17-Mar-20	Water Treatment Loan Authorization Donna Monteith, Chief Financial Officer	That Council approve recommendation 3 of report item, "Water Treatment Loan Authorization" which states: 3. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given third reading and referred to the Inspector of Municipalities for approval.	Staff to refer bylaw to the Inspector for Municipalities for approval	Administration	Assigned: this project is on hold until 2021 fiscal year



Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	14-Apr-20	February 18, 2020 Special Minutes	THAT Council adopt the February 18, 2020 Special Council Minutes as presented.	Print, sign, and post minutes.	Administration	Complete
Regular Council	14-Apr-20	March 12, 2020 Special Minutes	THAT Council adopts the March 12, 2020 Special Council Minutes as presented.	Print, sign, and post minutes.	Administration	Complete
Regular Council	14-Apr-20	March 17, 2020 Regular Minutes	THAT Council adopts the March 17, 2020 Regular Council Minutes as amended.	Print, sign, and post minutes.	Administration	Complete
Regular Council	14-Apr-20	Committee of the Whole - Cancellation	THAT Council reschedule the April 23, 2020 Committee of the Whole Meeting to June 16, 2020 at 3:30 PM.	Issue cancellation notice and notify societies.	Administration	Complete
Regular Council	14-Apr-20	COVID-19 Bylaw Education and Enforcement	A. THAT Council engage the Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht and Yuułu?iif?ath governments, District of Tofino and Alberni-Clayoquot Regional District to discuss a coordinated approach for the West Coast to:  i. lobby Island Health and/or the Government of BC to pass an order restricting tourist and other non-essential travel to the West Coast at this time; and,  ii. take a consistent approach when exercising legislated local government and/or treaty powers to curtail businesses and activities which are not complying with recommendations of the Public Health Officers to stop the spread of COVID-19.	Council to engage and lobby.	Council	Assigned
Regular Council	14-Apr-20	COVID-19 Bylaw Education and Enforcement	1. THAT Council formally endorse the District of Ucluelet Bylaw Enforcement Priorities During COVID-19 policy.	Enter the policy in the policy tracker.	Administration	Complete
Regular Council	14-Apr-20	Revenue Anticipation Bylaw No. 1273	4. THAT District of Ucluelet Revenue Anticipation Bylaw No. 1273, 2020 be adopted.	Print, sign and file. Prepare any other documents required by the finance department.	Administration	Complete
Regular Council	28-Apr-20	April 14, 2020 Regular Minutes	THAT Council adopt the April 14, 2020 Regular Council Meeting Minutes as presented.	Update tracker, sign, print, post and file.	Administration	Complete
Regular Council	28-Apr-20	Financial Hardship Property Tax Deferment Program Reinstatement	THAT Council direct Staff to prepare a letter to Minister Robinson in support of the letter from Mayor Haynes.	Prepare letter in support of Mayor Haynes letter	Administration	Complete
Regular Council	28-Apr-20	Charter Fishing and Whale Watching Tours Ucluelet, COVID-19 Safe Re-opening	THAT Council refer the letter from Castaway Charters to the May 19, 2020 Harbour Authority Meeting.	Publish letter on Harbour Authority Meeting Agenda	Administration	Complete

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	28-Apr-20	Public Participation in Council Meetings during COVID-19	THAT Council direct Staff to: 1. close Council Chambers to the public during open Council meetings until Ministerial Order No. M083 expires; 2. read public input submitted to communityinput@ucluelet.ca during open Council meetings at the "Public Input" section of the Agenda until Council Chambers is reopened to the public; and, 3. read questions submitted to communityinput@ucluelet.ca during open Council meetings at the "Question Period" section of the Agenda until Council Chambers is reopened to the public.	Update District website to reflect these procedural changes	Administration	Complete
Regular Council	28-Apr-20	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council authorize execution of the Assignment of Master Development Agreement by ACMC Holdings Ltd. and Weyerhaeuser Company Ltd.;	Relay Council's approval of execution of the assignment agreement to the parties.	Planning	Complete
Regular Council	28-Apr-20	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council authorize the discharge of "No Build" covenant FB154873 from the title of Lot 13, concurrent with the registration of the "No Subdivision Covenant with Option to Purchase" on the property's title;	Discharge covenant once No Subdivision Covenant with Option to Purchase is registered on the property title.	Planning	In Process: this action is contingent on the parties agreeing on a option to purchase.
Regular Council	28-Apr-20	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council indicate that the offer for the municipality to contribute \$320,000 to support the development of affordable housing on Lot 13 would remain valid until December 1st, 2021, subject to the developer obtaining all other necessary approvals;	Communicate this recommendation to the developer	Planning	Complete
Regular Council	28-Apr-20	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council adopt Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020;	Update tracker, print, sign and file	Administration	Complete
Regular Council	28-Apr-20	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council adopt Ucluelet Housing Agreement Bylaw No. 1270, 2020.	Update tracker, print, sign and file	Administration	Complete
Regular Council	28-Apr-20	Five Year Financial Plan and Annual Tax Rates Bylaws	THAT the "District of Ucluelet 2020-2024 Financial Plan Bylaw No. 1274, 2020" be given second reading.	Update bylaw and tracker and bring back for third reading and adoption.	Administration	Complete
Regular Council	28-Apr-20	Five Year Financial Plan and Annual Tax Rates Bylaws	THAT the "District of Ucluelet Annual Tax Rates Bylaw No. 1275, 2020" be given second reading.	Update bylaw and tracker and bring back for third reading and adoption.	Administration	Complete