



**REGULAR MEETING OF COUNCIL**  
**Tuesday, September 10, 2019 @ 2:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
<p>Council would like to acknowledge the Yuułu?it?ath First Nations on whose traditional territories the District of Ucluelet operates.</p>	
3. ADDITIONS TO AGENDA	
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*British Columbia*[C-2 Waste Reduction Week Proclamation Request](#)

- |       |   |         |
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| 9.3.  | Tourism Vancouver Island Conference Invitation<br><i>Anthony Everret, President &amp; CEO, Tourism Vancouver Island</i><br><a href="#">C-3 TVI Conference Invitation</a>  | 49      |
| 9.4.  | WEBINAR: Provincial Plastics Policy Paper<br><i>Chris Clarke, Policy Analyst, Ministry of Environment and Climate Change Strategy BC</i><br><a href="#">C-4 Plastic Action Plan - Webinar</a>   | 51      |
| 9.5.  | Climate Change Disaster Assistance for Commercial Fishery Participants<br><i>Tony Roberts Jr, President, Native Brotherhood of BC and Joy Thorkelson, President, UFAWU-UNIFOR</i><br><a href="#">C-5 Request for Letter of Support - Disaster Assistance for Commercial Fisheries</a> | 53 - 56 |
| 9.6.  | Joint Local Government Submission regarding Provincial Plastics Action Plan<br><i>Karen Elliott, Mayor of Squamish and Josie Osborne, Mayor of Tofino</i><br><a href="#">C-6 Joint Submission</a>   | 57 - 61 |
| 9.7.  | Coastal Agricultural to the Alberni Agriculture Plan, Implementation Project<br><i>Heather Shobe, ACRD Agricultural Support Worker</i><br><a href="#">C-7 Coastal Addendum to Agricultural Plan</a>   | 63 - 65 |
| 9.8.  | Imperial Lane Traffic Issues<br><i>Marg Vedova, Resident</i><br><a href="#">C-8 Imperial Lane Traffic</a>   | 67 - 69 |
| 9.9.  | Imperial Lane Traffic Issues<br><i>David McIntosh, Resident</i><br><a href="#">C-9 Imperial Lane - Traffic</a>  | 71      |
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| 10.2. | Green Communities Committee<br><i>Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs and Housing BC, and Garry MacIsaac, Executive Director, Union of British Columbia Municipalities</i><br><a href="#">I-2 Green Communities</a>                              | 75 - 77 |
| 10.3. | Service Canada and Canada Revenue Agency visiting the west coast from September 16-20th, 2019<br><i>Kirsty Allen, Citizen Services Officer, Service Canada/Government of Canada</i><br><a href="#">I-3 Service Canada and Revenue Canada Visiting the West Coast</a>                  | 79 - 82 |
| 10.4. | Rehabilitation of salmon stream road crossing culvert along Grice Bay Road begins August 26, 2019<br><i>Dave Tovell, Visitor Experience Manager, Pacific Rim National Park Reserve</i><br><a href="#">I-4 Grice Bay Road and Boat Ramp Closure</a>                                    | 83 - 85 |
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Park Reserve

*Dave Tovell, Visitor Experience Manager, Pacific Rim National Park Reserve*

[I-5 Reduced Speed Zones in Pacific Rim National Park Reserve](#)

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*Liam Edwards, Executive Director, Ministry of Municipal Affairs and Housing BC*

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*Deputy Mayor November 2018 - March 2019*
- 11.3 Councillor Lara Kemps  
*Deputy Mayor April - June 2019*
- 11.4 Councillor Jennifer Hoar  
*Deputy Mayor July - September 2019*
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**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Wednesday, February 20, 2019 at 1:00 PM**

Present:           **Chair:**           Mayor Noël  
                          **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                          **Staff:**           Mark Boysen, Chief Administrative Officer  
  Marlene Lagoa, Manager of Corporate Services  
  Donna Monteith, Director of Finance  
  Bruce Greig, Manager of Community Planning  
  Abigail Fortune, Manager of Parks & Recreation  
  Warren Cannon, Manager of Public Works

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 1:03 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. ADDITIONS TO AGENDA**

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

**4. APPROVAL OF AGENDA**

**4.1 February 20, 2019 Special Agenda**

2017-001                   **It was moved by Councillor Cole and seconded by Councillor Hoar**

*THAT Council approve the February 20, 2019 Special Agenda as presented.*

**CARRIED.**

**5. MAYOR'S ANNOUNCEMENTS**

**5.1 The continuation of the Resort Municipality Initiative (RMI) base funding was announced in yesterday's 2019 provincial budget.**

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

**6.1 Public Input**

There were no members of the public present.

**7. REPORTS**

## 7.1 Grants in Aid and Council Contributions for 2019

*Donna Monteith, Director of Finance*

***Councillor Kemps left the meeting at 1:05 PM as she works for the Chamber of Commerce who has a funding application being considered.***

- Mr. Boysen reminded Council that it is their decision on how to allocate the funds for Grants in Aid and Council Contributions.
- Ms. Lagoa noted that a decision on the Whale Festival is not going to be made today as the District is waiting for confirmation that \$10,000 of RMI funding can be provided to the group.
- Council considered the applications they have received from various community groups. Highlights included:
  - Pacific Rim Arts Society is able to double any funding with matching provincial grants.
  - Surfrider is asking for more money than anybody else and the program has already been running for four years. They believe the program can be redesigned at a lower cost. The program only targets Grade 8 which is a limited group compared to our population.
  - Council likes the programs being run by the Ucluelet Chamber of Commerce but feels the cost is too high. Mr. Boysen noted that the Chamber is proposing another year or two of the UBERE program. The baseline budget is \$30,000 and a full program scenario would be for \$120,000. Mr. Boysen added that the Chamber of Commerce will be coming forward to the District with this additional funding request. Councillor McEwen noted that the District use to give the Chamber a portion of business licencing fees. Mayor suggested that Council consider the Chamber's ask as part of the Economic Development budget. Mr. Boysen informed Council that staff are preparing a report for Council on how to spend the Economic Development funds.
  - Ucluelet Public Market Society made the same request last year. The group does not get charged for use of the market space. Ms. Fortune noted the group only pays for an annual business license for the market. Ms. Fortune confirmed that vendors are charged by the Society to participate.
  - Council had questions about the proposed cost of the Westcoast Community Resources Society's Mental Health First Aid Program.

**Mayor recessed the meeting at 1:23 PM to contact a representative from the Westcoast Community Resources Society.**

**Mayor reconvened the meeting at 1:27 PM.**

- Carrie Hoto, Westcoast Community Resources Society, addressed Council's questions: the Facilitator came recommended by a local Counselor; the Facilitator's rates were cheaper than the other providers; preference for registration will be given first to West Coast service providers, then nurses and paramedics, and then any remaining spots will be offered to the general public. If more than 25 people are interested it would require them to run two sessions which will double the cost. They considered charging a small fee but believe it would be a barrier.
- Council directed staff to send a letter to all applicants indicating the total budget for Grants in Aid and the total of all requests received in 2019.
- Council directed staff to add a line to the Grants in Aid application form indicating the total budget available so applicants are aware of the limited funds available before applying.

2017-002

**It was moved by Councillor Cole and seconded by Mayor Noël**

*THAT Council move the Ucluelet Chamber of Commerce's Grant in Aid request for \$6860 to a future discussion on allocating the \$30,000 budget for economic development.*

CARRIED.

2017-003

**It was moved by Mayor Noël and seconded by Councillor McEwen**

*THAT Council award the following Grants in Aid for 2019 totalling \$20,460:*  
*Army Navy and Airforce Veterans in Canada Unit 293 - \$1650*  
*Clayoquot Biosphere Trust Society - \$1000*  
*Food Bank on the Edge - \$2000*  
*Pacific Rim Arts Society - \$4000*  
*Pacific Rim Hospice Society - \$4000*  
*Ucluelet Junior Canadian Rangers - \$500*  
*Ukee Public Market Society - \$2500*  
*Ucluelet Secondary School Scholarship - \$500*  
*Westcoast Community Resources Society - \$4310*

CARRIED.

2017-004

**It was moved by Councillor Cole and seconded by Councillor Hoar**

*THAT Council approve an increase of \$460 to the Grants in Aid budget for 2019.*

CARRIED.

- 2017-005      **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve the following Council Contributions for 2019 totalling \$42,810:*  
*First Ucluelet Scouts - \$2330*  
*Girl Guides of Canada - \$1300*  
*Pacific Rim Arts Society - \$2500*  
*Pacific Toastmasters - \$1300*  
*Ucluelet & Area Childcare Society - \$30,010*  
*Ucluelet & Area Historical Society - \$600*  
*Ucluelet Chamber of Commerce (Co-op Lease) - \$3000*  
*Ucluelet Chamber of Commerce (JA Program) - \$400*  
*Ucluelet Junior Canadian Rangers - \$1170*  
*Westcoast Community Resources Society - \$200*
- CARRIED.
- 2017-006      **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve \$10,000 annually in RMI funding to the Pacific Rim Whale Festival from 2019 – 2022 dependent on provincial approval of the District of Ucluelet’s 2019-2022 Resort Development Strategy.*
- CARRIED.
- 2017-007      **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council direct staff to bring back for Council’s consideration an updated Grants in Aid Policy and application form that clarifies requests for in-kind council contributions.*
- CARRIED.

***Councillor Kemp’s returned to the meeting at 2:13 PM.***

***Mayor recessed the meeting at 2:13 PM and reconvened the meeting at 2:16 PM.***

## **7.2 Flood Mapping Grant**

***Bruce Greig, Manager of Community Planning***

- Mr. Greig, presented an overview of the report. Highlights included:
  - Provincial funding for flood mapping is being offered for 100% of eligible expenses, up to \$150,000.
  - It is not known how long this funding stream will be available.
  - Tofino is currently completing their own flood mapping project.
  - The results of Ucluelet’s flood mapping project can be used by other communities in the region.



2017-008

**It was moved by Councillor Hoar and seconded by Councillor Cole**

*THAT Council fully supports the District of Ucluelet Flood Mapping Project and directs Staff to allocate time for the overall project including grant management, public engagement and communication.*

CARRIED.

### **7.3 Operating and Projects Discussion Donna Monteith, Director of Finance**

- Mr. Boysen presented an overview of operating and projects in the 2019-2022 Financial Plan. Highlights included:
  - The goal for the 2019 budget goal is a 3% increase over 2018.
  - Noted the District is still waiting to receive the revised roll of property assessments. Any reduction in property assessments can impact the District's revenues.
  - Council 's strategic planning workshop is scheduled for this weekend and any further discussion can take place at the March 6th budget meeting.
  - Mr. Boysen noted there were increases to the budget for staff due to salary increases and hiring of two new Exempt Staff positions and two new CUPE Staff positions.
- Council questions and comments included:
  - What are the transfer fees? Ms. Monteith stated that when the District receives money from grants and other organizations, if the funds are not used in the year received it is transferred out and then transferred back in when the funds are used. Mr. Boysen added that another form of transferred funds is when we collect fees for other public bodies (i.e. regional district fees).
  - Why are the Barkley Community Forest dividends listed as zero? The District received monies in 2018 and at this time the dividends for 2019 have not been determined. Furthermore, the funds received from the Community Forest will not impact taxation.
  - Council asked about the term of the CUPE agreement and the bargaining process. Mr. Boysen responded, the CUPE Collective Agreement expires at the end of this year. CUPE representatives will approach the District when they are ready to bargain. CUPE bargaining is done separately for Ucluelet and only focuses on our staff.

#### Community Planning and Bylaw Services

- Council comments and questions on the Community Planning

and Bylaw Services budget:

- Council assumed there would be an increase in revenue from business licences due to more active bylaw services and enforcement. Mr. Greig noted that revenue projection is conservative and based on an average over time. However, building permits have seen an increase of \$5,000 based on a five year average.
- Asked reason for moving Housing Needs Assessment to 2020. Mr. Greig responded, there have been some changes. Tofino has budgeted for the assessment in 2020 and now the ACRD is looking at it as well. The land use demand study in 2019 covers some ground that will be useful for the affordable housing study.

### Parks and Recreation

- Council comments and questions on the Parks and Recreation Department budget:
  - What was the \$40,000 budget item? Ms. Fortune responded, it is for the new registration program that will better streamline finances.
  - Funding parks and pathways? Ms. Fortune responded, the District pays a fee to Wild Pacific Trail Society of \$2205 and added a 2% increase this year as more work on the trail is needed. We also increased the budget for falling and dangerous trees, and portable washrooms.
  - Why are contracted services down 27%? Ms. Fortune noted it is due to the removal of contracted janitorial services in facilities as a new position for Janitorial Labourer has been filled.
  - Where's the budget for special events, particularly income generated? Ms. Fortune responded, the income is in the sales of services and events fall under their own budget category.
  - Mayor asked for a breakdown on the revenues from community events. Ms. Fortune provided a copy of the Ukee Days event budget.

***Mayor Noël recessed the meeting at 3:01 PM and reconvened at 3:12 PM.***

### Public Works

- Council comments and questions on the Public Works Department budget:
  - Why is more money not budgeted for solid waste in 2019?

Mr. Boysen noted that Staff looked at the budget and removed a small fee that was not needed.

- Does the sidewalk budget include new sidewalks? Mr. Cannon responded, yes, the budget is to build some new sections of sidewalk including a small section by the school on Peninsula Road.
- Where is the budget for fleet analysis? Mr. Boysen responded that the fee would be very minimal and falls under contracted services.
- How much was the three days of paving that was done last year? Mr. Cannon noted it was \$120,000.
- Marine Drive comments included: Staff need to keep the neighbourhood informed before works starts; share information on where you plan on installing the crosswalk; and a preliminary design of what it would look like.

#### Small Craft Harbour

- Council comments and questions on the Small Craft Harbour budget:
  - Concerned with liability of provider to make sure that Lifejackets are properly fitted. Mr. Boysen noted that exploration of the issues is part of the project and that the Harbour Authority Association of BC offers some free legal advice to members.
  - Do they apply for a youth grant for seasonal staff? Mr. Boysen said the Harbour Manager is a contractor and manages the hiring of seasonal staff independently.

#### Fire and Emergency Services

- Council comments and questions on the Fire and Emergency Services budget:
  - Would like to see the fees for fire services provided to Ucluelet First Nation and ACRD on the budget as revenue.
  - Does the District receive funding when attending calls due to motor vehicle accidents? Yes, we do get reimbursed for those calls; however, the funds go directly back to that Fire Services Society and not the District.
  - Mayor noted that an addition was built to the Surf Junction Campground and that may require a review of the ACRD fire services agreement.
  - Concern was expressed with fire services in Millstream area where they do not adhere to the same building regulations.
  - Suggested that Staff review the fire services agreement

with Parks Canada.

### Finance and Corporate Services

- Council comments and questions on the Finance and Corporate Services budget:
  - What is the council promotion budget used for? Mr. Boysen responded, the budget is used for Council meals and events. Ms. Fortune added, in the past the budget has covered the cost of the Christmas dinner, staff appreciation events and staff clothing.
  - Mayor asked for new District jackets for the new staff and Councillors.
  - Who is in charge of promoting staff social events? Mr. Boysen responded, he is working with the CUPE representatives on staff socials.
  - Do we have enough budgeted for the community health care facility and design? Mr, Boysen said yes, there is \$30,000 budgeted.

### Water and Sewer

- Council comments and questions on the Water and Sewer budget:
  - Will the District be looking at water rates in 2019? Mr. Boysen noted that the District has purchased the Waterworth program and that the new Director of Finance has experience in this area. The platform provides a sustainable funding model that looks at gradual rate increases and long-term cost of infrastructure. Ms. Monteith added that she will be meeting with Waterworth in April and that the review of water rates is scheduled for 2020.
  - Where does staff training fall under your budget? Mr. Cannon responded it falls under general in the Public Works budget.
  - What's the cost, and will it change, for the new water facility at Kennedy Lake? Mr. Cannon responded that we are looking at the possibility of future budgets being increased.
  - Can the District promote water filtration systems available at the Co-op to deal with brown water? Mr. Cannon responded, home filtering systems require maintenance and if it is not done correctly there is a health risk. The District is cautious about recommending commercial products due to liability; however, there is some value to

- encourage residents to filter.
- Asked for fencing and flowers at the Matterson Reservoir.

### Public Realm Projects

- Mr. Boysen presented an overview of the proposed public realm projects for 2019 and asked for Council's input on priorities.
- Council comments and questions on the public realm projects budget:
  - Is the Cedar Road Tourism Hub being completed in two phases and is signage included? Mr. Boysen responded, yes the Hub will be completed in two phases. The plan is for signage with a gravel driveway and dirt parking lot.
  - What is the plan for general signage in the community? Ms. Fortune responded, it is something Staff are looking at it this year. We are looking at wayfinding signage and the possibility of using RMI funds.
  - Council would like to see RMI projects include public consultation (e.g Village Green revitalization).
  - When can we add other projects? Are there funds or time left? Mayor Noël responded, the time to discuss other projects is at strategic planning. Mr. Boysen responded that it in order to ensure projects are done properly someone from the District needs to help see the project through. Additional projects would mean dropping other projects or moving things to 2020.
  - How much do we receive in gas tax funding? District received \$122,000 annually.
  - Can we use a bit more of the RMI funding for project planning and design? Ms. Fortune responded, we have to be careful on how we use RMI funds to ensure it is an eligible expense. Surveying and design work is not eligible.
  - Are there certain stipulations on how we can spend Gas Tax funds? Mr. Boysen responded there are a number of different projects that are eligible under RMI funding and will share the eligibility list with Council.
  - Commented on short-term vacation rentals compliance and if there was interest in re-structuring business licences to encourage long-term over short-term rentals. Mr. Greig responded, business licencing has been used by other municipalities to discourage things like cannabis dispensaries. A limitation is that the fee being charged needs to be tied to the District's actual cost of the services being provided. Mr. Greig noted a review of business licences was done awhile ago and that the short-term rental program may be worth revisiting, as well as fire

inspections.

- An issue of concern is the difference in tax ratios between commercial and residential properties.
- Mayor noted that the strategic planning will bring up some low hanging projects such as engagement.

2017-009

**It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council move forward with hosting a budget open house on March 14, 2019 with a 3% budget increase in 2019.*

CARRIED.

## 8. OTHER BUSINESS

### 8.1 Subsidization of Facility Use

- Ms. Fortune addressed Council's enquiry into how the District supports subsidization requests for use of facilities. Highlights included:
  - The District has supported most requests that come through on an annual basis.
  - Subsidization can be offered for a portion of or full amount of the rental.
  - Requests are usually for one-time events.
  - Timing of these requests are an issue as some requests are provided with short notice.
  - Mayor asked that the policy be shared with Council.

## 9. QUESTION PERIOD

9.1 There were no members of the public present.

## 10. ADJOURNMENT

10.1 Mayor Noël adjourned the meeting at 4:45 PM.

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Wednesday, February 20, 2019 at 1:00 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

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, February 26, 2019 at 3:30 PM**

Present:       **Chair:**       Mayor Noël  
                  **Council:**   Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**       Bruce Greig, Acting Chief Administrative Officer  
                          Marlene Lagoa, Manager of Corporate Services  
                          Donna Monteith, Director of Finance

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 3:30 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

**2.1 Council acknowledged the Yuuluʔiʔath First Nations on whose traditional territories the District of Ucluelet operates.**

**3. ADDITIONS TO AGENDA**

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

**4. APPROVAL OF AGENDA**

**4.1 February 26, 2019 Special Agenda**

2017-001           **It was moved by Councillor Kemps and seconded by Councillor McEwen**  
                          ***THAT Council approve the February 26, 2019 Special Agenda as presented.***  
**CARRIED.**

**5. MAYOR'S ANNOUNCEMENTS**

**5.1 There were no announcements.**

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

**6.1 Public Input**

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

**6.2 Delegations**

- **Karen Haugen, Pacific Rim National Park Reserve**

**Re: Parks Canada**

- **Pacific Rim National Park Reserve staff also in attendance included:**
  - Jeanne Freer, Finance & Admin Manager**
  - Dave Tovell, Visitor Experience Manager**
  - Tyler Harbidge, First Nations Program Manager**
  - Jackie Godfrey, Assets Manager**
  - Arlene Armstrong, Program Leader - Applied and Integrated Science**
  
- The Pacific Rim National Park Reserve (PRNPR) was established in 1970.
- Their mandate is built on the foundation of protection, education and visitor experience.
- The PRNPR comprises of three units: Long Beach, Broken Group Islands and the West Coast Trail. It accounts for 29,000 hectares of land; 22,000 hectares of marine area and spans 125km North to South.
- Long Beach Unit visitation: 1.1M with 24 visitor safety incidents.
- The PRNPR also works with 9 First Nations
- The PRNPR, which is one of five units of the BC Coastal Field unit, reports as a field unit and not as a single park.
- Parks Canada Agency competes for funding with other national parks.
- The PRNPR is one of 8 park reserves in Canada.
- Staff completed a park management plan in 2010. This was the first one ever done.
- The plan is being renewed over the next 3 years.
- They will be moving from one management plan to a unit-based management plan, with the goal to strengthen all 3 units of the parks.
- Functions of the PRNPR: Visitor Experience; Administration; First Nations Program; Resource Conservation & Public Safety; Law Enforcement; and Assets.
- First Nations Partnerships:
  - 6 are set up as active cooperative management boards/committees and are receiving governance training.
  - Program works with the Nations based on their own mandates.
  - They were the first park to have a First Nations Partnership Program and have been asked to support other parks in the establishment of their own program.
- Visitor Services:
  - Third busiest national park in Canada.
  - Have 40-45 staff members in the summer, with no



- permanent year-round staff members.
- Green Point Campground has 100 spots that are consistently full.
- Anyone that does business within the park requires a business licence or a special events permit. They also added a CoastSmart component to business licensing that is to be relayed on to their clientele.
- Resource Conservation:
  - Projects include: Dynamic Dune, CoastSmart, Human Wildlife Conflict, Shorebird Monitoring, Eel Grass Monitoring, Coastal Shoreline monitoring and UVA use for data.5 year collaborative agreement for archaeological research.
  - The habituation of wolves is an issue and still learning to co-exist.
  - Working on new signs for wave conditions and a map for the surf industry to direct people to the right beaches.
- PRNPR Pressure Points:
  - New management plan;
  - Increase visitation by 48% - shoulder season attracting more visitors;
  - Staff housing;
  - First Nations and Reconciliation;
  - Human wildlife conflict;
  - The ʔapsčiiik ʔašii (pronounced ups-cheek ta-shee) Trail is the first new infrastructure project in the national park.
  - 2020 is their 50th year; and
  - Looking at the feasibility of entrance gates at the Long Beach unit. This would be discussed in conjunction with both Districts and the First Nations.

Council questions and comments:

- Questioned if CoastSmart would be sent out to the Tourism sector before the release. No - at present PRNPR is currently getting the business license holders updated.
- Requested a copy of the power point presentation.
- Commented on the importance of engaging with local First Nations. Some of these relationships are 20 years in the making and appreciates being included.

## 7. QUESTION PERIOD

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

## 8. ADJOURNMENT

**8.1 Mayor Noël adjourned the meeting at 4:30 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Tuesday, February 26, 2019 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

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Friday, June 7, 2019 at 2:30 PM**

Present:           **Chair:**           Mayor Noël  
                          **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                          **Staff:**           Mark Boysen, Chief Administrative Officer  
                                  Marlene Lagoa, Manager of Corporate Services  
                                  Donna Monteith, Director of Finance  
                                  Bruce Greig, Manager of Community Planning  
                                  Warren Cannon, Manager of Public Works  
                                  Abigail Fortune, Manager of Parks and Recreation

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 2:30 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. ADDITIONS TO AGENDA**

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

**4. APPROVAL OF AGENDA**

**4.1 June 7, 2019 Special Agenda**

2017-001           **It was moved by Councillor Hoar and seconded by Councillor Kemps**  
                          ***THAT Council approve the June 7, 2019 Special Agenda as presented.***

**CARRIED.**

**5. CLOSED SESSION**

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

2017-002           **It was moved by Councillor Kemps and seconded by Councillor Hoar**  
                          ***THAT the June 7, 2019 Special Meeting of Council be closed to the public in***  
                          ***order to address agenda items under Section 90(1)(l) of the Community***  
                          ***Charter.***

**CARRIED.**

**5.2 Mayor Noël suspended the special meeting at 2:31 PM and moved**

**in-camera.**

**5.3 Mayor Noël adjourned the in-camera meeting at 3:10 PM and resumed the open meeting.**

**6. ADJOURNMENT**

**6.1 Mayor Noël adjourned the meeting at 3:10 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Friday, June 7, 2019 at 2:30 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

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, August 13, 2019 at 2:30 PM**

Present:      **Chair:**            Mayor Noël  
                  **Council:**        Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**             Mark Boysen, Chief Administrative Officer  
                              Donna Monteith, Chief Financial Officer  
                              Bruce Greig, Manager of Community Planning  
                              Brent Ashton, Bylaw Officer  
                              Rick Geddes, Fire Chief  
                              Abigail Fortune, Manager of Parks & Recreation  
                              Joseph Rotenberg, Acting Manager of Corporate Services

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 2:30 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. ADDITIONS TO AGENDA**

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

**4. APPROVAL OF AGENDA**

**4.1 August 13, 2019 Regular Agenda**

2017-001            **It was moved by Councillor McEwen and seconded by Councillor Cole**  
                                  *THAT Council approve the August 13, 2019 Regular Agenda as presented.*  
CARRIED.

**5. ADOPTION OF MINUTES**

**5.1 July 9, 2019 Regular Minutes**

2017-002            **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
                                  *THAT Council approve the July 9, Regular Meeting as presented.*  
CARRIED.

**5.2 August 1, 2019 Special Minutes**

2017-003            **It was moved by Councillor Cole and seconded by Councillor McEwen**

*THAT Council approve the August 1, 2019 Special Minutes as presented.*

CARRIED.

## 6. UNFINISHED BUSINESS

### 6.1 Temporary Use Permit for Employee Housing - UHS

***Bruce Greig, Manager of Community Planning***

Mr. Greig presented this report. Highlights included:

- The permit allows a maximum of 13 recreational vehicles on the site, all of which will on areas that are currently paved.
- Council received community input about the Temporary Use Permit (TUP) at the July 9, 2019 Regular Council Meeting.

Council comments and questions:

- Noted that there are already 10 recreational vehicles on site and asked if those vehicles would be removed? Mr. Greig responded that the 10 recreational vehicles will be moved to the paved area and will makeup 10 of the proposed 13 recreational vehicles.
- Asked if the fire department approved the revised site plan? Mr. Greig responded in the affirmative.
- Recommended locating the recreational vehicles on the left side of the site. In response, another Councillor noted that this location would interfere with trucks attempting to transport product unloaded at the site.
- Recommended that the site be cleaned up.
- Noted that a speed bump has been installed on site to manage traffic.
- Asked what the procedure is for revoking the TUP? Mr. Grieg explained that the permit could be revoked by Council at any time but the applicant would have the right to appeal that decision. Mr. Grieg also explained that the site manager is required by the TUP to provide the District with his or her contact information.
- Asked if the Bylaw Officer would be permitted to enter the property to address bylaw violations? Mr. Grieg explained that Bylaw Officers may enter a property to investigate bylaw violations and noted that the RCMP responds to noise complaints received after 10 PM.

2017-004

**It was moved by Councillor Cole and seconded by Councillor McEwen**

*THAT Council approve recommendation 1 of the report item, "Temporary Use Permit for Employee Housing – UHS" which states:*

1. *THAT Council authorize issuance of Temporary Use Permit 19-02 to allow seasonal employee housing for up to three years in a maximum of 13 Recreational Vehicles on the property at 1970 Harbour Crescent,*

*subject to the applicant installing and maintaining all services and making all site improvements in accordance with the conditions of TUP19-02 prior to occupying any of the RV units.*

CARRIED.

## 7. MAYOR'S ANNOUNCEMENTS

### 7.1 Alberni-Clayoquot Regional District - West Coast Committee Meeting - July 17, 2019

Mayor Noël noted the following initiatives identified in the West Coast Committee July 17, 2019 Agenda:

- Land use strategic planning for the Long Beach Airport.
- The West Coast organic composting pilot program.
- West Coast Transit Services, which require electoral assent. The alternative approval process will be implemented to obtain electoral assent.

### 7.2 Ukeë Days 2019 Awards

Mayor Noël recognized the following award winners:

- Youth of the Year – Cameron Graham
- Citizen of the Year – Wlud Pacific Trail Society
- Business of the Year – Blue Room
- Volunteer of the Year – Cris Martin of the Food Bank on the Edge

## 8. PUBLIC INPUT, DELEGATIONS & PETITIONS

### 8.1 Public Input

**J. Atkinson** asked how factory ships will be operating at the TRAPPA site and if there would be an upgrade to the TRAPPA facility? Mayor Noël responded that he is unaware of any planned site upgrades and factory boats typically dock for 12 hours, which is the time it takes them to offload.

**H. Lee** asked if the factory boats are subject to local bylaws while docked? Mark Boysen, Chief Administrative Officer, responded that local bylaws do apply and noted that the site is zoned for industrial use.

**B. Bingham** asked if the street lights in the Whispering Pines Manufactured Home Park are within the jurisdiction of the District of Ucluelet and noted that they have had negative effects on one of his fruit bearing plants? Mark Boysen, Chief Administrative Officer, responded that these street lights are not within the District's jurisdiction and thanked Mr. Bingham for the feedback regarding the brightness of

the lights.

## 9. CORRESPONDENCE

### 9.1 Request for Letter of Support *James Rodgers, CARE Network*

2017-005            **It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council direct Staff to write a letter of support to the CARE Network for their application to the BC Rural Dividend Program.*

CARRIED.

### 9.2 Request for Support for BC Rural Dividend Project - West Coast Education Tourism Economy: Building Capacity and Resilient Communities Together *Rebecca Hurwitz, Executive Director, Clayoquot Biosphere Trust*

Council comments and questions:

- Asked Rebeccas Hurwitz, Executive Director of Clayoquot Biosphere Trust, to address the requested letter of support. Ms. Hurwitz explained that the West Coast NEST is applying for funding to continue its programming. She also noted that there is a funding request of the District of Ucluelet which would support West Coast NEST coordinator position.
- Asked what the funding request is? Ms. Hurwitz responded \$50,000 over two years.

Mark Boysen, Chief Administrative Officer, noted the following:

- There are no funds in the 2019 budget for this project, so Council would have to sacrifice a funded project to satisfy the NEST's funding request.
- Another option is to write a letter of support which indicates that the funding request will be considered during the 2020 budget process.

2017-006            **It was moved by Mayor Noël and seconded by Councillor Cole**  
*THAT Council direct Staff to write a letter of support to the West Coast NEST for their application to the BC Rural Dividend Program.*

CARRIED.

## 10. INFORMATION ITEMS

### 10.1 Hwy 4 Kennedy Hill Safety Improvements Traffic Interruption Update *Emil Anderson Construction (EAC) Inc.*

Council comments and questions:

- Asked how the community and visitors are notified of road



closures? Council members noted that they use facebook to notify residents. Mark Boysen, Chief Administrative Officer, noted that closures are posted on the Ucluelet Community Facebook Page but the more significant issue is that DriveBC is not updated quickly.

- Council directed the same question to Fire Chief, Rick Geddes. Mr. Geddes responded that the communication issue will be discussed at his meeting with EMBC, the Ministry of Transportation, local representatives and the contractor.
- Council recommended implementing a regional text message system intended to inform individuals in the area of the closures.
- Council noted the lack of WIFI in and around the construction area. Mr. Geddes responded that an FM frequency could be used in and around the construction area.

## **10.2 Whales Initiative - Educational Materials for Protecting the Southern Resident Killer Whale** *Justin Huntley Smith, Transport Canada*

Council requested a report about the impact of the salmon closures on the local sports fishing industry at the next Harbour Authority Meeting.

## **11. COUNCIL COMMITTEE REPORTS**

### 11.1 Councillor Rachelle Cole

*Deputy Mayor October - December 2019*

- **July 17, attended Forest Glenn Seniors Luncheon.**
- **August 9, attended a meeting regarding age friendly programming.**

### 11.2 Councillor Marilyn McEwen

*Deputy Mayor November 2018 - March 2019*

- **August 1, attended an information session about the Host Compliance software.**

### 11.3 Councillor Lara Kemps

*Deputy Mayor April - June 2019*

- **August 1, attended an information session about the Host Compliance software.**

### 11.4 Councillor Jennifer Hoar

*Deputy Mayor July - September 2019*

- **July 19, participated in the Ucluelet Pride Parade.**

#### 11.5 Mayor Mayco Noël

- **August 5 - August 7, attended Ground Fish Development Authority meetings in Vancouver. Noted that 66% of BC ground fish are offloaded in Ucluelet and that in the week of August 5th 366 boats unloaded in Ucluelet.**
- **July 17, attended the Alberni-Clayoquot Regional District - West Coast Committee Meeting.**
- **Attended a meeting with Parks Canada representatives and discussed the Coast Smart Program, the Parks Canada Ambassador Program, issues with dogs in the Pacific Rim National Park, and the Bomber being classified as a cultural resource. Noted that visitation to the Pacific Rim National Park is up by 8%.**

## 12. REPORTS

### 12.1 Cheque Listing - July 2019

***Joseph Rotenberg, Acting Manager of Corporate Services***

Council questions and comments:

- Asked if Ukee Days was a success? Abigail Fortune, Manager of Parks & Recreation, responded that it was successful due to strong gate revenues and sponsorship.
- Noted that Council would like a report that addresses the Ukee Days budget because it is important for the community to understand the cost of the event.
- Noted the invoice from Earthwave Landscapes which is associated with bike park rebuild and asked if the project had been completed? Ms. Fortune responded that there will be a grand opening event in the fall and there will be a contract with Earthwave Landscapes for ongoing bike park maintenance.
- Requested an update on the Cedar Road Parking Lot. Mark Boysen, Chief Administrative Officer, responded that the landscaping and line painting work will begin in the fall and the parking lot should be completed next year.

### 12.2 Resolution Tracking - July 2019

***Joseph Rotenberg, Acting Manager of Corporate Services***

Council questions and comments:

- Asked when Council Webcasting will be implemented? Mark Boysen, Chief Administrative Officer, responded that it will be

implemented at the next Regular Council Meeting (Sept. 10, 2019).

- Asked what the engineering assessment of the walkway near the Waters Edge determined? Mr. Boysen responded as follows:
  - Structural issues were identified.
  - The engineers recommended taking down the bridge.
  - There are sufficient funds in the budget to do this work.
  - The District has retained asset management consultants that will work on the redesign of the bridge, among other projects.
- Asked if the new bus pick-up and drop-off zone near the Aquarium is permanent? Mr. Boysen responded that it is a pilot location and the bus zone will be addressed in the downtown area redesign.

### 12.3 Quarterly Financial Report

***Donna Monteith, Chief Financial Officer***

Donna Monteith, Chief Financial Officer, explained that this report is for quarter one and two.

Council questions and comments:

- Noted that the spring community cleanup was more expensive than previous years. Mark Boysen, Chief Administrative Officer, explained that costs are up because more waste was collected. He recommended that the program be discussed during the 2020 budget process.
- Recommended that the community cleanup day be addressed at the Community Town Hall Meeting in late October.

2017-007

**It was moved by Councillor Hoar and seconded by Councillor Cole THAT Council approve recommendation 1 of the report item, "Quarterly Financial Report" which states:**

1. *THAT Council receives the Five Year Financial Plan 2019-2023 Variance Report for the Second Quarter ending June 30, 2019.*

CARRIED.

### 12.4 Ucluelet Soapbox Derby

***Abigail Fortune, Manager of Parks & Recreation***

Mayor Noël and Councillor Kemps declared that they are organizing the Derby which gives rise to a conflict of interest. Mayor Noël and Councillor Kemps left the meeting at 3:27 PM before before discussion regarding this item began.

Abigail Fortune, Manager of Parks & Recreation, noted the applicant

met the permit requirements.

2017-008

**It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council approve recommendations 1 and 2 of the report item, "Ucluelet Soapbox Derby" which state:*

1. *THAT Council approve the Special Events Permit for the Soap Box Derby organized by the Chamber of Commerce and scheduled for Saturday, September 21, 2019.*
2. *THAT Council approve the closure of the following roads from 8:00 AM to 4:00 PM on Saturday September 21, 2019:*
  - a. *Bay Street, from the intersection of Peninsula Road to the intersection of Cedar Road; and,*
  - b. *Cedar Road, from the intersection of Bay Street to the intersection of Park Lane.*

CARRIED.

**12.5 Quarterly Projects Update - 2nd Quarter 2019**  
**Mark Boysen, Chief Administrative Officer**

Mayor Noël and Councillor Kemps returned to the meeting at 3:29 PM after the motion regarding item 12.4 was carried.

2017-009

**It was moved by Councillor Cole and seconded by Councillor Hoar**  
*THAT Council approve recommendation 1 of the report item, "Quarterly Projects Update - 2nd Quarter 2019" which states:*

1. *THAT Council receives this 2019 Q2 update on the progress of budgeted Staff projects.*

CARRIED.

**12.6 BC Rural Dividend Program Application**  
**Abigail Fortune, Manager of Parks and Recreation**

Mark Boysen, Chief Administrative Officer, noted that the Whistler Centre for Sustainability will draft the plan.

Abigail Fortune, Manager of Parks and Recreation, noted the following:

- The Chamber of Commerce and Tourism Ucluelet are in support of the project.
- The grant application is for \$33,483.00. The remainder of the project cost will be satisfied by the Parks and Recreation budget for consultants.

2017-010

**It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 of the report item, "BC Rural Dividend Program Application" which states:*

1. *THAT Council authorize the submission of an application to the BC Rural Dividend Program for a Ucluelet Tourism Master Plan.*

CARRIED.

**12.7 Municipal Insurance Association of BC - Voting Delegates**  
***Joseph Rotenberg, Acting Manager of Corporate Services***

2017-011 **It was moved by Councillor McEwen and seconded by Councillor Cole**

*THAT Council appoints Mayor Noël as the Voting Delegate, Councillor McEwen as the First Alternative Voting Delegate and Councillor Kemps as the Second Alternative Voting Delegate to the Municipal Insurance Association of BC.*

CARRIED.

**12.8 Covenant Modification - 780 Odyssey Lane**  
***John Towgood, Planner 1***

Bruce Greig, Manager of Community Planning, noted the following:

- The property owner is in attendance.
- The subject setback was intended to create green space.
- The subject covenant modification preserves green space by allowing the property owner to build in an area where tree removal would not be necessary.
- All associated legal costs will be borne by the applicant.

2017-012 **It was moved by Councillor Hoar and seconded by Councillor McEwen**

*THAT Council approve recommendation 1 of the report item, "Covenant Modification - 780 Odyssey Lane" which states:*

1. *THAT Council:*
  - a. *approve the proposed amendment of Covenant FB154854 for the property at 780 Odyssey Lane, to modify the greenspace setback requirement as per the terms and drawings within the body of this report; and,*
  - b. *authorize the Corporate Officer to execute the covenant modification documents for registration at the Land Title Office.*

CARRIED.

**13. LEGISLATION**

**13.1 Fire Department Establishment Draft Bylaw**  
***Rick Geddes, Fire Chief***

Council noted that the previous fire bylaw is almost 20 years old.

2017-013 **It was moved by Councillor Kemps and seconded by Councillor Hoar**

*THAT Council approve recommendation 1 of the report item, “Fire Department Establishment Draft Bylaw” which states:*

1. *THAT Council give First, Second and Third Reading to the “District of Ucluelet Fire Department Establishment and Fire and Safety Regulations Bylaw No. 1251, 2019.”*

CARRIED.

### **13.2 Bylaw to Repeal Commissions**

***Joseph Rotenberg, Acting Manager of Corporate Services***

Mayor Noël reminded staff to notify HAC members of Harbour Authority Meetings.

2017-014

**It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council approve recommendation 1 of the report item, “Bylaw to Repeal Commissions” which states:*

1. *THAT Council adopt the “Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019”.*

CARRIED.

### **13.3 Temporary Use Permit 19-05 - 695 Rainforest Drive**

***John Towgood, Planner 1***

Bruce Greig, Manager of Community Planning, noted the following:

- The application is for seasonal accommodation for a locally employed family.
- The site has already been cleared and is serviced.
- Statutory notice has been provided.
- This is an opportunity for public input.

Council questions and comments:

- Noted that this this Temporary Use Permit (TUP) is similar to another that has been issued. Asked if this is the beginning of a trend?
- Noted the trend is positive because it indicates that residents are seeking to become bylaw compliant.
- Noted that the fee to apply for a TUP is \$800.00
- Recommended that an annual intake be established to manage the Planning Department's workload.
- Asked if there was any public comments regarding the subject Temporary Use Permit? No public members responded.

2017-015

**It was moved by Councillor Kemps and seconded by Councillor Hoar**  
*THAT Council approve recommendation 1 and 2 of report item, “Temporary Use Permit 19-05, 695 Rainforest Drive” which state:*

1. *THAT Council provide an opportunity for public comment on this item; and,*
2. *THAT, subject to public comment, Council authorize issuance of Temporary Use Permit 19-05 for a period of up to three years, to allow seasonal accommodation for one Recreational Vehicle / Trailer space on the property at 695 Rainforest Drive.*

CARRIED.

#### **13.4 Zoning Bylaw Amendment for 1557 Larch Road** ***John Towgood, Planner 1***

Bruce Greig, Manager of Community Planning, noted the following about this item:

- The property is commercially zoned because of blanket a rezoning bylaw that was passed in the 1990s.
- The property is used for residential purposes, which is a legal non-conforming use, and the owners want to use the property for B&B purposes, which is not a legal non-conforming use.
- Since the property is legal non-conforming, it cannot be expanded without a Board of Variance ruling or a bylaw that rezones the property to accommodate the current use.
- The rezoning is consistent with the Draft OCP.

Council noted that this may be one of many properties in town that are legally non-conforming as a result of the blanket rezoning. In response, Mr. Greig, indicated that the Planning Department is keeping a list of affected properties as they come to their attention.

2017-016

**It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 of the report item, "Zoning Bylaw Amendment for 1557 Larch Road" which states:*

1. *THAT District of Ucluelet Zoning Amendment Bylaw No. 1253, 2019, be given first and second reading and advanced to a public hearing.*

CARRIED.

#### **13.5 Zoning Amendment for Cannabis Sales at 1786 Peninsula Road** ***John Towgood, Planner 1***

Bruce Greig, Manager of Community Planning, presented this report. Highlights included:

- The site plans show that the store front will face away from Larch Road and the applicant plans to build a pathway through the property that links Larch Road and Peninsula Road.
- The long term plan is to develop a plaza on the property.

- The draft bylaw, if adopted, would cap the size of the store at 1,000 square feet.

Council questions and comments:

- Councillor Cole noted that she has many concerns about the health issues associated with retail cannabis in Ucluelet but will vote in favour of the recommended motion in order to receive community input at the public hearing.
- Noted that the report clarifies the long-term intentions of the applicant.

2017-017

**It was moved by Councillor McEwen and seconded by Councillor Hoar THAT Council approve recommendation 1 of the report item, "Zoning Amendment for Cannabis Sales at 1786 Peninsula Road" which states:**

1. *THAT District of Ucluelet Zoning Amendment Bylaw No. 1254, 2019, be given First and Second Reading and advanced to a public hearing.*

CARRIED.

### **13.6 Zoning Amendment for Cannabis Sales at 1972 Peninsula Road John Towgood, Planner 1**

Bruce Greig, Manager of Community Planning, presented this report. Highlights included:

- Noted that engineering plans have not been submitted but the applicant will contribute financially to the frontage improvements.
- Noted that the improvements could be incorporated in more extensive street improvements in and around the proposed site.
- Noted that the applicant was present at the meeting.

2017-018

**It was moved by Councillor Kemps and seconded by Councillor Hoar THAT Council approve recommendation 1 of the report item, "Zoning Amendment for Cannabis Sales at 1972 Peninsula Road" which states:**

1. *THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1255, 2019 be given First and Second Reading and advanced to a public hearing.*

CARRIED.

## **14. OTHER BUSINESS**

### **14.1 Ucluelet Cemetery**

- Councillor Kemps noted the following:
  - A local family has installed plaques at the Ucluelet Cemetery with funding support from the Clayoquot Biosphere Trust.



- Asked if there was \$1000.00 in District funding available to support this project? Abigail Fortune, Manager of Parks & Recreation, noted the following:
  - There is limited budget for improvements to the cemetery,
  - A three year plan will be prepared, and
  - Ms. Fortune will contact the family regarding the project.

## 15. QUESTION PERIOD

**15.1 D. McIntosh noted that he wrote a letter to Council about vehicles travelling at unsafe speeds and in the wrong direction along Imperial Lane. He recommended installing traffic signage. In response, Mayor Noël noted that the District plans to create a master plan for the area and recommended that Staff share the rough sketches of the area with Mr. McIntosh.**

**15.2 N. O'Malley of the Westerly News asked if the unplanned road closures at the Kennedy Hill Safety Improvement site have effected emergency responses? Council responded that they have been informed that in the event of an emergency, the road will be cleared to allow emergency vehicles to pass.**

## 16. ADJOURNMENT

**16.1 Mayor Noël adjourned this meeting at 4:20 PM.**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, August 13, 2019 at 2:30 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



**DISTRICT OF UCLUELET**  
**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, February 19, 2019 at 6:00 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Marlene Lagoa, Manager of Corporate Services  
                          Donna Monteith, Director of Finance

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 6:01 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. ADDITIONS TO AGENDA**

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

**4. APPROVAL OF AGENDA**

**4.1 February 19, 2019 Committee of the Whole Agenda**

COW-001           **It was moved by Councillor Cole and seconded by Councillor Kemps**  
                          *THAT Council approve the February 19, 2019 Committee of the Whole Agenda*  
                          *as presented.*

CARRIED.

**5. PUBLIC INPUT**

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

**6. MAYOR'S ANNOUNCEMENTS**

**6.1 April 26, 2019 at 9:00 AM is the next meeting with the societies.**

**7. DELEGATIONS - 2019 GRANT IN AID**

**7.1 Army, Navy & Airforce Veterans in Canada Unit 293**  
                  *Bronwyn Kelleher, 1st Vice President*

- Bronwyn advised they are asking for \$1,650 for a new sign. The old ANAF sign fell down last year, but they were able to affix it to the building.
- New ANAF sign would include a roof, with a later addition of a bulletin board which can be used by all the societies in town.
- They would keep strong management of their community notices board. Bronwyn noted the location of the board would allow for visitors to see what events are currently taking place within the community
- Bronwyn clarified step 1 would be to install their own sign; step 2 would include the community bulletin board; step 3 would include a spot for brochures for their self-guided historical walking tour of Ucluelet. The \$1,650 would cover the cost for all three stages.
- They are looking for in-kind donations, and hope to work with the Historical Society and other groups moving forward.

## **7.2 Clayoquot Biosphere Trust Society** ***Faye Missar, Program Coordinator***

- Faye presented an overview of the Society's purpose. They are best known for stewarding granting processes.
- Current issue and focus is on youth. Recent Vital Signs report noted that youth belonging is down. Majority of youth do not feel they have a say on how the community is run.
- Another alarming factor is that mental illness is on the rise.
- When youth were asked about what they do not like about the west coast, they commented on the lack of activities and opportunities.
- Proposed solution is youth action grants.
- They want to build on the success of their Neighbourhood Small Grant model which currently provides funding for individuals to deliver projects in their community that promote social connectedness and belonging, but this model would be specifically for youth.
- With a Plan H, BC Healthy Communities grant they received in 2017, they spearheaded the Westcoast Community Connections youth grant.
- Will be providing grants between \$50 and \$500 to support youth-led community projects.
- Asking for \$1000 from Ucluelet and \$1000 from Tofino and about \$1000 from other organizations.

## **7.3 Food Bank on the Edge** ***Cris Martin, Chair***

- Requesting \$2,000.

- Currently serve over 100 families a month.
- The District grant allows them to maintain their food stores. They have a number of other fundraising streams. There is no provincial or federal funding so grant in aid is needed to help them when they are flat.
- The quality of the hampers have improved greatly over the last 6 years. They have no paid staff.
- They have no paid staff. Distribution days are done by a dedicated group of volunteers that put in 40 personnel hours on a Tuesday.
- The largest expense is food.
- Councillor McEwen questioned which months are the hardest.
- Chris advised the monetary donation they receive is lopsided in the fall and winter. Periodically they have intermittent fundraising opportunities.
- They do have another fundraising initiative that will be at the Co-op. Point of sale opportunity for customers to add \$2 to their bill, but this will only run during the tourist season. This is to tap into the tourists that comes into town.
- The food bank receives a generous donation from Yuułuʔiłʔatḥ First Nation at Christmas. President Doiron has committed to donating between \$3,000 - \$5,000 each year. At present approximately half of the Christmas hampers go to the Yuułuʔiłʔatḥ First Nation.
- Only a few clients from Tofino, which the West Coast Resource Centre assists with. There are food initiatives in Tofino and work with Jon Enns with the Fish and Loaves Humane Society. They regularly share donations and do have a sharing system but it is loosely put together.

#### **7.4 Pacific Rim Arts Society** ***Sue Payne, Executive Director***

- Mark Penny, President and Miles Morrison, Treasurer were also in attendance.
- Arts and culture have become a large economic driver; noted the relationship between arts and culture and a stronger, healthier and more vibrant community.
- With the District's support, PRAS has been able to host Missoula Children's Theatre, Pacific Rim Summer Festival, Art Splash and the Cultural Heritage Festival.
- This year's theme for the Cultural Heritage Festival is the local rich Japanese Culture and will take place in May.
- This year's summer festival changed slightly, the Nuu-chah-nulth Culture Crawl will now be a Cultural Day at the Ucluelet Community Centre. One of the main reasons for the change is they are currently undertaking a 9 month consultation project where they connect with each First Nations community, artists,

Elders and youth to ascertain from them where the PRAS program can be more meaningful and resonate with them. The outcome is the hope to create with them real and impactful programs.

- PRAS is celebrating 50 years in 2020. They are looking to community partners to build a long-term arts and culture strategic plan for the next 50 years.
- PRAS is requesting \$6,000 cash and \$2,500 in kind.
- PRAS asked for \$4,000 from Tofino.

#### **7.5 Pacific Rim Hospice Society** ***Tarni Jacobsen, Executive Director***

- Society turns 25 next month.
- Asking \$4000 dollars in support of their Child and Youth Grief and Loss Program.
- There is a need for support for children and youth on the coast.
- 80% of the work they do is grief support.
- Their goal is to research, develop and facilitate no-cost grief support programs for children and youth in 2019 and beyond.
- In 2018 they held 4 workshops on child and youth grief and loss for 56 participants.
- 2019 ask is to utilize funds to hire a registered clinical counsellor to research and develop the child and youth grief support program. Current thought is to create two grief groups, one for children and one for youth in partnership with the school counsellors and other community partners.
- They would also develop and facilitate a one hour workshop to be delivered to high school students.
- The grief group would be 12 weeks, with a parent support education component.
- They have \$10,000 and in-kind donations, and will be applying for a CBT grant. It is important that this program is sustainable long-term. Once the program is up and running they will apply for gaming grants.

#### **7.6 Pacific Rim Whale Festival** ***Sandy Rantz, Board Chairperson***

- The Festival would have been in its 33 year but they decided to cancel it for 2019.
- Last year our communities got together as it was obvious they were in dire need of help both financially and by way of volunteers. At the time it was just Marilyn and Sandy on the board.
- Got together with facilitator Maureen Douglas, and had a meeting

with all the communities.

- Decided to put out a survey with help from the District.
- Results came back that the Whale festival was important to all the communities.
- They decided to take a year off to get thing right for 2020 with a full board and planning a big fundraiser for this year.
- AGM was on December 10, 2018. Good turnout but despite people seeing the importance of this festival, not many people are willing to volunteer.
- This is why they applied for the grant-in-aid and thanked Council for considering their request.

## **7.7 Surfrider Pacific Rim** ***Alys Hoyland, Youth Coordinator***

- An environmental non-profit to protect ocean and marine environment.
- Alys is here to talk about the Youth Environmental Stewardship Program; YES for short.
- This request is to support the development of the YES program club at the Ucluelet Secondary School only.
- They currently have a YES program in Tofino and Ahousaht, and are in the process of developing a youth club in Ahousaht as well. Helps with increased exchange and mentorship between the school children.
- The YES Program - is an in-school educational component that was delivered to all grade 8 students last year based on the school curriculum. It is also based on the idea that every child growing up on this coast should have the opportunity to connect with the environment in a meaningful way and to help them develop a sense of power in protecting it.
- One of the ways they teach them is to get them out for a beach clean and show them how to run one effectively. They try to empower young people on how to make change in their community and in their schools. Example is at USS the students identified water bottles as a major pollutant so they got ride of water bottles in their vending machines and now have water fountains in the schools.
- Want the youth to feel the have opportunities to make a difference, and to want to continue on from the education aspect to run a club and create further opportunities for those young people in the environmental sector.
- Mayor Noël asked if they have run the program before. Yes, it is based on 4 years of work within the school. They developed a booklet last year for the school. It is a 4 class program. Based on the feedback they got – they developed a new one with

Clayoquot. The request is for funds to re-develop that program and to make it better and more effective for the children.

- Offered to send an updated pdf of the program book. Distributed a booklet of an earlier prototype to Council.

## **7.8 Ucluelet Chamber of Commerce**

### ***Joey Rotenberg, UBERE Facilitator***

- Ran their first youth entrepreneur program which is a 16-20 week program, where youth get together and develop their own company, product or service.
- This year the youth made handmade cedar coasters and would like to bring this program back for a second year.
- This time they want to open it up to children as young as 12 years old up to 16 years old.
- This is an after-school program and one of the major cost is feeding them.
- They made money for their own pockets and donated some to local charities.
- They developed an advertising plan and had the opportunity to work with their peers. One of the things they noticed was the free rider syndrome and the feeling that some were working a lot harder than others, and this was something they learned and had to experience.
- We would like to do it again next year, the major cost being pizza and staff time. We use Junior Achiever's British Columbia curriculum and report back to JABC. I'm excited for what the kids and young adults come up with every year.
- Mayor Noël said some of the kids are excited about coming back. This is not a sports program. It celebrates being in the workplace and working with numbers.

## **7.9 Ukee Public Market Society**

### ***Allison Tremain, Treasurer***

- Asking for \$2,500 in support for hiring a local coordinator for the market.
- The market was established in 2012 and the group that did it, did an excellent job getting it off the ground, but it's time to make changes.
- New board was established after 2018 AGM and they are pushing hard for momentum and continuity. They are working with other community groups to share what we can, whether it's Canada Day, or Art Splash.
- We made some changes: branding, time change to Sunday, added music which was a benefit, and overall making it a safe venue for families to come down and spend time.



- We are trying to reach a point of economic sustainability. That portion of our needs is what opened it up for the board to work in coordination with other local organizations on the events.
- It would be most helpful to get that coordinator again. Hire them local, keep that person employed for some of the year.
- Councillor McEwen asked if moving the day and time of the market made a difference. Yes, the rebranding, plus moving it to Sunday seemed to work well. They did experience fewer Tofino vendors at first. They shared a coordinator for the holiday market last year. It was the glue that got people thinking that Ucluelet is a good market.
- There is a small society fee and the early bird gets a significant discount. They had a lot of drop in vendors, and would like to keep that as local as possible.

#### **7.10 Westcoast Community Resources Society** ***Margaret Morrison, Executive Director***

- Submitted their application specific for mental health first aid training. The original application was drafted before they looked at the new guidelines. Adjusted in their final form.
- 12 hour evidence based basic course, to support someone with mental health problems or someone in a mental health crisis.
- It would be an opportunity to bring training out to the coast. They have made contact with a certified facilitator, who wouldn't be requesting accommodation costs. They have a favourable rate for the 12 hour workshop. There would also be an opportunity to see if other groups would like to engage with her.
- This is something their staff finds very helpful. There are other people that will find it very helpful as well.
- Mayor Noël asked how many participants. Maximum is 25, and no set date yet.

#### **7.11 Ucluelet and Area Historical Society**

- Claudia Cole was asked to attend last minute, but wasn't aware she had to present.
- Requesting \$600 in kind for use of a meeting space.

### **8. ADJOURNMENT**

#### **8.1 Mayor Noël adjourned the meeting at 7:04 PM.**

**CERTIFIED CORRECT:** Minutes of the Committee of the Whole Meeting held on Tuesday, February 19, 2019 at 6:00 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

**Joseph Rotenberg**

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**From:** Marcie DeWitt [REDACTED]  
**Sent:** August 22, 2019 3:50 PM  
**To:** [REDACTED]  
**Subject:** Child Care Planning Open Houses!  
**Attachments:** CCP Tofino Open House.pdf; CCP Ucluelet Open House.pdf

Hello Everyone,

Thank you so much for speaking with us, responding to and forwarding along surveys for the Child Care Planning Project. The survey closed July 30th and we have been busy analyzing the results which we would like to share with you before moving forward in report creation.

We have organized a couple opportunities to engage with service providers and families in the West Coast communities:

Early Years Workers Meeting Sept 4th, 6-8, CBT Office  
Tofino Open House, September 11th, 3-7 Multipurpose Room  
Ucluelet Open House, September 17th, 3-7 Ucluelet Community Centre

The intent of these events will be to:

- Share what we heard - we had over 100 responses from west coast families with some very clear themes
- Help us co design solutions - give respondents an opportunity to give weight to the most important topics, fill in gaps and brainstorm solutions
- Visualize the complexity - we know the current child care environment has been very challenging for families and service providers. Solutions to this will be required at a number of different levels for both families and child care workers. We want to ensure we are taking a systems approach to planning, recording and reporting recommendations in our report.

We have attached posters for the upcoming open houses, please forward in your networks and join us.

Cheers

**Marcie DeWitt**  
**Consulting Services**



Want to know more - check out my past projects via [LinkedIn](#)

**TUESDAY  
SEPTEMBER 17TH  
DROP IN BETWEEN  
3 - 7 PM-  
@UCLUELET  
COMMUNITY  
CENTRE**

**We want to hear about your  
CHILD CARE experience!**

Community Child Care Planning Project





**Joseph Rotenberg**

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**From:** Jessie Christophersen <Jessie@rcbc.ca>  
**Sent:** August 21, 2019 2:59 PM  
**Subject:** PROCLAMATION REQUEST - Waste Reduction Week 2019  
**Attachments:** 2019 Sample Municipal Proclamation.pdf; jc\_Sample Municipal Proclamation.pub

Hi there,

Proclaim Your Support for Waste Reduction Week in Canada!

Each year the [Recycling Council of British Columbia](#) (RCBC) organizes BC's involvement in observing this important week. We would like to ask all municipal councils in British Columbia to officially declare October 21st through 27th, 2019 as Waste Reduction Week in their respective communities.

[Waste Reduction Week in Canada](#) is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

Please join RCBC in proclaiming October 21st – 27th, 2019 as National Waste Reduction Week in Canada and lending your support!

I have attached a sample Municipal Proclamation in PDF and in Publisher form for your convenience. Of course, you are free to use your own Proclamation format, too.

Completed Proclamations can be emailed, faxed or mailed as per the contact information below. Thanks for your continued support of this important event!

Regards,

Jessie

**Jessie Christophersen**

Information Services Assistant

Recycling Council of British Columbia

#10 – 119 W. Pender Street, Van., BC V6B 1S5

E: [jessie@rcbc.ca](mailto:jessie@rcbc.ca)

W: [www.rcbc.ca](http://www.rcbc.ca)

Fax: (604)683-7255

T: (604) 683-6009 ext. 317

Download the BC Recyclepedia app:





WASTE  
REDUCTION  
WEEK  
IN CANADA

\_\_\_\_\_  
(Name of Municipality)

**hereby recognizes**

## Waste Reduction Week in Canada October 21-27, 2019

As a municipality, we are committed to conserving resources, protecting the environment and educating the community.

We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

We have declared October 21-27, 2019, Waste Reduction Week in

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Position



Please send this declaration to the Recycling Council of BC  
By fax at 604-683-7255 or by email at [wrw@rcbc.ca](mailto:wrw@rcbc.ca).  
We thank you again for your commitment to waste reduction.



August 21, 2019

Mayor & Council for the District of Ucluelet  
PO Box 999  
Ucluelet, BC V0R 3A0

Dear Mayor and Council,

We are pleased to invite you to the 56<sup>th</sup> Annual Tourism Vancouver Island Conference & AGM, taking place October 8-10, 2019, in beautiful Nanaimo, B.C., on the traditional territory of the Snuneymuxw First Nation.

Established in 1962, Tourism Vancouver Island is a not-for-profit destination management organization that has enjoyed more than half a century of success as a tourism organization. Pioneering the stakeholder model, building successful cooperative marketing programs, engaging the industry at annual conferences, creating a value of tourism program, and leading our region's travel trade and media presence are all examples of our passion for increasing the economic and social vibrancy of Vancouver Island Region communities.

In addition to the annual State of the Island Tourism Report, our conference activities will focus on

- Networking
- Sustainable travel
- Accessible & inclusive tourism
- Emergency preparedness
- Storytelling
- Indigenous tourism

Our delegates and presenters represent the diverse sectors and stakeholders of our vibrant tourism industry, and your presence would be of great benefit to our attendees, and your work in the region.

Early Bird registration is open until August 31 at  
<https://www.cvent.com/c/express/3e074ce6-71c9-4c2c-b4cc-bffdbbd5627a>.

Our full conference program and speaker lineup can be viewed at  
<https://www.tviconference.ca/program/>.

We would be glad to answer any questions you may have and provide clarification where needed. Lana Cheong, Corporate Services, is available to assist you at [ana@tourismvi.ca](mailto:ana@tourismvi.ca).

Sincerely,



Anthony Everett  
President & CEO

Tourism Vancouver Island  
65 - Front Street, Nanaimo, BC V9R 5H9  
[www.tourismvi.ca](http://www.tourismvi.ca) [www.vancouverisland.travel](http://www.vancouverisland.travel)



**Joseph Rotenberg**

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**Subject:** FW: WEBINAR: Provincial Plastics Policy Paper

**From:** Plastics ENV:EX <[Plastics@gov.bc.ca](mailto:Plastics@gov.bc.ca)>

**Sent:** August 30, 2019 2:37 PM

**Subject:** WEBINAR: Provincial Plastics Policy Paper

**RE: Action on Plastics – Policy Consultation Webinars**

To support the current, province-wide public engagement on the topic of reducing plastic waste, the Ministry of Environment and Climate Change Strategy is conducting a series of webinars for stakeholders, on the policy paper and proposed revisions to the Recycling Regulation of the *Environmental Management Act* to address plastic waste.

During each webinar we will review the information contained in the consultation paper and provide an opportunity to ask questions.

**Webinar Dates**

- Wednesday, September 11 – 10:00 – 11:00am
- Tuesday, September 17 – 10:00 – 11:00am

If you are interested in participating in a webinar, please email your RSVP with the date you plan to attend to [plastics@gov.bc.ca](mailto:plastics@gov.bc.ca).

To review the consultation paper and for more information on how to provide feedback please visit [cleanbc.ca/plastics](http://cleanbc.ca/plastics).

Kind regards,



**Chris Clarke, BSc**  
**Policy Analyst**

Clean Communities | Environmental Standards Branch

Ministry of Environment and Climate Change Strategy

☎ 778 698-2231 | [chris.clarke@gov.bc.ca](mailto:chris.clarke@gov.bc.ca)

*We are engaging on how to best reduce plastic waste; [have your say here!](#)*





August 29, 2019

Hereditary Chiefs, Chief Councillors and Councillors  
First Nations Governing Councils  
Mayors and Council and Regional District Directors  
All BC Coastal Communities  
By email

Dear Leadership,

Re: Climate Change Disaster Assistance for commercial fishery participants

The commercial salmon fishery in the whole of BC was a total failure this summer. Commercial fishery participants have made no money, as there have been few fisheries and the handful that did occur were extremely poor. Fishermen either did not fish at all or, worse, geared up and sailed for the fishing grounds, spending money on fuel, to find that the fisheries they expected remained closed. Shoreworkers and processing plants were idle.

Preseason predictions by DFO were for low average to average salmon returns in most areas of BC, sufficient for modest commercial fisheries. However, the salmon have returned well below spawning requirements in many areas – and on the Fraser and Skeena Rivers, sockeye salmon have returned in numbers lower than at any time in decades. Although there are many other issues which could be adding to the disaster, climate change is the major reason for the low returns. We would like to make it very clear that salmon spawning numbers were, in all cases, well above what was needed to produce decent fisheries in 2019, so 'over fishing' is not to blame.

Commercial fishermen and allied workers (shoreworkers, net menders, gear business etc.) all have had negligible incomes - earnings that would have been spent in their communities. Many owner operators may not be able to maintain their vessels in workable shape over the winter as they have had no fishing income or are in debt due to gearing up and travelling.

We are asking the Federal government for Climate Change Disaster Assistance: income support (EI?) and financial assistance to allow vessel owners keep their boats ship worthy over the winter. We are also asking the Department of Fisheries and Oceans to engage in meetings with commercial fishermen and create a Climate Change Adaptation Plan so that fishermen and processing plants and workers will be able to adjust to future changes.

We respectfully request that you send an urgent letter in support of our requests to Prime Minister Trudeau, Minister Wilkinson (Fisheries and Oceans), Minister Hajdu (Employment, Workforce Development and Labour), and Minister Bennett (Crown-Indigenous Relations) with copies to Premier Horgan, and BC Ministers Lana Popham (Agriculture), Shane Simpson (Social Development and Poverty Reduction) and Scott Fraser (Indigenous Relations and Reconciliation).

Thank you for your consideration,

Tony Roberts Jr  
President, Native Brotherhood of BC  
[REDACTED]

Joy Thorkelson  
President, UFAWU-Unifor  
[REDACTED]



August 20, 2019

The Honourable Patricia Hajdu  
Minister of Employment,  
Workforce Development and Labour  
House of Commons  
Ottawa, ON K1A 0S5

Dear Minister,

As you are no doubt aware, commercial fishers in British Columbia are facing an extraordinarily difficult year as a result of the poor sockeye salmon returns and fishing restrictions aimed at protecting endangered species including Southern Resident Killer Whales. Because of these challenges, many fishers and shore workers are facing significant economic hardships which impact their families and the communities in which they live.

Similar to the impacts resulting from new measures to support the recovery of the South Mountain Caribou as well as the recent downturn in the forestry sector across the province, British Columbia is also experiencing the impact of challenges facing commercial fishers.

I am writing to encourage you to consider providing targeted assistance to this sector. The federal government has done this in several other cases, notably in assisting those affected by curtailments in Atlantic fisheries.

I strongly urge you to consider providing specific Employment Insurance enhancements aimed at assisting commercial fishers and shore workers in BC's fisheries-dependant communities who will have little or no opportunity to fish this season.

Sincerely,

A handwritten signature in black ink that reads "Shane Simpson".

Shane Simpson  
Minister

Commercial Salmon Advisory Board

August 15, 2019

Honourable Jonathan Wilkinson  
 Minister of Fisheries and Oceans  
 200 Kent St  
 Station 15N100  
 Ottawa ON K1A 0E6  
 By email: min@dfo-mpo.gc.ca

Honourable Lana Popham  
 Minister of Agriculture  
 PO Box 9043 Stn Prov Govt  
 Victoria, BC V8W 9E2  
 By email: AGR.Minister@gov.bc.ca

Dear Minister Wilkinson and Minister Popham,

**Re: Climate change disaster relief**

This year's salmon fishery has been a disaster for commercial salmon fishermen of all gear types. Salmon have returned well below DFO pre-season's predictions. Many fishermen geared up in expectation of reasonable fishing opportunities which have turned into meager catches and then into closures for conservation purposes. Other salmon fishermen will have no opportunities at all in their licensed area.

The poor returns are exacerbated by commercial closures intended to conserve southern resident killer whales and interior Fraser steelhead.

The impacts go beyond those to commercial salmon fishermen. Rural and Indigenous coastal communities are hurting. Processing plants and shoreworkers are idle and tendermen and their vessels are tied up.

This is not the fault of the commercial industry. We fish to Total Allowable Catches set by the Department of Fisheries and Oceans. Ocean conditions and fresh water habitat are reacting to climate change - but the impacts are being borne by the salmon commercial fisheries and allied workers and the many businesses in our communities that rely on the fishery.

We are calling on the Federal and Provincial governments to supply immediate climate change disaster relief for the 2019 season to commercial salmon fishery participants and our community partners. We would like to meet with you as soon as possible.

We also would like to engage with both governments about long term planning in light of continuing climate change issues so that commercial fishermen can regain viability. In addition, the Fraser blockage north of Big Bar will have serious ongoing consequences to upper Fraser salmon stocks, intensifying future climate change impacts.

Sincerely,  
 CSAB

Area A seine: Rick Haugan

[REDACTED]

Area B seine: Bob Rezanoff

[REDACTED]

Area C gillnet: Mabel Mazurek

[REDACTED]

Area D gillnet: Barry Crow

[REDACTED]

Area E gillnet: Darrel McEachern

[REDACTED]

Area G troll: Roger Paquette

[REDACTED]

Area H troll: Peter Sakich

[REDACTED]

NBBC: Tony Roberts Jr.

[REDACTED]

UFAWU-Unifor: Joy Thorkelson

[REDACTED]

Processors: Phil Young

[REDACTED]

Cc

Honourable John Horgan  
Premier and President of the Executive Council  
By email: [Premier@gov.bc.ca](mailto:Premier@gov.bc.ca)

Dr. Andrew Weaver,  
Leader of the Green Party,  
By email: [andrew.weaver.mla@leg.bc.ca](mailto:andrew.weaver.mla@leg.bc.ca)

**Honourable Catherine McKenna**  
Minister of Environment and Climate Change  
By email: [ec.ministre-minister.ec@canada.ca](mailto:ec.ministre-minister.ec@canada.ca)

**Honourable George Hayman**  
Minister of Environment and Climate Change  
Strategy  
By email: [ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

Honourable Carolyn Bennett  
Minister of Crown-Indigenous Relations  
By email: [minister@aadnc-aandc.gc.ca](mailto:minister@aadnc-aandc.gc.ca)

Honourable Patricia A. Hajdu  
Minister of Employment, Workforce  
Development and Labour  
By email: [Patty.Hajdu@hrsdc-rhdcc.gc.ca](mailto:Patty.Hajdu@hrsdc-rhdcc.gc.ca)

Honourable Doug Donaldson  
Minister of Forests, Lands, Natural Resource  
Operations and Rural Development  
By email: [FLNR.Minister@gov.bc.ca](mailto:FLNR.Minister@gov.bc.ca)

Honourable Scott Fraser  
Minister of Indigenous Relations and  
Reconciliation  
By email: [IRR.Minister@gov.bc.ca](mailto:IRR.Minister@gov.bc.ca)

Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
By email: [MAH.Minister@gov.bc.ca](mailto:MAH.Minister@gov.bc.ca)

Honourable Adrian Dix  
Minister of Health  
By email: [HLTH.Minister@gov.bc.ca](mailto:HLTH.Minister@gov.bc.ca)

Ken Hardie, MP Fleetwood-Port Kells  
By email: [Ken.Hardie@parl.gc.ca](mailto:Ken.Hardie@parl.gc.ca)

Gord Johns, MP Courtenay--Alberni  
By email: [Gord.Johns@parl.gc.ca](mailto:Gord.Johns@parl.gc.ca)

Fin Donnelly, MP Port Moody-Coquitlam  
By email: [fin.donnelly@parl.gc.ca](mailto:fin.donnelly@parl.gc.ca)

Nathan Cullen, MP Skeena-Bulkley Valley By  
email: [nathan.cullen@parl.gc.ca](mailto:nathan.cullen@parl.gc.ca)

Sonia Furstenau, MLA Cowichan Valley  
By email: [sonia.furstenau.MLA@leg.bc.ca](mailto:sonia.furstenau.MLA@leg.bc.ca)

Mitzi Dean, MLA Esquimalt-Metchosin  
By email: [mitzi.dean.MLA@leg.bc.ca](mailto:mitzi.dean.MLA@leg.bc.ca)

Bob D'Eith, MLA Maple Ridge-Mission  
By email: [bob.deith.MLA@leg.bc.ca](mailto:bob.deith.MLA@leg.bc.ca)

Hon. Lisa Beare, MLA Maple Ridge-Pitt  
Meadows By email: [lisa.beare.MLA@leg.bc.ca](mailto:lisa.beare.MLA@leg.bc.ca)

Sheila Malcolmson, MLA Nanaimo By  
email: [sheila.malcolmson.MLA@leg.bc.ca](mailto:sheila.malcolmson.MLA@leg.bc.ca)

Doug Routley, MLA Nanaimo-North Cowichan  
By email: [douglas.routley.MLA@leg.bc.ca](mailto:douglas.routley.MLA@leg.bc.ca)

Hon Judy Darcy, MLA New Westminster  
By email: [judy.darcy.MLA@leg.bc.ca](mailto:judy.darcy.MLA@leg.bc.ca)

Jennifer Rice, MLA North Coast By email:  
[jennifer.rice.MLA@leg.bc.ca](mailto:jennifer.rice.MLA@leg.bc.ca)

Hon. Claire Trevena, MLA North Island  
By email: [claire.trevena.MLA@leg.bc.ca](mailto:claire.trevena.MLA@leg.bc.ca)

Michelle Stilwell, MLA Parksville-Qualicum MLA  
By email: [michelle.stilwell.MLA@leg.bc.ca](mailto:michelle.stilwell.MLA@leg.bc.ca)

Nicholas Simons, MLA Powell River- Sunshine  
Coast By email:  
[nicholas.simons.MLA@leg.bc.ca](mailto:nicholas.simons.MLA@leg.bc.ca)

John Yap, MLA Richmond-Steveston  
By email: [john.yap.MLA@leg.bc.ca](mailto:john.yap.MLA@leg.bc.ca)

Adam Olsen, MLA Saanich North and the  
Islands By email: [adam.olsen.MLA@leg.bc.ca](mailto:adam.olsen.MLA@leg.bc.ca)





Dear Mayors, Councillors and Regional District Board Members,

September 3, 2019

**Re: Joint Local Government Submission regarding Provincial Plastics Action Plan**

Municipalities and Regional Districts are often at the forefront of environmental issues that affect our citizens and local environments. As local governments who are taking steps to reduce single-use items in our communities, we write to you asking you to join us in a response to the Ministry of Environment and Climate Change Strategy's call for submissions regarding proposed amendments to the *Recycling Regulation* of the *Environmental Management Act* to address plastic waste. In this way, it is our hope that the voices of local governments will be stronger together.

In reviewing the "[Plastics Action Plan Policy Consultation Paper](#)", the following five topic areas were determined as matters requiring specific feedback from the local government sector, and they form the basis of our joint letter:

1. Prioritization of Reduction and Reuse over Recycling and Disposal
2. Clarification of Local Government Authority
3. A "Stepped" Or Phased Approach to Regulation
4. Improvement of Extended Producer Responsibility (EPR) Programs
5. Adequate Consultation (including with other Ministries)

To be clear, there is no reason why your organization cannot submit its own specific feedback to the proposals laid out in the Consultation Paper in addition to this joint submission. However, if you are in alignment with the five broad themes as outlined above, we encourage you to consider passing the following resolution at your next meeting:

"THAT the [insert jurisdiction] Council/Board supports and wishes to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the *Recycling Regulation* of the *Environmental Management Act*."

In order to jointly submit our feedback by the deadline of 4PM on September 30th, 2019, we ask that your staff please contact Elyse Goatcher-Bergmann, Manager of Corporate Services for the District of Tofino, at [egoatcher-bergmann@tofino.ca](mailto:egoatcher-bergmann@tofino.ca) by **noon on Wednesday, September 25<sup>th</sup>, 2019** in order to add your local government's name to the letter.

We understand the tight timeline for consideration of this submission, and thank you and your staff for your attention in advance. We look forward to working together on this and other important matters in the future.

Sincerely,

Karen Elliott  
Mayor of Squamish

Josie Osborne  
Mayor of Tofino



Ministry of Environment and Climate Change Strategy  
 Recycling Regulation Amendments  
 PO Box 9341 Stn Prov Govt  
 Victoria, BC V8W 9M1

Dear Minister Heyman,

September 3, 2019

### **Joint Local Government Response to Provincial Plastics Action Plan**

As local governments who have taken steps to reduce single-use items in our communities, we write together in response to the Ministry of Environment & Climate Change Strategy's (the Ministry) call for submissions regarding proposed amendments to the *Recycling Regulation* of the *Environmental Management Act* to address plastic waste.

In reviewing the "Plastics Action Plan Policy Consultation Paper" (Consultation Paper), the following five topic areas were collectively determined as matters requiring specific feedback from the local government sector. In addition to this letter, local governments may also be submitting individual feedback relevant to their communities. We thank you for your time and consideration, and we look forward to continuing the conversation on these important matters.

#### **1. FOCUS ON REDUCTION AND REUSE**

The pollution prevention hierarchy emphasizes reduction and reuse over recycling and disposal. These priorities are also apparent in the Ministry's Consultation Paper, which discusses reducing plastic consumption through the use of Extended Producer Responsibility (EPR) programs and bans on single-use items. However, local governments feel that these programs can only be considered successful if any unintended shift to excessive consumption of damaging single use alternatives is avoided. To avoid this shift, we recommend that EPR policies be accompanied by incentives to encourage the use of sustainable, reusable options.

In addition, the Consultation Paper frames reuse in terms of recyclability, "ensuring recycled plastic is re-used effectively" through standards on recycled content. We agree that this approach can help reduce emissions and support EPR programs, but there is also an opportunity to consider reuse in terms of behaviour. We urge the Ministry to adopt a policy which supports and enables practices of reuse outside of recycling, with the ultimate goal being reduction of single-use items. This includes encouraging refillable containers (e.g. growlers, wine bottles, soap bottles, etc.), allowing patrons to bring their own container (e.g. takeout food, restaurant leftovers, bulk food shopping, etc.), enabling the right to repair (e.g. repair

cafes, requirements for the provision of spare parts and services, online publication of manuals, etc.), and promoting zero waste shopping (e.g. zero waste stores, farmers' markets, etc.). This added focus on reduction and reuse will help move the Plastics Action Plan forward in accordance with pollution prevention best practices.

## **2. CLARIFY LOCAL GOVERNMENT AUTHORITY**

We appreciate that the Ministry has acknowledged the actions being taken by local governments to address the local impacts of single-use items in BC communities. Indeed, more than 23 communities in B.C. have been actively developing bans, fees and levies, to address single-use items. However, as noted in the Consultation Paper, the B.C. Court of Appeal ruling regarding the City of Victoria's business licence regulation bylaw is of major concern to local governments as its implications for municipal authority to adopt bylaws under sections 8 and 9 of the *Community Charter* are potentially significant.

Until the Court of Appeal decision was issued, it has been the view of many municipalities that the nature of concurrent powers expressly described by statute in sections 8 and 9 of the *Community Charter* allowed for the regulation of unsustainable business practices. To be certain, there are numerous examples of municipal business regulations which already include one or more provisions intended to protect the environment, including imposing requirements or prohibitions on the pollution of waterways, drains and sewers.

As the Province reviews the Court of Appeal's decision, we urge the Minister to consult with the Ministry of Municipal Affairs and Housing to provide clarity on the limits and intent of the general concurrent authorities shared by local governments and the Province in relation to the protection of the natural environment, and specifically as it applies to single use items. Moreover, we request that a clear, timely and uniform process be developed for local governments who choose to act on those matters which fall under section 9(1) [*spheres of concurrent authority*] of the *Community Charter*.

## **3. A "STEPPED" OR PHASED APPROACH**

As each local government faces unique challenges with respect to recycling and solid waste management, a one-size-fits-all provincial regulation may not meet the needs or expectations of all communities. To this end, we recommend the Minister regulate single-use plastics through a "stepped" or "phased" approach akin to the *BC Energy Step Code Regulation*. A phased approach would allow local governments to move at a pace appropriate for their communities, while also providing industry with a set of consistent targets for waste reduction and recycling across British Columbia. This flexibility is particularly important for smaller rural communities while also enabling faster action to be taken by those local governments who are ready for more ambitious, multifaceted approaches to regulating waste and single-use items. In this way, communities can adopt these regulations gradually or more quickly depending on their ability and resources. Moreover, a consistent incremental framework that raises standards would ensure that, as the recycling and packaging industries innovate, we are able to avoid the current patchwork of disparate standards in each community.

The *BC Energy Step Code* is an excellent example of collaboration between the Province, local governments, industry, and other stakeholders. We encourage the Ministry to consider a similar approach to the regulation of single-use items to encourage innovation while respecting the capacity of all municipalities.

#### **4. IMPROVING EXTENDED PRODUCER RESPONSIBILITY (EPR)**

BC is a leader in implementing EPR programs and moving ahead on its commitments to the Canadian Council of Ministers of Environment Canada-wide Action Plan on EPR. As the Ministry now has experience with these programs, it is important to foster continuous improvement, address problems that have arisen and push for programs to meet their full potential.

EPR programs are designed so that producers pay for their products' end of life management, but also so that products and packaging become better designed. The *Recycling Regulation* and the work of the Ministry have focused on collection for recycling or responsible handling, however few programs are achieving success in redesign, reduction or reuse. There needs to be a focus higher up the hierarchy, which would hold the business sector accountable. This could include exploring ways to redesign products, reduce the amount of packaging, or change the materials used. There are different ways to achieve this, including mandating differential fees based on environmental-impact or waste-creation (rather than fees set by operational costs only), implementing financial penalties for non-compliance, or requiring targets for reduction or redesign.

Another area for expansion within the EPR framework is the inclusion of industrial, commercial and institutional (ICI) materials. The main driver for participation by businesses in diversion is the cost of participation relative to disposal. As changes in global markets drive down the revenue potential of these diverted materials, and with high costs of hauling to recycling markets, the segregation and recycling of materials (e.g. plastic containers, plastic film and expanded polystyrene) are challenging to justify for many businesses. Thus, the segregated collection and diversion of materials from the ICI sector is cost prohibitive to the businesses, and in many cases is substantially subsidized by local governments and taxpayers. Inclusion of ICI materials (with a focus on packaging) into the *Recycling Regulation* would create efficiencies within the transportation network from remote communities and prevent landfilling of recyclables by the ICI sector. In this way, the expansion of regulated products captured by the *Recycling Regulation* is supported, including packaging-like products, mattresses, single-use household pressurized cylinders, and new and used gypsum drywall.

EPR programs also need to be structured to ensure that they are accountable and cover the full costs related to the product disposal. Often, many of the costs associated with the collection of EPR products are not covered by the stewardship programs, which results in fees or taxpayer subsidization of the collection, transportation, and responsible disposal of the materials (e.g. tires). In addition, local governments are subsidizing the collection and management of material that escapes the stewardship collection program (through streetscapes, litter collection, illegal dumping, etc.). On a final note, EPR programs should enhance accountability and transparency. This includes local government and public representation on boards, open access to information given to boards and to their decisions, and the inclusion of financial and material management information for all programs. These changes to EPR programs would greatly enhance their effectiveness in the reduction of plastic waste.

#### **5. ENSURING INTERNAL AND EXTERNAL CONSULTATION**

Finally, it is unclear from the Consultation Paper how and when other Ministries and impacted stakeholders will be specifically consulted. When policy tools are evaluated, it is important to consider all impacts and to ensure that viable alternatives are available. To this end, we recommend that the Ministry of Health be specifically consulted regarding potential regulatory changes to allow restaurants to fill take-out orders in reusable containers brought in by customers. This measure is integral to the implementation

of bans on single-use containers and packaging, as the City of Vancouver found that nearly 50% of all garbage collected from public waste bins consists of take-out containers and disposable cups. Compostable and recyclable packaging materials often get mixed up when discarded, contaminating both streams and making them impossible to process.

In the development of exemptions, we support evidence-based policies that have been shown to be effective at reducing waste. Moreover, disability advocates, care facilities, local governments, and other provincial agencies (such as the Ministry of Social Development and Poverty) should be specifically consulted in the development of exemptions as a means to highlight and ensure accessibility.

## CONCLUSION

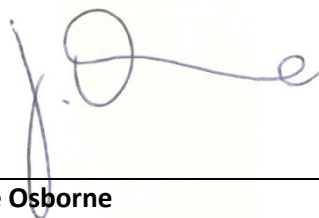
We appreciate the opportunity to provide comment and strongly encourage the Ministry to continue to consult with local governments in the upcoming regulatory process. In this letter, we have highlighted the need for a focus on reduction and reuse, clarification of local government authority, and further internal and external consultation. We have also made suggestions for the improvement of EPR programs and a community-led approach akin to the existing *BC Energy Step Code* adoption model. We hope that these concerns are taken into consideration and we look forward to further engagement with the Ministry.

Sincerely,



---

**Karen Elliott**  
Mayor of Squamish



---

**Josie Osborne**  
Mayor of Tofino

*Additional signatories to be included upon final submission*





To: District of Ucluelet

RE: Coastal Agricultural to the Alberni Agriculture Plan, Implementation Project

Mayor and Council,

The Alberni-Clayoquot Regional District's West Coast Committee has approved the following initiatives in support of **Implementation of the Coastal Addendum to the Alberni Agricultural Plan**:

1. Further engagement with Coastal Stakeholders;
  1. I look forward to making a presentation at a District of Ucluelet Council meeting in October, and welcome other inquiries or discussion in advance.
2. **A Coastal Agriculture Roundtable (CAR)**, with a preliminary meeting scheduled for Wednesday, November 13 in Ucluelet:
  1. We seek strong membership at the Government and Council level, and I hope to confirm your participation when I present to Council in October.
  2. An CAR overview is attached
3. Identification of opportunities for **immediate financial support of coastal projects**.
  1. A public announcement, including details, is attached.
  2. **I ask that Council support this opportunity by immediately sharing the announcement and opportunity through its networks.**

Thank you for your support of increased Coastal food production and agricultural development!

Heather

Heather Shobe  
ACRD Agricultural Support Worker

*"Our food is celebrated and recognized for its role in nourishing individuals, livelihoods, and relationships. A strong and localized food system provides dignified access to food for our people, a sense of place for our communities, and the seeds of resilience for future generations. We respectfully use the resources we have on hand, preserving our ecosystem through responsible stewardship."*

*- Vision, Coastal Addendum to the Alberni Agriculture Plan*



Heather Shobe

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

# Coastal Agriculture

## OPPORTUNITY FOR FUNDING



The Alberni-Clayoquot Regional District is looking for opportunities to provide direct financial support towards projects that support implementation of the

### Coastal Addendum to the Alberni Agriculture Plan.

The budget expected to be distributed is \$5000.

***Projects that take place between August 23, 2019 - Mar 31, 2020 are eligible to apply for funding.***

1. **Projects should reflect the recommendations of the Addendum's 'Implementation Plan' and may include educational events, public processes, infrastructure, or other activities.**
2. **Preference will be given to new projects that involve collaboration and/or result in community-wide benefits.**
3. **Proposals should include:**
  - A. Name, organization (if applicable), and contact info (phone, address, email);
  - B. Amount requested;
  - C. Project activities, objectives, and timeline;
  - D. Partners and collaborative efforts; and
  - E. Expected community benefits.

**To submit your proposal, or for more information, please contact:**  
**[ACRDagriculture@gmail.com](mailto:ACRDagriculture@gmail.com)**

**Deadline for application is Sept 30, 2019**

*\* Please limit your proposal to no more than 1 page.*

*\* Proponents may be contacted for further information or discussion about their proposal*

*\* Recipients will be selected and advised in late November, 2019*



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



## ***Coastal Agriculture Roundtable (CAR) - overview***

Convened by the ACRD, this roundtable will provide a formal opportunity for high level networking, policy discussion, project creation, and development of the primacy of agriculture within the coastal community. It will act as a direct channel to the ACRD, and subsequently to the Provincial Government. A qualified facilitator will serve to field questions, conduct required research, share funding opportunities and external project models, and make referrals to provincial government or other external supports. The ACRD's Agricultural Development Committee and Agricultural Support Workers currently provide a similar platform within the Alberni Valley, but the coastal needs and community are distinct.

This Roundtable will consist of a representative/s from:

- Each Nuu-Chah-Nulth and Municipal Government or Council;
- The ACRD;
- The Coastal Community Coordinator/s (See below)
- Producer and Processor sector (including marine and forest products);
- Food and Agricultural Organization/s;
- Restaurant and Retail Sector; and,
- Others as deemed beneficial.

In-person meetings are likely to be challenging considering the coastal geography, and therefore it is suggested that a minimum of 2 meetings take place annually, with members attending in person if at all possible. In addition, these meetings must include an ability to participate via conference call or online video platform.

This body will assist with the specific work outlined in the 'municipal' and 'regional' government sections of the detailed Implementation Plan. More broadly, the CAR will:

- Bring agriculture and food production to the front of the agenda for individual communities
- Offer a venue for sharing resources, grant opportunities, experiences, and ideas for policy and project developments
- Form a backbone body for a coastal initiative such as an 'Octopus Garden' (see Table Note 3 of the Detailed Implementation Plan)
- Decide on priorities for Plan Implementation
- Ensure a cohesive coastal brand
- Reduce redundancies in activities and allow cross-referencing of projects
- Support high-level networking and partnership opportunities
- Allow primary producers and processors to directly engaged with local governments, providing context and perspective for policy, education, and event initiatives
- Reduce segregation and silos between land-based, marine, and forest-based food industries by providing an opportunity for direct affiliation
- Provide a platform for evaluation and monitoring of agricultural growth

Nuu-Chah-Nulth communities, in particular, will benefit by having administrative staff with agriculture, food production, or food sovereignty as part of their portfolio of responsibilities. This will support them to capitalize on the host of agricultural funding initiatives that exist for indigenous communities. With the potential financial and territorial resources available to them, they are well positioned to act as leaders in project development. Projects could include community-supportive education and training programs and, with Nuu-Chah-Nulth leadership, could fundamentally guide the creation of a culturally and earth-appropriate system for community nourishment.

*Taken from pg.43 of the Coastal Addendum to the Alberni Agriculture Plan (2018)*



Sept 01, 2019

Dear Honorable Mayor Noel and Ucluelet Council,

I, Marg Vedova, of [REDACTED] Imperial Lane, Ucluelet, respectfully request your attention to serious, ongoing public safety issues on Imperial Lane.

We have a beautiful waterfront laneway in Ucluelet, that has long been a favorite walk of both locals and tourists.

The 1500 block, however, is of urgent concern.

I am hoping to convince you to permanently close this section of the lane to through traffic, due to immediate and ongoing risk to pedestrians.

At the very least, I propose immediate closure/signage until our lane is repaired to a legal width.

At one point, see attached photo #1, the lane is less than 3 meters in width, and this without any shoulder for safety.

Additionally, at this exact same point, there is erosion at one edge which has collapsed with a significant, unprotected and unsigned drop off.

Furthermore, a small speed bump (? water diversion) crosses the lane at this point. I have repeatedly witnessed pedestrians and cyclists trip over or crash here, frequently injuring themselves.

Could we please immediately demarcate this bump with some reflective paint? I will gladly volunteer the painting manpower.

Today, the largest motorhome I have ever seen, navigated down the lane. Google informed them of this route.

By the time they'd realized their mistake, it was even more risky to back out and so persevered, chagrined and apologetic.

BC Hydro recently responded to my concerns, stepping up to fix the adjacent streetlight, illuminating this hazardous site.

Of most concern to me, however, is the constant risk to the public due to the blind spot at the crest of the hill, see attached photo #2.

This lane is particularly enjoyed by parents with toddlers.

Again, there is no shoulder here for speeding cars to avoid this pedestrian traffic, nor space or time for parents to safely remove their children from harm's way.

Frankly, speed bumps will not sufficiently mitigate this lethal risk.

Kindly please respond at your earliest convenience, providing your plan and timeline for avoiding further predictable injuries.

Respectfully yours,

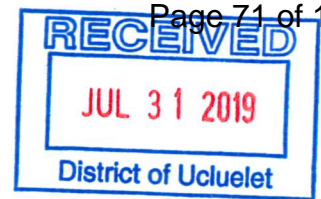
Marg Vedova

[REDACTED] Imperial Lane









██████████  
Ucluelet BC  
V0R 3A0  
2019-08-01

The Mayor and Council of the District of Ucluelet

My name is David McIntosh and I live at ██████ Imperial Lane.

Imperial Lane is a narrow roadway which carries one-way vehicle and pedestrian traffic along Ucluelet Harbour and, until recently, had sparse vehicle traffic. Over the past few years that situation has changed. Vehicles use the lane as a regular road and many travel at an unsafe speed; some even go the wrong way up the lane.

My concern is that a pedestrian could be struck, especially while they are climbing a hill near my house. The hill is steep enough that a speeding driver would not see a pedestrian until it was too late.

I would suggest that the district take the following measures:

- Speed signs showing a limit of 15 k.p.h. [One sign was previously posted on the lane]
- Easily visible signs at both Fraser Lane and Matterson Road showing “Wrong Way”
- Signs showing “Pedestrians on Roadway”.

Thank you for your consideration.

Yours truly

David McIntosh







# EMIL ANDERSON CONSTRUCTION (EAC) INC.

August 29<sup>th</sup>, 2019

**Re: Hwy 4 Kennedy Hill Safety Improvements  
Traffic Interruptions Update**

Dear Highway 4 travelers,

Attached is a copy of the August 30<sup>th</sup>, 2019 to September 30<sup>th</sup>, 2019 closure schedule. You can find a copy of the schedule on our *EAC Hwy 4 Kennedy Hill Project Updates* Facebook page at [facebook.com/eac.bc.ca.kennedy.hill/](https://facebook.com/eac.bc.ca.kennedy.hill/)

There is also a traffic advisory hotline which will provide detailed and up-to-date information to help plan your trip. The number is: **1-855-451-7152**.

Information will also be posted on electronic message boards at either ends of the project and along the Hwy 4 corridor between the west coast and Hwy 19 as well as information posted to [DriveBC.ca](https://DriveBC.ca). For your own safety, it is imperative you respect all construction signage, and stay well clear of any equipment.

We apologize for any inconveniences as a result of this project, but hope you understand that we are working towards a safer highway for all of us.

Further project information is available on the Ministry's project website at [gov.bc.ca/highway4kennedyhill](https://gov.bc.ca/highway4kennedyhill). Should you have any questions or concerns, you can leave a message on the traffic advisory hotline at 1 855 451-7152.

Sincerely,

**EMIL ANDERSON CONSTRUCTION (EAC) INC.**

Erin Pomeroy  
EAC Project Coordinator



30 – Aug	Friday	Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM
31 – Aug	Saturday	No Closures
1 – Sept	Sunday	
2 – Sept	Monday	
3– Sept	Tuesday**	Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM -10PM to 12AM except on Fridays Expect up to 30-minute delays at all other times, day and night. ** Tuesday – No 1AM to 4AM and 5AM to 7AM
4 – Sept	Wednesday	
5 – Sept	Thursday	
6 – Sept	Friday	
7 - Sept	Saturday	
8 – Sept	Sunday	
9 – Sept	Monday	
10 – Sept	Tuesday	
11 – Sept	Wednesday	
12 – Sept	Thursday	
13 – Sept	Friday	
14 – Sept	Saturday	No Closures
15 – Sept	Sunday	
16 - Sept	Monday	
17 - Sept	Tuesday**	Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM -12PM to 1PM -4PM to 5PM -10PM to 12AM except on Fridays Expect up to 30-minute delays at all other times, day and night. ** Tuesday – No 1AM to 4AM and 5AM to 7AM
18 – Sept	Wednesday	
19 – Sept	Thursday	
20 – Sept	Friday	
21 – Sept	Saturday	
22 – Sept	Sunday	
23 – Sept	Monday	
24 - Sept	Tuesday	
25 – Sept	Wednesday	
26 – Sept	Thursday	
27 - Sept	Friday	
28 – Sept	Saturday	No Closures  Find us on Facebook <a href="https://www.facebook.com/eac.bc.ca.kennedy.hill">@eac.bc.ca.kennedy.hill</a>
29 – Sept	Sunday	
30 - Sept	Monday	



Ref: 247228

August 15, 2019

His Worship Mayor Mayco Noel and Councillors  
District of Ucluelet  
PO Box 999  
Ucluelet BC V0R 3A0

Dear Mayor Noel and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for successfully achieving your goal of corporate carbon neutrality for the 2018 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that your local government has undertaken to reduce and offset its corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who achieved Level 1, Level 2 and Level 3 recognition, and additionally met the goal of corporate carbon neutrality for the 2018 reporting year, you have been awarded Level 4 recognition – 'Achievement of Carbon Neutrality'.


In recognition of your significant achievements, the GCC is pleased to provide you with carbon neutral branding for use on official websites and letterheads. An electronic file with the 2018 logo will be provided to your Chief Administrative Officer via email. Also enclosed is a *BC Climate Action Community 2018 – Climate Leader - Carbon Neutral* window decal, for use on public buildings.

.../2

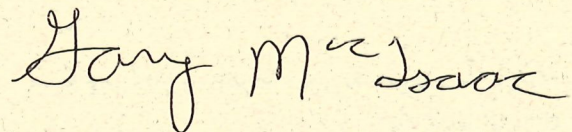
Mayor Noel and Councillors  
Page 2

Congratulations again on your continually improving achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello  
Assistant Deputy Minister  
Local Government Division  
Ministry of Municipal Affairs and Housing



Gary Maclsaac  
Executive Director  
Union of British Columbia Municipalities

Enclosures



## GCC Communiqué on the Climate Action Recognition Program

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B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of B.C. local government leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for the 2018 reporting year. This multi-level program provides the GCC with an opportunity to review and publicly recognize, on an annual basis, the progress and achievements of each Climate Action Charter (*Charter*) signatory on their *Charter* commitments. Recognition is provided according to the following:

### **Level 1: Demonstrating Progress on Charter Commitments**

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments receive a letter from the GCC acknowledging their accomplishments.

### **Level 2: Measuring GHG Emissions**

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with their [community's community energy and emissions inventory](#) receive a letter from the GCC and a 'BC Climate Action Community 2018' logo, for use on websites, letterhead, etc.

### **Level 3: Accelerating Progress on Charter Commitments**

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader' logo, for use on websites, letterhead, etc.

### **Level 4: Achievement of Carbon Neutrality**

Local governments that achieve [carbon neutrality](#) in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements (including reporting progress to carbon neutrality) of the Climate Action Revenue Incentive Program (CARIP). Recognition levels for the *Recognition Program* are based on the information included in each local government's annual CARIP public report. For more information on CARIP and the public reporting requirements go to:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip>



## Joseph Rotenberg

---

**From:** kirsty.allen@servicecanada.gc.ca  
**Sent:** August 19, 2019 6:27 PM  
**To:** kirsty.allen@servicecanada.gc.ca  
**Subject:** Service Canada and Canada Revenue Agency visiting the west coast from September 16-20th, 2019  
**Attachments:** Ucluelet\_September 16\_2019\_NextVisitposter.docx; Tofino\_September 17\_2019\_NextVisitposter.docx; Ahousaht\_September 18\_2019\_NextVisitposter.docx; Hot Springs Cove\_September 19\_2019\_NextVisitposter.docx; Opitsaht\_September 20\_2019\_NextVisitposter.docx; Ty-Histanis\_September 20\_2019\_NextVisitposter.docx

Good morning,

I am writing to let you know that Service Canada and Canada Revenue Agency will be offering services on the West Coast on September 16-20th, 2019. I am sending this e-mail out to all of our contacts and community partners on the West Coast and I am hoping you are able to share this information widely with your networks and, if possible, to post the details of our visit on community bulletin boards and appropriate local or social media sites. We are hoping to reach as much of the community as possible so that everyone is aware that we are coming to provide services next month.

Service Canada and Canada Revenue Agency will be visiting Ucluelet: September 16 , Tofino: September 17, Ahousaht: September 18, Hot Springs Cove: September 19, and Opitsaht on September 20<sup>th</sup>, 2019.

Service Canada will also be visiting Ty-Histanis on September 20, 2019, however, Canada Revenue Agency will be unable to attend the session at Ty-Histanis , so please visit us at one of other locations if you need any Canada Revenue Agency related assistance.

I have attached printable posters for each of these visits which include the hours of service and locations as well.

### UCLUELET

September 16, 2019 from 10:30 am to 3:30 pm  
 Service Canada and Canada Revenue Agency  
 The Ucluelet Community Centre  
 500 Matterson Dr.  
 Ucluelet, BC

### TOFINO

September 17, 2019 from 9:00 am to 4:00 pm  
 SERVICE CANADA AND CANADA REVENUE AGENCY  
 Tofino Legion-basement  
 331 Main St, Tofino, BC V0R 2Z0  
 Tofino, BC

### AHOUSAHT

September 18, 2019 from 10:30 am to 3:00 pm  
 SERVICE CANADA AND CANADA REVENUE AGENCY  
 Chachimhiip  
 Ahousaht Holistic Centre  
 Ahousaht, BC

### HOT SPRINGS COVE

September 19, 2019 from 10:00am to 3:00 pm  
 SERVICE CANADA AND CANADA REVENUE AGENCY  
 Hesquiaht Health Centre  
 Hot Springs Cove, BC

Opitsaht  
 September 20, 2019 from 8:30am to 11:45am  
 SERVICE CANADA AND CANADA REVENUE AGENCY  
 Opitsaht – location to be announced

Ty-Histanis  
 September 20, 2019 from 1:00 pm-4:00 pm  
 SERVICE CANADA  
 Tiic-Mis-Aq'kin Health Centre  
 #82 Nuu-Piit-Tah-Chilth Rd,  
 Ty-Histanis, BC

#### **THE SERVICE CANADA CLINIC WILL PROVIDE COMMUNITY MEMBERS WITH:**

- The opportunity to apply for a Social Insurance Number (SIN)

The SIN is required for children when setting up a Registered Educational Savings Plan (RESP), or for youth starting their first jobs. The SIN must also be updated for individuals who have changed their name since obtaining their SIN.

- Information about what ID you need to apply for a SIN is available here: <https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html>
- Assistance with Public Pensions such as the Canada Pension (CPP), Old Age Security (OAS) and Guaranteed Income Supplement (GIS)
- Assistance with Employment Insurance (EI) enquiries/issues/questions
- Passport application (review only)
- Access codes for the My Service Canada Account which now links up to the Canada Revenue Agency Account
- If you are a business owner or an employer required to have your ID validated for the Record of Employment on the Web (ROE Web) registration we can help you.
  - Information about the required identification can be found here <https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/reports/roe-web-admin-guide.html#h2.3-h3.4-h4.2>
- Information on a range of Government of Canada programs and services such as the Registered Educational Saving Program (RESP), and Apprenticeship Grants

#### **INFORMATION AND SUPPORT WITH CANADA REVENUE AGENCY BENEFITS AND CREDITS**

Are you accessing all the benefits and credits you could receive when filing your income tax?



- Disability Tax Credit
- Canada Child Benefit
- GST/HST Credit
- Workers Benefit

We will send out another reminder that we are coming closer to the date of our visit, and your assistance in informing the community we are coming by promoting our visit is genuinely appreciated.

Kind regards,

Kirsty  
Kirsty Allen

Citizen Services Officer: Citizen Services  
Service Canada/Government of Canada  
Tel: 250-736-2218 / [kirsty.allen@servicecanada.gc.ca](mailto:kirsty.allen@servicecanada.gc.ca)

Agente de services aux citoyens: Services aux citoyens  
Service Canada/ Gouvernement du Canada  
Tél: 250-736-2218/ [kirsty.allen@servicecanada.gc.ca](mailto:kirsty.allen@servicecanada.gc.ca)

# Service Canada and Canada Revenue Agency Visit

## Monday, September 16, 2019

Service Canada brings together information on Government of Canada services and benefits under one roof. Service Canada and Canada Revenue Agency will be in your community at:

**Ucluelet Community Centre**  
500 Matterson Dr, Ucluelet, BC

**Hours of service:**  
Monday, September 16, 2019  
10:30 a.m. to 3:30 p.m.

### Client services include:

- Social Insurance Number (SIN)
- Canada Pension Plan (CPP)
- Old Age Security (OAS)
- Guaranteed Income Supplement (GIS)
- Employment Insurance (EI)
- My Service Canada Account (MSCA)
- Passport (review only)

Information and support with Canada Revenue Agency Benefits and Credits -are you accessing all the benefits and credits you could receive when filing your income tax?

- Disability Tax Credit
- Canada Child Benefit
- GST/HST Credit
- Workers Benefit

Service  
Canada

1-800-O-Canada

Canada  
Canada Revenue  
Agency

## Joseph Rotenberg

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**From:** Darcey Bouvier on behalf of Info Ucluelet  
**Sent:** August 23, 2019 8:26 AM  
**To:** All District Staff  
**Cc:** Council  
**Subject:** Rehabilitation of salmon stream road crossing culvert along Grice Bay Road begins August 26, 2019

**From:** Tovell, Dave (PC) <dave.tovell@canada.ca>  
**Sent:** August 22, 2019 11:43 AM  
**Subject:** Rehabilitation of salmon stream road crossing culvert along Grice Bay Road begins August 26, 2019

Good afternoon,

We are pleased to update you that work on rehabilitating a salmon stream road crossing culvert along Grice Bay Road in the Long Beach Unit of Pacific Rim National Park Reserve is scheduled to begin on August 26, 2019. The work will involve the replacement of a failing culvert, slope stabilization and improvements to fish passage and to ensure ongoing access to the day use area at the end of Grice Bay Road. Following a public bidding process, the contract to complete this necessary work was awarded to Island West Coast Excavating.

Protecting the ecological and cultural integrity of the national park reserve while ensuring safe, reliable access to beautiful Grice Bay and the surrounding area for many years into the future is a priority for Parks Canada. The contractor will be undertaking instream work during the window of least risk to help reduce effects on fish and fish habitat. An environmental site monitor (Current Environmental Consultants) will be on-site while work is underway to ensure all appropriate mitigation measures are followed. Furthermore, the new stream crossing when completed, will provide access to salmon so they can reach important spawning grounds and nursery habitat for generations.

Parks Canada staff will work closely with contractors to ensure the repairs are done as quickly and efficiently as possible. **During the six to eight week construction period starting August 26, 2019, delays and road closures can be expected. For the majority of the construction period, delays will be minimal with one-way, alternating traffic allowed through the site. However, from September 9 to 22, 2019, Grice Bay Road and boat ramp will be closed to the public and all vehicle traffic.** To ensure their safety, visitors to the area are asked to respect all signage and follow instructions from on-site Parks Canada staff and contractors.

The repair and restoration activities address ecological integrity, visitor safety and accessibility issues, and ensure the long term use of the road for all users. While Grice Bay Road and boat ramp are closed, an alternative boat launch is available in Tofino at the 4th Street boat launch (fees apply).

Parks Canada recognizes the closure of the road and boat ramp is an inconvenience to users, and appreciates your patience and support while we complete this important work. If you have further questions, please contact us at [pc.pacrim.info.pc@canada.ca](mailto:pc.pacrim.info.pc@canada.ca).

Thank you

Dave Tovell  
 Visitor Experience Manager | Gestionnaire de l'expérience du visiteur  
 Pacific Rim National Park Reserve | Réserve de parc national Pacific Rim  
 Parks Canada | Parcs Canada  
[dave.tovell@canada.ca](mailto:dave.tovell@canada.ca) (new e-mail address / nouvelle adresse courriel)

Telephone | Téléphone : 250-726-3504

Cellular | Cellulaire : 250-534-9052

[www.parkscanada.gc.ca](http://www.parkscanada.gc.ca) | [www.parcscanada.gc.ca](http://www.parcscanada.gc.ca)

Government of Canada | Gouvernement du Canada

Parks Canada - 450 000 km<sup>2</sup> of memories / Parcs Canada - 450 000 km<sup>2</sup> de souvenirs

## Joseph Rotenberg

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**From:** Darcey Bouvier on behalf of Info Ucluelet  
**Sent:** September 4, 2019 3:07 PM  
**To:** All District Staff  
**Cc:** Council  
**Subject:** Grice Bay Road Closure Sept 6-27, 2019

**From:** O'Reilly, Niamh (PC) <niamh.oreilly@canada.ca>  
**Sent:** September 4, 2019 2:58 PM  
**Subject:** Grice Bay Road Closure Sept 6-27, 2019

Hello,

In an effort to keep you up-to-date, Parks Canada would like to inform locals and visitors of the upcoming **full road closure of Grice Bay Road between September 6 and 27, 2019**, as work progresses on rehabilitating a salmon stream road crossing culvert in the Long Beach Unit of Pacific Rim National Park Reserve.

Crews began work as scheduled on September 3, 2019. One-way, alternating traffic through the site is currently in effect and will remain for majority of the six to eight week construction period:

- **September 3 to 5, 2019:** One-way, alternating traffic
- **September 6 to 27, 2019:** Full road closure
- **September 28, 2019 until work is completed:** One-way, alternating traffic

To ensure their safety, locals and visitors to the area are asked to respect all signage and follow instructions from on-site Parks Canada staff and contractors.

While Grice Bay Road and boat ramp are closed, an alternative boat launch is available in Tofino at the 4th Street boat launch (fees apply). Parks Canada recognizes the closure of the road and boat ramp is an inconvenience to users, and appreciates your patience and support while we complete this important work.

If you have further questions, please contact us at [pc.pacrim.info.pc@canada.ca](mailto:pc.pacrim.info.pc@canada.ca), or reach out to me directly by my contact information below.

With kind regards,

Niamh O'Reilly  
 Administration Assistant  
 Pacific Rim National Park Reserve | Réserve du parc national du Canada Pacific Rim  
 Parks Canada | L'Agence Parcs Canada  
[niamh.oreilly@canada.ca](mailto:niamh.oreilly@canada.ca)  
 P.O. Box 280 | C.P. 280  
 Ucluelet, BC V0R 3A0 | Ucluelet, C-B V0R 3A0  
 Telephone | Téléphone 250-726-3500  
 Facsimile | Télécopieur 250-726-3520  
 Government of Canada | Gouvernement du Canada



## Joseph Rotenberg

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**From:** Darcey Bouvier on behalf of Info Ucluelet  
**Sent:** August 23, 2019 8:26 AM  
**To:** All District Staff  
**Cc:** Council  
**Subject:** Reduced speed zones in effect in construction zone - Pacific Rim National Park Reserve

**From:** Tovell, Dave (PC) <dave.tovell@canada.ca>  
**Sent:** August 22, 2019 2:37 PM  
**Subject:** Reduced speed zones in effect in construction zone - Pacific Rim National Park Reserve

### **REDUCED SPEED ZONES IN EFFECT IN CONSTRUCTION ZONE** - *Pacific Rim National Park Reserve*

To ensure the safety of both motorists and construction crews, Parks Canada would like to remind motorists to slow down and adhere to the reduced speed limit of 50 km/h when travelling through active construction zones in the Long Beach Unit of Pacific Rim National Park Reserve.

Crews are currently working seven days a week along the 25 kilometre stretch of ʔapsčiiik ʔašii (pronounced: ups-cheek ta-shee); the new multi-use pathway being built in the Long Beach Unit. During this time, motorists are likely to encounter multiple construction zones along Highway 4 corridor and Wick Road.

Motorist and crew safety is a top priority for Parks Canada, and we are seeking the public's cooperation in complying with all on-site signage to ensure everyone's safety. This includes slowing down when approaching the construction zone, and following the posted speed limit of 50 km/h. The new reduced speed zone will reduce the risk of incidents.

Once complete, ʔapsčiiik ʔašii will offer Canadians of all ages and abilities a safe, sustainable, and accessible pathway, all while protecting the ecologically and culturally sensitive environment found in the national park reserve. Visitors and locals alike will have an accessible pathway to explore the wonders of the national park reserve, providing increased safety for cyclists and an alternative to motorized transportation.

For information on ʔapsčiiik ʔašii and other infrastructure projects in Pacific Rim National Park Reserve, visit [parks canada.gc.ca/pacificrim](http://parks canada.gc.ca/pacificrim). For up-to-date news on infrastructure work, follow us on Facebook at [www.facebook.com/PacificRimNPR](https://www.facebook.com/PacificRimNPR) or Twitter @PacificRimNPR.

Thank you

Dave Tovell  
 Visitor Experience Manager | Gestionnaire de l'expérience du visiteur  
 Pacific Rim National Park Reserve | Réserve de parc national Pacific Rim  
 Parks Canada | Parcs Canada  
[dave.tovell@canada.ca](mailto:dave.tovell@canada.ca) (new e-mail address / nouvelle adresse courriel)  
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[www.parks canada.gc.ca](http://www.parks canada.gc.ca) | [www.parcscanada.gc.ca](http://www.parcscanada.gc.ca)  
 Government of Canada | Gouvernement du Canada

Parks Canada - 450 000 km<sup>2</sup> of memories / Parcs Canada - 450 000 km<sup>2</sup> de souvenirs







Canada

This project is funded in part by the  
Government of Canada

August 28, 2019

Ref: 248209

Mark Boysen  
Chief Administrative Officer  
District of Ucluelet  
PO Box 999  
Ucluelet BC V0R 3A0

Dear Mark Boysen:

**Re: Investing in Canada Infrastructure Program (ICIP) - Environmental Quality  
Project # IG0100 - Kennedy Lake Water Treatment Plant (WTP)**

Thank you for your application for funding under the ICIP – Environmental Quality Program.

We would like to advise that, after careful consideration, the above-noted project was not selected for funding under the ICIP – Environmental Quality Program.

The program received significantly more applications than could be funded. This decision does not reflect on the importance of this project for your community, but rather the degree by which the program has been oversubscribed. All applications were equitably reviewed and given consideration for funding. If you have any questions, please contact Lee Johnson, Environmental Quality Program Lead, by email at: [Lee.Johnson@gov.bc.ca](mailto:Lee.Johnson@gov.bc.ca).

Additional program information can be found at the Investing in Canada Infrastructure Program website: [www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program](http://www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program). Should future funding become available, staff are pleased to provide advice on preparing an application.

.../2

Mark Boysen  
Page 2

Thank you for your interest in the ICIP-Environmental Quality Program. We wish you every success with your community project.

Yours truly,

A handwritten signature in black ink, appearing to be 'Liam Edwards', with a long horizontal stroke extending to the right.

Liam Edwards, Executive Director  
Local Government Infrastructure and Finance  
Ministry of Municipal Affairs and Housing

pc: Madelaine Martin, A/Director  
Local Government Infrastructure and Finance  
Ministry of Municipal Affairs and Housing



## STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 10, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – AUGUST 2019

**REPORT NO:** 19-110

**ATTACHMENT(S):** APPENDIX A: AUGUST 2019 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:**

Joseph Rotenberg, Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer

APPENDIX A

 District of Ucluelet  
 AP Cheque Listing  
 August 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
27537677	2003-08-19	PW280	PITNEYWORKS	190717	JUL/19 POSTAGE	1065		1065	
029054	2012-08-19	ACE92	ACE COURIER SERVICES	14257708	ARC UCL-432743	22.44		22.44	
029055	2012-08-19	AGS11	AGS BUSINESS SYSTEMS INC	54994	06/29/19-07/28/19	497.47		497.47	
029056	2012-08-19	ACE07	ALBERNI COMMUNICATIONS & ELECTRONICS LTD	27498	TSUNAMI KIT RADIO MAINTENANCE	627.2		627.2	
029057	2012-08-19	AI151	ALL ISLAND MAILING SYSTEMS LTD	3904	POSTAGE METER INK CRTDGE X2	213.81		213.81	
029058	2012-08-19	AHI01	ALLES HOLDINGS INC	30 31	JUL 15-26/19 CONTRACT SERVICES JUL 29-AUG 9/19 CONTRACT SERVICES	504 504		1008	
029059	2012-08-19	BR021	BARRY'S DRUG MART	00010961	DISTILLED WATER	9.9		9.9	
029060	2012-08-19	B9413	BEELEY PHIL	122798	JUL/19 MILEAGE-JANITORIAL WORK	85.75		85.75	
029061	2012-08-19	BP940	BLACK PRESS GROUP LTD.	33730548	JUL/19 ADS	547.18		547.18	
029062	2012-08-19	MA952	BUREAU VERITAS CANADA (2019) INC.	VA1253643 VA1255832 VA1255263	WATER TESTING B960672 WATER TESTING B962979 SEWER TESTING B960507	263.55 263.55 334.64		861.74	
029063	2012-08-19	CFP22	CALEDONIA FIRE PROTECTION LTD	24644-I	ANNUAL INSPECTION	7293.44		7293.44	
029064	2012-08-19	CEV16	CANADIAN ELECTRIC VEHICLES LTD	25276	ELECTRIC VEHICLE REPLACE PART	218.67		218.67	
029065	2012-08-19	CC719	CASTOR CONSULTANTS LTD.	201916	ALDER ST PARK-ENVIRONMENTAL REPORT	4051.43		4051.43	
029066	2012-08-19	CN411	CITY OF NANAIMO	122795	UVFB EXAM #12 & #13	362.25		362.25	
029067	2012-08-19	CT002	CLEARTECH INDUSTRIES INC	800477	SODIUM HYPOCHLORITE/CONTAINER DEP	846.89		846.89	
029068	2012-08-19	45R27	CONNECT ROCKET COMMUNICATIONS INC.	3227	AUG/19 MONTHLY SUBSCRIPTION	224.71		224.71	
029069	2012-08-19	CE004	CORPORATE EXPRESS CANADA INC	50170678 50206581 51052052	UCC OFFICE SUPPLIES-RETURN LYCHE TELEPHONE RETURN COPY PAPER-10 BOXES	-72.79 -144.31 526.29		309.19	
029070	2012-08-19	CWC81	CUMMINS CANADA ULC	BE-14276 BE-14274	HELEN & LSCA GENERATOR REPAIRS HELEN & LSCA GENERATOR REPAIRS	818.03 1084.43		1902.46	
029071	2012-08-19	CUPE1	CUPE LOCAL #118	07/19	CUPE DUES-JUL/19	1514.61		1514.61	
029072	2012-08-19	EB295	E.B. HORSMAN & SON	12090451	CIRCUIT BREAKERS	224.51		224.51	
029073	2012-08-19	EO001	ENVIRONMENTAL OPERATORS CERT. PROGRAM	112794	HYPHOCUS LAGOON LICENSE	105		105	
029074	2012-08-19	EL048	ERIK LARSEN DIESEL CO. LTD.	717185 717124 717128	BATTERIES FOR GENERATOR #13 KUBOTA - REPAIR #14 BOBCAT REPAIRS	671.45 382.4 3290.09		4343.94	
029075	2012-08-19	FF850	F.A.S.T. FIRST AID	079794	INCIDENT COMMAND VEST&CLIPBOARD UVFB	344.4		344.4	
029076	2012-08-19	FW050	FAR WEST DISTRIBUTORS LTD	328739 328612 328664 328518	PAPER TOWEL-UCC GARBAGE BAGS PAPER TOWEL/HAND SOAP/GRBG BAGS UKEE DAYS WATER/CUTLERY	136.33 67.95 147.55 -131.51		220.32	
029077	2012-08-19	FL001	FAST LINE STRIPING SYSTEMS LTD.	35180	PAINT/EQPMNT FOR FIELDS	770		770	
029078	2012-08-19	FSC10	FOUR STAR COMMUNICATIONS INC	51333	JUL/19	149.95		149.95	
029079	2012-08-19	GB059	GIBSON BROS. CONTRACTING LTD.	20888	CEDAR RD PARKING LOT-GRAVEL	2240		2240	
029080	2012-08-19	GPC25	GREATPACIFIC CONSULTING LTD	918	PERMIT AMENDMENT	3827.78		3827.78	
029081	2012-08-19	G9263	GUDBRANSON, BARB	122793	UD/19 EXPENSE REIMBURSEMENT	161.07		161.07	
029082	2012-08-19	GIC90	GUILLEVIN INTERNATIONAL CO	0428-530944	SCBA TEST/REPAIRS-UVFB	315.92		315.92	
029083	2012-08-19	PD199	HARBOURVIEW DRUGSTORE	93328	HERNANDEZ-TWINRIX VACCINE	69.8		69.8	
029084	2012-08-19	JR381	J. ROBBINS CONSTRUCTION LTD	3852 3851 3850	SEWER REPAIR-NORAH RD REC HALL PARKING LOT-GRAVEL ELEC CABLE INSTALL BACKFILL	268.11 875.02 2021.35		3164.48	
029085	2012-08-19	CK608	KASSLYN CONTRACTING	D679 D680	D679 D680	3496.97 7883.45		11380.42	
029086	2012-08-19	KL923	KERDMAN LINDSAY	122790	GYM CAMP	2280		2280	
029087	2012-08-19	MEC01	MEC PROJECTS LTD	1777	PRE-EVENT INSPECTION & PERMIT	378.59		378.59	
029088	2012-08-19	ME001	MINISTER OF FINANCE	WSI381375	2019 WATERWORKS LOCAL PROVIDER FEE	200		200	
029089	2012-08-19	misc	SHARMA UMA	122789	ART & SOCIAL CAMP-SUMMER/19	1848		1848	

APPENDIX A

 District of Ucluelet  
 AP Cheque Listing  
 August 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
029090	2012-08-19	OE421	ON THE EDGE ROOFING & CONTRACTING	457	FIRE HALL-PORCH ROOF	840		840	
029091	2012-08-19	PR099	PACIFIC READY MIX CO. LTD.	1089	HYPHOCUS RD GATE-CONCRETE	409.24		409.24	
029092	2012-08-19	PM110	PERFECTMIND	UCL20190720	ANNUAL SOFTWARE LICENSE 2019-2020	2240		2240	
029093	2012-08-19	PB104	PIONEER BOAT WORKS	78556 78561 78572	CABLE CLAMPS/PLASTIC CLEAR BOX GALBRAITH-RAIN GEAR/GLOVES AUTOMATIC PFD-UVFB	21.85 481.6 751.8		1255.25	
029094	2012-08-19	PI110	PUROLATOR INC	442064100	GUILLEVIN/BALLARD/MAXXAM	274.76		274.76	
029095	2012-08-19	RF001	RAINCOAST EDUCATION SOCIETY	122791	OCEAN CAMP-SUMMER/19	2880		2880	
029096	2012-08-19	R5496	RELIC SURF SHOP INC	122788	RELIC SS CAMP-SUMMER/19	720		720	
029097	2012-08-19	MS170	REVENUE SERVICES OF BC	08/19	AUG/19 MSP	1725		1725	
029098	2012-08-19	RR002	ROMPER ROOM	122792	CLIMBING WALL-UD/19	1288.14		1288.14	
029099	2012-08-19	R9348	ROPER RUSSEL	122787	PHOTOS-UD/19	250		250	
029100	2012-08-19	R9423	ROTENBERG JOSEPH	122797	ROTENBERG-LGMA CO BOOTCAMP	416		416	
029101	2012-08-19	SD199	SCHRAMM DESIGN	2946	PARK & STREET SIGNAGE	1501.92		1501.92	
029102	2012-08-19	SC003	SHARE CANADA	17335	NATRAKLENE DEGREASER	3621.57		3621.57	
029104	2012-08-19	SBR01	SONBIRD REFUSE & RECYCLING LTD.	36413 36414 36415 36416 36417 36418 36419	JUL/19 GARBAGE 52 STEPS JUL/19 RECYCLING TRANSFER FEE LYCHE JUL/19 GARBAGE SCH JUL/19 GARBAGE WHISKEY DOCK JUL/19 GARBAGE PW JUL/19 GARBAGE UCC JUL/19 GARBAGE UVFB & UAC	500.71 66.89 1668.56 715.41 1065.52 266.2 107.04		4390.33	
029105	2012-08-19	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	64383	AUG/19 EAP PROGRAM	106.58		106.58	
029106	2012-08-19	TU428	TOURISM UCLUELET	05/19	MAY/19 MRDT	32054.65		32054.65	
029107	2012-08-19	T9345	TOWGOOD JOHN	122796	TOWGOOD-TUITION PART REIMBURSEMENT	1068		1068	
029108	2012-08-19	TS002	TRAN SIGN 1999 LTD.	57694	SPEED BUMP SIGNAGE	1654.95		1654.95	
029109	2012-08-19	TSC19	TRANSPARENT SOLUTIONS CORP	10657	CLEARMAIL SEP/19	20.95		20.95	
029110	2012-08-19	UAC36	UCLUELET AND AREA CHILDCARE SOCIETY	122794	UD/19 BREAKFAST	840		840	
029111	2012-08-19	UP459	UCLUELET PETRO-CANADA	5675 5708 5655 5440	BYLAW RANGER-BRAKE REPAIR #14 BOBCAT-TIRES #2-WIPER BLADES #10 TOGGLE SWITCH	1114.72 784.98 19.47 6.07		1925.24	
029112	2012-08-19	UR849	UCLUELET RENT-IT CENTER LTD	33350 34502 34359 34161	ROTOTILLER RENTAL UKEE DAYS-PORTABLES CLEANING AUGER EXTENSION/BIT JUL/19 PORTABLES	60.48 1176 67.2 1881.6		3185.28	
029113	2012-08-19	UKE01	UKEE AUTO SERVICE	59020 059131 059129	#4 STARTER REPLACEMENT #4-REPAIR BRAKES #3 DIAGNOSE & REPAIR	151.2 302.4 1309.28		1762.88	
029114	2012-08-19	UI923	UKEE INFO TECH	10929	IT SUPPORT JUL/19	6081.71		6081.71	
029116	2012-08-19	WCC28	WESTCOAST CONNECT	2806	GREGG DISTRIBUTORS	20.53		20.53	
029117	2012-08-19	WC345	WURTH CANADA LTD	23611529	PW SHOP SUPPLIES	297.46		297.46	
029118	2012-08-19	XC300	XPLORNET COMMUNICATIONS INC	INV27880922	AUG/19	61.59		61.59	
32655699	2013-08-19	BMC01	BELL MOBILITY INC	07/2019	JUL/19	1156.21		1156.21	
32655716	2013-08-19	TP002	TELUS COMMUNICATIONS INC.	07/19	JUL/19	5812.79		5812.79	
32761698	2019-08-19	BC017	BC HYDRO	07/19	JUL/19	20194.86		20194.86	
029178	2022-08-19	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	07/19 CARDLOCK C01107771 C01083296 71228942 71229739 71231131 71231856 71234685 71241959	CARDLOCK JUL/19 MEETING SNACKS WHEELBARROWS-SCH #2 PREM FUEL E1-DIESEL POWER TOOLS FUEL PROPANE #2 PREM FUEL #2 PREM FUEL	3174.33 49.48 313.58 98.72 64.3 16.12 34.19 83.47 88.59		3922.78	

APPENDIX A

District of Ucluelet  
AP Cheque Listing  
August 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
029179	2022-08-19	ACE92	ACE COURIER SERVICES	11212158	TRAN SIGN	983.77		983.77	
029180	2022-08-19	AS311	ACME SUPPLIES	871441	OXIVIR/GLOVES/PLUNGER-UCC	146.48		146.48	
029181	2022-08-19	ATL01	ATLAS FIRE & SAFETY EQUIPMENT LTD.	11047	SCBA MASK STRAPS	401.86		401.86	
029182	2022-08-19	BLO01	BLOCK, JACQUELYN	122813	BLOCK-CXL RESERVATION #4131	1052.5		1052.5	
029183	2022-08-19	BAR01	BOUNCE-A-RAMA RENTALS LTD.	INVOICE-b	BOUNCE CASTLE TICKET SALES	1068.22		1068.22	
029184	2022-08-19	MA952	BUREAU VERITAS CANADA (2019) INC.	VA1257001	WATER TESTING B964941	263.55		263.55	
029185	2022-08-19	CN411	CITY OF NANAIMO	122805 122808 122803	UVFB EXAM #1 UVFB-EXAM #3 UVFB EXAM #2	120.75 73.5 241.5		435.75	
029186	2022-08-19	CS334	CONTROL SOLUTIONS	C003230	UCC HEAT MNTC-3RD QTRTRY BILL	878.22		878.22	
029187	2022-08-19	CE004	CORPORATE EXPRESS CANADA INC	32323 51124127 51136387	FURNITURE-ROTENBERG/RIVERA WHITEBOARD-FIRE CHIEF OFFICE UCC OFFICE SUPPLIES	2015.29 817.17 204.64		3037.1	
029188	2022-08-19	DW554	DOGWASTE SOLUTIONS	1420	DOG WASTE BAGS X5 CASES	756.4		756.4	
029189	2022-08-19	DC001	DOLAN'S CONCRETE LTD.	UP85007	ROAD MULCH-SUPPLY FOR YARD	434.99		434.99	
029190	2022-08-19	DFC01	DUMAS FREIGHT COMPANY	70156	CLEARTECH	194.25		194.25	
029191	2022-08-19	EAR01	EARTHWAIVE LANDSCAPES	711432	ADD'L FEATURES,MAINTENANCE,REPAIR	1050		1050	
029192	2022-08-19	FW050	FAR WEST DISTRIBUTORS LTD	328801 328885 329043	WATER CONTAINER DEPOSIT RETURN BATHROOM SUPPLIES-LYCHE TOILET PAPER-UCC	-90 257.6 197.53		365.13	
029193	2022-08-19	FOT01	FOOTPRINTS SECURITY PATROL INC.	90840	UD19 SECURITY FINAL PYMT	3461.93		3461.93	
029194	2022-08-19	FS004	FOUR STAR WATERWORKS LTD.	55364 55373	COAST GUARD TIE-IN COAST GUARD WATER HOOK-UP	274.56 2754.49		3029.05	
029195	2022-08-19	GPC25	GREATPACIFIC CONSULTING LTD	933	PROJECT REM2019 1005-007	2962.11		2962.11	
029196	2022-08-19	IC130	INFOSAT COMMUNICATIONS	396850	AUG/19 SAT PHONE	65.12		65.12	
029197	2022-08-19	IB275	ISLAND BUSINESS PRINT GROUP LTD	170844	PURCHASE ORDERS (X2000)	967.68		967.68	
029198	2022-08-19	KD630	KARSCOT DISTRIBUTORS/FUN ZONE	122812	CROSSBOW TICKETS UD/19	1343		1343	
029199	2022-08-19	CK608	KASSLYN CONTRACTING	D682 D681	D682 D681	3301.11 4690.42		7991.53	
029200	2022-08-19	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	1762-020 1750-006 1811-004 1763-009 1837-004 1643-025 9601-155 0361-074	1762 BAY ST SIMPLEX P/S REPLACEMENT 1750 BAY ST SANITARY SEWER 1811 BC HYDRO SERVICE CONNECTION 1763 MATTERSON ALTITUDE VALVE CHAMBER 1837 CEDAR RD PARKING LOT REVIEW 1643 SEWAGE LAGOON REVIEW 9601 MISC ENGINEERING-MARINE DR WLKWY 0361 SUBDIVISION REVIEW-LOT 16	1356.08 4321.8 192.94 264.6 1394.66 228.77 3188.99 289.41		11237.25	
029201	2022-08-19	MC423	MCPHERSON CAREY	122806	DISCOVERY CAMP/19	1504		1504	
029202	2022-08-19	MEC01	MEC PROJECTS LTD	1801	CEDAR RD LOT SERVICE POLE	700.61		700.61	
029203	2022-08-19	MISC	[REDACTED]	122807	DMG DEPOSIT RETURN-WEDDING	150		150	
029204	2022-08-19	MISC	[REDACTED]	122814	DMG DEP PARTIAL REFUND	245		245	
029205	2022-08-19	MISC	[REDACTED]	BP18-19	BP18-19 DMG DEP RETURN	1000		1000	
029206	2022-08-19	misc	[REDACTED]	BP18-52	BP18-52 DMG DEP RETURN	1000		1000	
029207	2022-08-19	MISC	SHACK VENTURES LTD.	SVL-2019-102	UKEE DAY BANNERS/TREE LIMBING	2310		2310	
029208	2022-08-19	MITC1	MITCHELL, CALI	15 16	JUL 22-AUG 4/19 CONTRACT SERVICES AUG 5-18/19 CONTRACT SERVICES	855 615		1470	
029209	2022-08-19	LM836	MORRISON LINDSAY	122810	DANCE CAMP	375		375	
029210	2022-08-19	RL909	MYRON PLETT LAW CORPORATION IN TRUST	13644	FILE 003228-0001 UEDC	286.16		286.16	
029211	2022-08-19	N9371	NOEL MAYCO	122799 122801 122800	NOEL-SECRET BEACH OPENING NOEL-PARKS CANADA NOEL-HOSPITAL/VIHA	32.4 21.6 68.36		122.36	
029212	2022-08-19	NP156	NORTH PACIFIC REPAIR	128096	BACKHOE REPAIR	77.18		77.18	
029213	2022-08-19	ORC01	ORCA HEALTH & SAFETY CONSULTING INC.	5508	SCBA FIT TESTING	849.18		849.18	

APPENDIX A

District of Ucluelet  
AP Cheque Listing  
August 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
029214	2022-08-19	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF 07/19	D676-D679	524.56		524.56	
029215	2022-08-19	PBX12	PBX ENGINEERING LTD	7142	16331-04 WW LAGOON SCADA	2005.92		2005.92	
029216	2022-08-19	PI002	PLANNING INSTITUTE OF BRITISH COLUMBIA	19961	JOB AD-CORP CLERK	729.75		729.75	
029217	2022-08-19	RID01	RIDGELINE MECHANICAL LTD	390151845H 390151863H 390151888H 390151908H 390151934H 390152007 390151934DEFPAY 390152007H 390152014	HOLDBACK INVOICE 390151845 HOLDBACK INVOICE 390151863 HOLDBACK INVOICE 390151888 HOLDBACK INVOICE 390151908 HOLDBACK INVOICE 390151934 BAY ST PUMP/MATTERSON VALVE CHAMBERS DEFICIENCY RESOLVED BAY ST PUMP HOLDBACK INVOICE 390152007 CEDAR RD LOT-WSP GROUND TESTING	17161.07 21989.73 5726.25 7650.38 7315.5 25031.44 3675 2503.14 1356.29	2503.14	89905.66	
029218	2022-08-19	RL068	RIVERA LYVIER	122802	LATIN CARDIO-JUL/19	215.55		215.55	
029219	2022-08-19	RW916	ROBERT WYLIE	122804	JAN-JUL/19 APPROVING OFFICER SERVICES	1212.5		1212.5	
029220	2022-08-19	SI604	SHU IAN	122811	PURPLE DRAGON CAMP	1080		1080	
029221	2022-08-19	NS003	SIGMUND, NORANANDA	122809	YOGA CAMP	1632		1632	
029222	2022-08-19	SS419	SOLIDARITY SNACKS	183	COUNCIL LUNCH	61.43		61.43	
029223	2022-08-19	SA505	TECHNICAL SAFETY BC	1195433	ELECTRICAL PERMITS	1339.89		1339.89	
029224	2022-08-19	TS002	TRAN SIGN 1999 LTD.	57806	SPEED BUMP KIT	3489.81		3489.81	
029225	2022-08-19	TRA01	TRANS CANADA TRAFFIC INC.	41372	SPEED HUMPS-PENINSULA RD	46676.12		46676.12	
029226	2022-08-19	TLF42	TROY LIFE & FIRE SAFETY LTD	1000141450	REEF POINT HYDRANT REPAIR	6226.66		6226.66	
029227	2022-08-19	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	08/19 09/19	AUG/19 LEASE SEP/19 LEASE	250 250		500	
029228	2022-08-19	ur849	UCLUELET RENT-IT CENTER LTD	34205 34643 34707 34651	WEED WHACKER LINE DEEP WELL PUMPOUTS-JUL/19 PORTABLE PUMPOUT-SKATE PARK PLATE COMPACTOR-EDNA BATCHELOR	30.07 504 552.16 109.76		1195.99	
029229	2022-08-19	VIE01	VANCOUVER ISLAND ECONOMIC ALLIANCE	1326	MEMBERSHIP ANNUAL RENEWAL	525		525	
029230	2022-08-19	VIPS2	VANCOUVER ISLAND POTTERS' SUPPLY	16351	WIRES FOR KILN	607.98		607.98	
029231	2022-08-19	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	93503A 93817A 94848A 94888A 95036A 95531A 95706A 95972A 95987A 96359A 96425A	EDNA B PARK-PVC PIPE 52 STEPS STAIRCASE REPAIR TIE-DOWNS FOR PARKS BUILDING INNER BOAT BASIN-NAILS UKEE DAYS ELECTRICAL WORK HANGING BASKETS-HARDWARE EDNA B PARK-LUMBER PW YARD SUPPLIES INNER BOAT BASIN-TOILET SEAT UKEE DAYS-MISC SUPPLIES EDNA B PARK-CEMENT	483.48 127.95 41.66 131.38 11.35 21.06 4638.6 42.95 44.75 481.92 80.55		6105.65	
029232	2022-08-19	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	96496A	GARBAGE CAN REPAIR	15.4		15.4	
029233	2022-08-19	LY001	YOUNG ANDERSON	114574 114573 114575 114576 114577	1190134 1190080 1190145 1190153 1190167	3583.05 883.58 1408.36 856.47 3707.49		10438.95	







## STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 10, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING – AUGUST 2019

**REPORT NO:** 19-111

**ATTACHMENT(S):** APPENDIX A: RESOLUTION TRACKING (AUGUST 2019)

### **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:**

Joseph Rotenberg, Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 25 Sep 2018	11.3.	Lease with Ucluelet & Area Historical Society Abigail Fortune, Director of Parks & Recreation	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.	Prepare lease agreement for signature.	Parks & Recreation	In Progress - Lease to be executed in September.
Regular Council - 25 Sep 2018	11.5.	Ucluelet Economic Development Strategy Progress Report Mark Boysen, Chief Administrative Officer	THAT Council approve the use of allocated Economic Development funds to support the following projects: a. Ucluelet Economic Development Web Tools Project (\$10,000). Deadline Nov 2019.	Work with Chamber on Web Tools development project.	Corporate Services	In Progress
Regular Council - 11 Dec 2018	12.2.	2019 Council Meeting Schedule Marlene Lagoa, Deputy Municipal Clerk	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
Regular Council - 12 Feb 2019	12.6.	Video Recording of Council Meetings Marlene Lagoa, Manager of Corporate Services	THAT Council approve recommendation 1 of report item, "Video Recording of Council Meetings" which states: THAT Council approve \$2000 in the 2019 budget for a camera to record and stream council meetings on YouTube.	Implement webcasting of council meetings.	Corporate Services	Complete
Regular Council - 14 May 2019	13.4.	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road) Marlene Lagoa, Manager of Corporate Services	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	Community Planning	In Progress
Regular Council - 11 Jun 2019	12.4.	District Community Engagement Update Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "District Community Engagement Update" which states: THAT Council request staff plan a Community Town Hall with a focus on engagement for the Fall of 2019;	Plan Community Town Hall for early November	Corporate Services	In Progress
Regular Council - 09 Jul 2019	5.1.	June 25, 2019 Special Minutes	THAT Council Approve the June 25, 2019 Special Minutes as amended.	Print, sign, scan, post minutes and update minute tracker.	Corporate Services	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 09 Jul 2019	5.2.	June 25, 2019 Regular Minutes	That Council Approve the June 25, 2019 Regular Minutes as amended.	Print, sign, scan, post minutes and update minute tracker.	Corporate Services	Complete
Regular Council - 13 Aug 2019	5.1.	July 9, 2019 Regular Minutes	THAT Council approve the July 9, Regular Meeting as presented.	Print, sign, scan, post minutes and update minute tracker.	Corporate Services	Complete
Regular Council - 13 Aug 2019	5.2.	August 1, 2019 Special Minutes	THAT Council approve the August 1, 2019 Special Minutes as presented.	Print, sign, scan, post minutes and update minute tracker	Corporate Services	Complete
Regular Council - 13 Aug 2019	6.1.	Temporary Use Permit for Employee Housing - UHS Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1 of the report item, "Temporary Use Permit for Employee Housing – UHS" which states: THAT Council authorize issuance of Temporary Use Permit 19-02 to allow seasonal employee housing for up to three years in a maximum of 13 Recreational Vehicles on the property at 1970 Harbour Crescent, subject to the applicant installing and maintaining all services and making all site improvements in accordance with the conditions of TUP19-02 prior to occupying any of the RV units.	Issue TUP 19-02 subject to applicant installing services and making site improvements.	Planning	Complete
Regular Council - 13 Aug 2019	9.1.	Request for Letter of Support James Rodgers, CARE Network	THAT Council direct Staff to write a letter of support to the CARE Network for their application to the BC Rural Dividend Program.	Write and forward letter of recommendation to CARE Network.	Administration	Complete
Regular Council - 13 Aug 2019	9.2.	Request for Support for BC Rural Dividend Project - West Coast Education Tourism Economy: Building Capacity and Resilient Communities Together Rebecca Hurwitz, Executive Director, Clayoquot Biosphere Trust	THAT Council direct Staff to write a letter of support to the West Coast NEST for their application to the BC Rural Dividend Program .	Write and forward letter of Support to West Coast NEST.	Administration	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 13 Aug 2019	12.4.	Ucluelet Soapbox Derby Abigail Fortune, Manager of Parks & Recreation	<p>THAT Council approve recommendations 1 and 2 of the report item, "Ucluelet Soapbox Derby" which state:</p> <p>THAT Council approve the Special Events Permit for the Soap Box Derby organized by the Chamber of Commerce and scheduled for Saturday, September 21, 2019.</p> <p>THAT Council approve the closure of the following roads from 8:00 AM to 4:00 PM on Saturday September 21, 2019: Bay Street, from the intersection of Peninsula Road to the intersection of Cedar Road; and, Cedar Road, from the intersection of Bay Street to the intersection of Park Lane.</p>	Issue the event permit and notify residents of the road closures.	Recreation	Complete
Regular Council - 13 Aug 2019	12.6.	BC Rural Dividend Program Application Abigail Fortune, Manager of Parks and Recreation	<p>THAT Council approve recommendation 1 of the report item, "BC Rural Dividend Program Application" which states:</p> <p>THAT Council authorize the submission of an application to the BC Rural Dividend Program for a Ucluelet Tourism Master Plan.</p>	Submit Rurual Dividend Program Application.	Recreation	Complete
Regular Council - 13 Aug 2019	12.8.	Covenant Modification - 780 Odyssey Lane John Towgood, Planner 1	<p>THAT Council approve recommendation 1 of the report item, "Covenant Modification - 780 Odyssey Lane" which states:</p> <p>THAT Council:</p> <p>approve the proposed amendment of Covenant FB154854 for the property at 780 Odyssey Lane, to modify the greenspace setback requirement as per the terms and drawings within the body of this report; and,</p> <p>authorize the Corporate Officer to execute the covenant modification documents for registration at the Land Title Office.</p>	Execute covenant modification and forward to property owner.	Administration	In Progress: Waiting on documents from property owner's lawyer.
Regular Council - 13 Aug 2019	13.1.	Fire Department Establishment Draft Bylaw Rick Geddes, Fire Chief	<p>THAT Council approve recommendation 1 of the report item, "Fire Department Establishment Draft Bylaw" which states:</p> <p>THAT Council give First, Second and Third Reading to the "District of Ucluelet Fire Department Establishment and Fire and Safety Regulations Bylaw No. 1251, 2019."</p>	Return for adoption on Sept. 10, 2019.	Corporate Services	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 13 Aug 2019	13.2.	Bylaw to Repeal Commissions Joseph Rotenberg, Acting Manager of Corporate Services	THAT Council approve recommendation 1 of the report item, "Bylaw to Repeal Commissions" which states: THAT Council adopt the "Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019".	Print, sign, scan and file.	Corporate Services	Complete
Regular Council - 13 Aug 2019	13.3.	Temporary Use Permit 19-05 - 695 Rainforest Drive John Towgood, Planner 1	THAT Council approve recommendation 1 and 2 of report item, "Temporary Use Permit 19-05, 695 Rainforest Drive" which state: 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- 05 for a period of up to three years, to allow seasonal accommodation for one Recreational Vehicle / Trailer space on the property at 695 Rainforest Drive.	Prepare Temporary Use Permit.	Planning	Complete
Regular Council - 13 Aug 2019	13.4.	Zoning Bylaw Amendment for 1557 Larch Road John Towgood, Planner 1	THAT Council approve recommendation 1 of the report item, "Zoning Bylaw Amendment for 1557 Larch Road" which states: THAT District of Ucluelet Zoning Amendment Bylaw No. 1253, 2019, be given first and second reading and advanced to a public hearing.	Conduct public hearing and bring back for third reading.	Corporate Services	Complete
Regular Council - 13 Aug 2019	13.5.	Zoning Amendment for Cannabis Sales at 1786 Peninsula Road John Towgood, Planner 1	THAT Council approve recommendation 1 of the report item, "Zoning Amendment for Cannabis Sales at 1786 Peninsula Road" which states: THAT District of Ucluelet Zoning Amendment Bylaw No. 1254, 2019, be given First and Second Reading and advanced to a public hearing .	Conduct public hearing and bring back for third reading.	Planning	Complete
Regular Council - 13 Aug 2019	13.6.	Zoning Amendment for Cannabis Sales at 1972 Peninsula Road John Towgood, Planner 1	THAT Council approve recommendation 1 of the report item, "Zoning Amendment for Cannabis Sales at 1972 Peninsula Road" which states: THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1255, 2019 be given First and Second Reading and advanced to a public hearing .	Conduct public hearing and bring back for third reading.	Planning	Complete





## STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 10, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1040-20

**SUBJECT:** COUNCIL WEBCASTING

**REPORT NO:** 19-112

**ATTACHMENT(S):** APPENDIX A – COUNCIL WEBCASTING POLICY

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

1. **THAT** Council adopt policy number 1-0550-1 titled Council Webcasting.

### **PURPOSE:**

The purpose of this report is to introduce policy number 1-0550-1, titled Council Webcasting, for discussion and adoption.

### **BACKGROUND:**

At the February 12, 2019 Regular Council Meeting, the following resolution was adopted:

*THAT Council approve recommendation 1 of report item, "Video Recording of Council Meetings" which states:*

1. *THAT Council approve \$2000 in the 2019 budget for a camera to record and stream council meetings on YouTube.*

Staff completed the installation of the video equipment at the end of August. Staff are now ready to video record Regular Council Meetings, Special Council Meetings and Public Hearings that take place in the George Fraser Room. Staff will strive to livestream or publish the resulting video recordings on YouTube within seven days of the video recorded meeting.

### **BACKGROUND:**

There are a number of concerns related to recording and posting Council Meetings and Public hearings online. The recommended policy, which was adapted from the policy implemented in the District of Tofino, attempts to address these concerns. In particular, the policy addresses the following issues:

- Which meetings will be recorded;
- The primacy of adopted meeting minutes and certified public hearing reports;
- Termination and interruption of the video recording;
- Editing of video content;

- Removal of video content from YouTube;
- Ownership and use of video content; and,
- Meeting procedures intended to inform presenters, audience members and others that the meeting is being recorded and published on YouTube.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Approximately thirty minutes for each recorded meeting will be required for Staff to setup, edit and post the video recordings on YouTube. Nominal Staff time will be required for related Staff training and to post signage about the recording at each recorded meeting.

**FINANCIAL IMPACTS:**

There is no cost to uploading videos to YouTube.

**POLICY OR LEGISLATIVE IMPACTS:**

There are no direct policy or legislative impacts.

**OPTIONS REVIEW:**

1. **THAT** Council adopt policy number 1-0550-1 titled Council Webcasting.
2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer





The Corporation of the District of Ucluelet

**MUNICIPAL POLICY MANUAL**


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**POLICY NUMBER: 1-0550-1**
**REFERENCE:**

Council Webcasting

**ADOPTED BY:**

Council

**AMENDED DATE:**

N/A

**SUPERSEDES:**

New

**DEPARTMENT:**

Corporate Services

**EFFECTIVE DATE:**

September 10, 2019

**Policy Statement:**

The District of Ucluelet believes that webcasting Council Meetings and Public Hearings will encourage public engagement and thereby facilitate effective, open and transparent government. This document establishes the District of Ucluelet's policy regarding webcasting of Council Meetings and Public Hearings.

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**1. Scope:**

This policy applies to the recording, storage, disposition and distribution of video recorded Council Meetings and Public Hearings.

**2. Definitions:**

The following definitions apply to this policy.

- a) "Meetings" mean any Public Hearing, Special Council Meeting, or Regular Council Meeting that takes place in the George Fraser Room located in the Ucluelet Community Centre.
- b) "Ineligible Meetings" mean any:
  - i. Council Meeting or portions of the Council Meeting that are closed to the public in accordance with Section 90 and 92 of the Community Charter; and,
  - ii. Public Hearing, Special Council Meeting, or Regular Council Meeting that do not take place in the George Fraser Room located in the Ucluelet Community Centre.
- c) "District" means the District of Ucluelet.
- d) "Staff" means employees of the District of Ucluelet.



The Corporation of the District of Ucluelet

## MUNICIPAL POLICY MANUAL

- e) “Video Record, Video Recording, and Video Recorded” mean the activity of digital recording a Meeting with a video camera.
- f) “Digital Record” means the digital record that results from a Meeting being Video Recorded.
- g) “YouTube” means the website youtube.ca.

### 3. Eligible Events:

District Staff may Video Record Meetings and publish or livestream the Digital Record on YouTube. Ineligible Meetings may not be Video Recorded, published or livestreamed.

### 4. Minutes:

Adopted minutes and certified Public Hearing Reports remain the permanent record of Meetings and Ineligible Meetings. The Digital Record in no way detracts from or undermines the adopted Meeting Minutes or certified Public Hearing Reports.

### 5. Termination or Interruption of the Video Recording:

The Chief Administrative Officer may, at his or her sole discretion, direct Staff to terminate or interrupt Video Recording at any time.

### 6. Editing

The Chief Administrative Officer or the Manager of Corporate Services may, at his or her sole discretion, edit or direct Staff to edit any portion of the Digital Record.

### 7. Removal from YouTube:

The Chief Administrative Officer or the Manager of Corporate Services may, at his or her sole discretion, remove or direct Staff to remove a Digital Record or portions of the Digital record from YouTube.

### 8. Ownership

Copyright to the Digital Record is owned by the District of Ucluelet. Permission is granted to produce or reproduce Digital Records published on YouTube, or any substantial part of such Digital Record for personal, non-commercial, educational, and news reporting purposes only, provided that the copied material is not modified or altered and ownership of the material is attributed to the District. For certainty, no person or entity may use the Digital Record for political party advertising, election campaigns, or any other politically partisan activity.



## 9. Procedures

The following procedures will be implemented by Staff and District of Ucluelet Council Members:

- a) Staff will post signage at the entrances of the George Fraser Room intended to inform District employees, presenters, audience members and other members of the public that the Meeting is being Video Recorded and livestreamed or published on the District's YouTube channel.
- b) After the Mayor or Acting Mayor calls the meeting to order, he or she will announce that the Meeting is being Video Recorded and livestreamed or published on the District's YouTube channel.
- c) A Staff member designated by the Manager of Corporate Services will be responsible for operating the video camera and livestreaming or publishing the Meeting on the District's YouTube channel .
- d) In the event of technical difficulties which prevent the Meeting from being Video Recorded, the Mayor or Acting Mayor will advise those present that the Meeting is not being Video Recorded. If the technical difficulty is not identified during the Meeting, notice of the failure to Video Record will be posted on the District's website; Ucluelet.ca.
- e) Meeting Digital Records will be classified and retained according to the Local Government Management Association of British Columbia's Records Management Manual for Local Government Organizations.

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Mayor Mayco Noël  
District of Ucluelet





## STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 10, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABIGAIL FORTUNE, MANAGER OF PARKS & RECREATION

**FILE NO:** 8100-20 EDGE

**SUBJECT:** EDGE TO EDGE MARATHON 2019

**REPORT NO:** 19-1113

**ATTACHMENT(S):** APPENDIX A – 10 KM ROUTE MAP  
APPENDIX B – HALF MARATHON ROUTE MAP

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

1. **THAT** Council approve the closure of the following roads on Sunday, October 20, 2019 for the Edge to Edge Marathon:
  - a. Fraser Lane, from Helen Road to Main Street (in front of Village Green) from 7:00 AM to 3:00 PM; and,
  - b. Main Street and Cedar Road, from the intersection of Main Street and Fraser Lane to the intersection of Cedar Road and Bay Street from 8:30 AM to 10:00 AM or until all Edge to Edge participants complete this portion of the race.
2. **THAT** Council approve the following Edge to Edge Marathon operational requirements:
  - a. Use of the front section of City Hall on the race day by event staff and participants; and,
  - b. Music and announcements from 8:00 AM until the conclusion of the Edge to Edge Marathon.

### **PURPOSE:**

The purpose of this report is to request Council's approval of the road closures and other Edge to Edge Marathon operational requirements.

### **BACKGROUND:**

The Edge to Edge Marathon is scheduled for October 20, 2019. A half marathon and 10 km run in and around Ucluelet are featured. The half marathon starts at 9:00 AM and the 10 km run starts at 9:30 AM.

The Ucluelet Chamber of Commerce and the District of Ucluelet have worked in partnership on this event since its inception in 1998. The Chamber of Commerce has committed to contacting businesses and residents that will be affected by the road closures.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Parks & Recreation Department Staff will support this event. Leading up to the event, the Manager of Parks & Recreation will provide event planning support. Before and after the race, Parks and Recreation Staff will assist with event set-up and teardown, estimated to take 20 hours. During the race, the Recreation Assistant and the Seasonal Labourer will provide onsite support estimated to take five hours per employee.

**FINANCIAL IMPACTS:**

There will be no financial implications as Parks & Recreation Staff will not work in excess of their normal scheduled hours.

**POLICY OR LEGISLATIVE IMPACTS:**

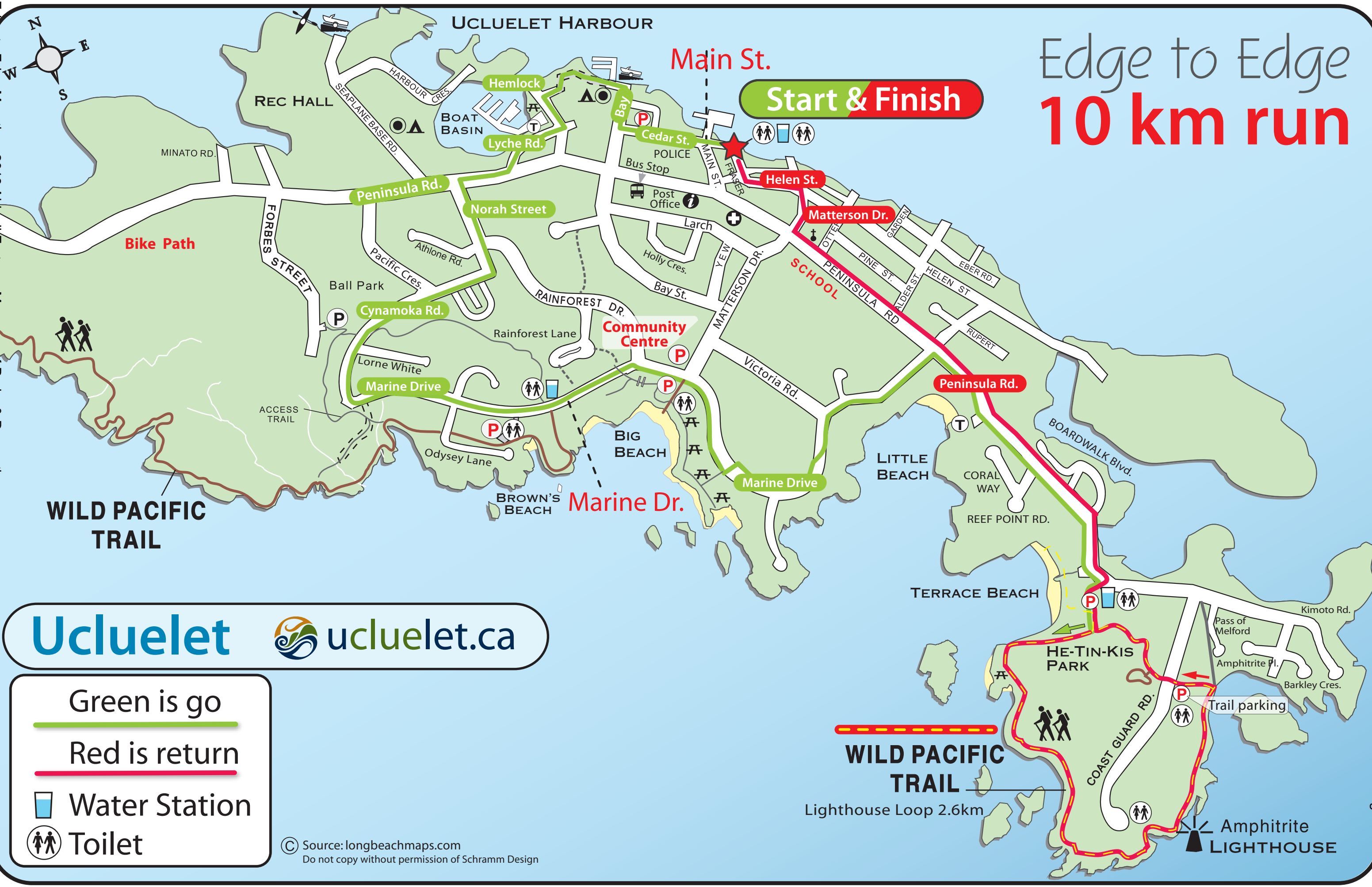
n/a

**OPTIONS REVIEW:**


1. **THAT** Council approve the closure of the following roads on Sunday, October 20, 2019 for the Edge to Edge Marathon:
  - a. Fraser Lane, from Helen Road to Main Street (in front of Village Green) from 7:00 AM to 3:00 PM; and,
  - b. Main Street and Cedar Road, from the intersection of Main Street and Fraser Lane to the intersection of Cedar Road and Bay Street from 8:30 AM to 10:00 AM or until all Edge to Edge participants complete this portion of the race.
2. **THAT** Council approve the following Edge to Edge Marathon operational requirements:
  - a. Use of the front section of City Hall on the race day by event staff and participants; and,
  - b. Music and announcements from 8:00 AM until the conclusion of the Edge to Edge Marathon.
3. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Abigail K. Fortune, Manager of Parks & Recreation  
Mark Boysen, Chief Administration Officer

# Edge to Edge 10 km run



**Ucluelet**  [ucluelet.ca](http://ucluelet.ca)

-  Green is go
-  Red is return
-  Water Station
-  Toilet

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# Edge to Edge Half Marathon



Edge to Edge Marathon 2019 Abigail Fortune, Manager of Parks & Recreation

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## STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 10, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DONNA MONTEITH, CHIEF FINANCIAL OFFICER

**FILE NO:** 1970-11

**SUBJECT:** TAX SALE APPOINTMENTS

**REPORT NO:** 19-114

**ATTACHMENT(S):** NONE

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

1. **THAT** Council appoint Tamara Nelson, Finance Supervisor, as the acting tax collector for the District of Ucluelet effective from September 30, 2019 at 12:01 AM to October 1, 2019 at 11:59 PM, for the purposes of conducting the annual tax sale under section 645 of the *Local Government Act*. **(Recommended)**
2. **THAT** Council appoint, Mark Boysen, Chief Administrative Officer, as the authorized bidder up to a maximum of \$575,000 for the District of Ucluelet during the annual tax sale beginning September 30, 2019 under 648 of the *Local Government Act*. **(Recommended)**

### **PURPOSE:**

To appoint an acting tax collector to conduct the annual tax sale and authorize a Staff person to bid for the District of Ucluelet (DOU) at the annual tax sale.

### **BACKGROUND:**

Donna Monteith, Chief Financial Officer, was appointed as the official collector of taxes at the November 27, 2018 Regular Council meeting. Section 645 (1) of the *Local Government Act* requires the tax collector to do the following:

*At 10 a.m. on the last Monday in September, at the council chambers, the collector must conduct the annual tax sale by offering for sale by public auction each parcel of real property on which taxes are delinquent.*

The tax collector, Ms. Monteith, will be away on the last Monday in September. As a result, an acting tax collector should be appointed to conduct the tax sale.

Section 648 of the *Local Government Act* indicates the following:

*A person authorized by the council may bid for the municipality at the annual tax sale up to a maximum amount set by the council.*

No person has been authorized to bid for the District of Ucluelet at the annual tax sale. It is advisable for Council to appoint a Staff person to fill this specific role.

**OPTIONS REVIEW:**

1. **THAT** Council appoint Tamara Nelson, Finance Supervisor, as the acting tax collector for the District of Ucluelet effective from September 30, 2019 at 12:01 AM to October 1, 2019 at 11:59 PM, for the purposes of conducting the annual tax sale under section 645 of the *Local Government Act*. **(Recommended)**
2. **THAT** Council appoint, Mark Boysen, Chief Administrative Officer, as the authorized bidder up to a maximum of \$575,000 for the District of Ucluelet during the annual tax sale beginning September 30, 2019 under 648 of the *Local Government Act*. **(Recommended)**
3. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Donna Monteith, Chief Financial Officer



## STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 10, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 3900-25

**SUBJECT:** FIRE DEPARTMENT ESTABLISHMENT DRAFT BYLAW (ADOPTION)

**REPORT NO:** 19-115

**ATTACHMENT(S):** APPENDIX A – DISTRICT OF UCLUELET FIRE DEPARTMENT ESTABLISHMENT, AND FIRE AND SAFETY REGULATIONS BYLAW No. 1251, 2019  
APPENDIX B – FIRE DEPARTMENT ESTABLISHMENT DRAFT BYLAW REPORT NO. 19-102

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

1. **THAT** Council adopt the “District of Ucluelet Fire Department Establishment, and Fire and Safety Regulations Bylaw No. 1251, 2019”.

### **PURPOSE:**

The purpose of this report is to bring back Bylaw No. 1251, 2019 (the “Bylaw”) for adoption.

### **BACKGROUND:**

At the August 13, 2019 Regular Meeting, Council reviewed the Bylaw (Appendix A) and passed the following resolutions:

1. **THAT** Council give First, Second and Third Reading to the “District of Ucluelet Fire Department Establishment and Fire and Safety Regulations Bylaw No. 1251, 2019.”

### **TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS:**

The proposed Bylaw will require no additional staff or elected official time.

### **FINANCIAL IMPACTS:**

There will be no additional financial impacts, if the Bylaw is adopted.

### **POLICY AND LEGISLATIVE IMPACTS:**

Adoption of this bylaw will allow the Ucluelet Volunteer Fire Brigade to operate in compliance with regulations such as *The Office of the Fire Commissioner’s Playbook* and the *B.C. Fire Code (2018)*.

**OPTIONS REVIEW:**

1. **THAT** Council adopt the “District of Ucluelet Fire Department Establishment, and Fire and Safety Regulations Bylaw No. 1251, 2019”.
2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services  
Rick Geddes, Fire Chief  
Mark Boysen, Chief Administrative Officer

**DISTRICT OF UCLUELET****Bylaw No. 1251, 2019**

A bylaw for the establishment and regulation of a fire department, and to provide for the prevention of fire and the protection of persons and property in the District of Ucluelet and fire service agreement areas.

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**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 Department Establishment, and Fire and Safety Regulations Bylaw No. 1251, 2019.”

**2. Related Legislation**

- 2.1. The *British Columbia Fire Code Regulations, Fire Services Act, National Fire Protection Association Codes (NFPA)*, and the *Open Burning Smoke Control Regulation (Waste Management 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. “Apparatus” means any vehicle provided with machinery, devices, equipment or materials for fire fighting as well as vehicles used to transport firefighters or supplies.
- 3.2. “BCWS” means the British Columbia Wildfire Service, a branch of the Government of British Columbia that is responsible for wildfire management and response services.
- 3.3. “Building” means any structure used or intended for supporting or sheltering any use or occupancy.
- 3.4. “Bylaw Officer” means any of the following:
  - (a) Bylaw Enforcement Officer for the District of Ucluelet;

- (b) Fire Chief for the District of Ucluelet;
  - (c) Chief Administrative Officer for the District of Ucluelet; or,
  - (d) Superintendent of Public Works for the District of Ucluelet.
- 3.5. “CAO” means the Chief Administrative Officer of the District of Ucluelet, or his or her designate.
- 3.6. “Council” means the Council of the District of Ucluelet.
- 3.7. “District” means the District of Ucluelet.
- 3.8. “District Service Area” means lands that are within or on the District’s municipal boundary or other areas approved by Council.
- 3.9. “EMBC” means Emergency Management British Columbia.
- 3.10. “Equipment” means any tools, contrivances, devices or materials used by the fire department in the provision of its authorized services or to combat an incident or other emergency.
- 3.11. “Fire Chief” means the member appointed by the CAO, as head of the Fire department.
- 3.12. “Fire Code” means the *British Columbia Fire Code Regulation* enacted under the *Fire Services Act*.
- 3.13. “Fire Commissioner” means the fire commissioner appointed pursuant to the *Fire Services Act*.
- 3.14. “Fire Department” means the Ucluelet Volunteer Fire Brigade.
- 3.15. “Fire Protection” means all aspects of fire safety including but not limited to fire prevention, fire fighting, or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising.
- 3.16. “Incident” means an event or situation to which the Fire Department has responded or would normally respond, whether alone, or in conjunction with other fire departments or emergency services.

- 3.17. “Incident Commander” means the Officer or other Member in charge of an incident under the incident command system in use by the Fire Department.
- 3.18. “Interface Fire” means any fire in a wildland-urban interface region where residential, industrial, recreational or agricultural structures are located adjacent to or among combustible wildland fuels.
- 3.19. “LAFC” means Local Assistant to the Fire Commissioner, as defined in the *Fire Services Act*.
- 3.20. “Member” means a person who is in good standing and holds a position within the Ucluelet Volunteer Fire Brigade as a Firefighter or Officer and has been designated as such by the Fire Chief.
- 3.21. “Officer” means a Member who is appointed by the Fire Chief, to a leadership role.
- 3.22. “Playbook” means the latest edition of the *Structure Firefighters Competency and Training Playbook* by the BC Office of the Fire Commissioner.
- 3.23. “Premise” means land, including enclosed land, foreshore and land covered by water, and anything on the land including:
- (a) A building or other permanent structure;
  - (b) A ship or vessel, train, railway car or vehicle, except while in operation;
  - (c) A trailer; or,
  - (d) A portable structure designed or used as a residence, for shelter, or to house a business.
- 3.24. “UVFB” means the Ucluelet Volunteer Fire Brigade, which primarily operates in the Fire Protection Service Area known as the District of Ucluelet.

#### **4. District of Ucluelet Fire Department**

- 4.1. There is hereby constituted a Fire Department for the District of Ucluelet to be known as the “Ucluelet Volunteer Fire Brigade”, and the head of the Department shall be known as the “Fire Chief”.

#### **5. Territorial Jurisdiction**

- 5.1. UVFB’s territorial jurisdiction is limited to the District Service Area.

- 5.2. Notwithstanding section 5.1, the UVFB may respond to an incident outside of the District Service Area in the following circumstances:
- (a) When authorized to do so by a Fire Service Delivery Agreement;
  - (b) When authorized to do so by a Mutual Aid Agreement;
  - (c) When authorized to do so by EMBC (ie: an EMBC Task Number has been assigned specific to the required service);
  - (d) When in accordance with an agreement with or standard operating procedures established by BCWS or any other provincial emergency agency; or,
  - (e) When response is required to provide fire suppression where a wildfire or an interface fire imminently threatens any part of the District Service Area.

## 6. Authorized Services

- 6.1. UVFB is authorized to provide the following services within the District Service Area:
- (a) Interior Operations structural firefighting as defined by the Playbook;
  - (b) Medical First Responder to “Red” and “Purple” calls;
  - (c) BC Ambulance requests for assistance (ie: lift assists);
  - (d) Auto extrication;
  - (e) Low angle rope rescue;
  - (f) Hazardous materials mitigation at the “Awareness” level;
  - (g) Wildland urban interface fire suppression;
  - (h) Motor vehicle incidents including automobile fires;
  - (i) Fire safety inspections;



- (j) Fire prevention and public education;
  - (k) Fire cause and origin investigation and support;
  - (l) Tsunami or other act of nature emergency evacuations;
  - (m) Marine fire suppression conducted from land or docks;
  - (n) Water rescue from the shore or dock;
  - (o) Trail rescue (utilizing the Fire Department's UTV or quad when necessary);
  - (p) Mutual aid and automatic aid where agreements exist;
  - (q) Electrical utility response;
  - (r) Pre-fire planning;
  - (s) Rescue;
  - (t) Emergency planning;
  - (u) Supporting Ucluelet's Emergency Preparedness Plan under the direction of the District Emergency Operations Centre;
  - (v) Provide aid to other incidents that relate to life and health safety and property conservation that are within the UVFB's scope of training; and,
  - (w) Provide aid to members of the public where that aid is consistent with the purpose of the UVFB or its training, and where that aid augments services of others initially, but does not replace the responsibility or accountability of another agency's mandate of service.
- 6.2. UVFB may provide the services identified in section 6.1 outside of the District Service area if they are delivered pursuant to, and authorized by any of the following:
- (a) A Fire Service Delivery Agreement;
  - (b) A Mutual Aid Agreement;

- (c) An EMBC Task Number;
  - (d) An agreement with or standard operating procedures established by BCWS or any other provincial emergency agency; or,
  - (e) A request for assistance from the BC Ambulance Service Station 134, except where access is only available via a gravel road or when it would be expedient to utilize another BC Ambulance unit.
- 6.3. The UVFB may provide fire suppression outside the District Service Area where a wildfire or an interface fire imminently threatens any part of the UVFB's District Service Area.
- 6.4. At any given Incident, the Fire Department is not required to provide an authorized service if, in the sole discretion of the Fire Chief or Incident Commander, there is insufficient Apparatus, Equipment or adequately trained Members to deliver such authorized service safely and in accordance with the applicable standards, including those set out under the *Fire Services Act* and *Workers Compensation Act*.

## 7. Fire Chief

- 7.1. The Fire Chief is a full-time staff member of the District's Management Team who reports to the CAO.
- 7.2. The Fire Chief must ensure that the UVFB conforms with the District Occupational Health and Safety Program and that the UVFB is compliant with the applicable requirements of the *Workers Compensation Act*
- 7.3. The Fire Chief must develop and maintain operational guidelines for the UVFB, covering the principal aspects of the Fire Department's operations, administration and organization.
- 7.4. The Fire Chief must ensure that each Member is properly trained to fulfill his or her respective role, and for any roles to which he or she is assigned at or in relation to an Incident. Minimum training standards are defined in the *Playbook*.
- 7.5. The Fire Chief must ensure that training records are maintained for all Members and that records are accurately documented in the UVFB's records management system.
- 7.6. The Fire Chief must adhere to the District purchasing policy and other applicable policies and bylaws.

- 7.7. The Fire Chief must manage the operational expenditures of the Fire Department within the limits of the annual budget approved by Council.
- 7.8. The Fire Chief has control, direction, and management of the public property, Apparatus, materials, and Equipment pertaining to or belonging to the UVFB.
- 7.9. The Fire Chief or any Member authorized by the Fire Chief to act on his or her behalf, may exercise one or more of the following powers within the District Service Area:
- (a) Enforce UVFB Operational Guidelines for the proper and efficient administration and operation of the Fire Department and make or amend and enforce such additional rules, policies and guidelines as are consistent with District bylaws, policies or guidelines;
  - (b) Enter onto property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;
  - (c) If property is endangered by debris caused by lumbering, land clearing or industrial operation, require the person who is carrying on or who has carried on the operation, or the owner or occupier of the land on which the debris exists, to dispose of the debris, and undertake any other actions for the purpose of removing or reducing the danger as is necessary or advisable in the circumstances;
  - (d) In relation to an Incident (including during any related overhaul, clean up or investigation):
    - i. take measures considered necessary to prevent and suppress fires, including the demolition or removal of buildings and other structures or things to prevent the spread of a fire or mitigate any other hazard;
    - ii. enter, at any time, premises or property where the Incident is occurring, and to cause any Member, Apparatus or Equipment of the Fire Department, to enter as he or she deems necessary or advisable, in order to combat, control or deal with the Incident;
    - iii. enter, pass through or over buildings, vehicles, or property proximate to the Incident, and to cause any Member, Apparatus or Equipment of the Fire Department to enter, pass through or over buildings or property

- proximate to the Incident, where he or she deems it necessary or advisable to gain access to the Incident or to protect any person or property;
- iv. exercise control over access to, and to evacuate, areas proximate to or threatened by an Incident (including public property, private property, buildings, streets and highways), and to manage vehicular and pedestrian traffic, as he or she deems necessary or advisable to prevent interference with the Fire Department's response or the response of other emergency services to the Incident, or to reduce the risk to life or property;
  - v. take reasonable actions to ensure the safety of Members, other emergency responders and the public, and to prevent or reduce damage to property;
  - vi. call upon a peace officer to assist and to provide security in and around the area of an Incident;
  - vii. commandeer any personnel and/or private equipment that the Fire Chief, or Officer in Charge, considers necessary to deal with an incident. The owner or occupant of the premise where the incident occurs will be responsible to pay all costs and charges that the District may incur while doing so;
- (e) Exercise the powers of an LAFC under the *Fire Services Act* (B.C.);
  - (f) Enforce this bylaw and any other District bylaws, rules, orders and regulations for the prevention and suppression of fires and protection of life and property;
  - (g) Enter any land or premises at all reasonable times to inspect conditions which may cause a fire, increase the danger of a fire or increase the danger to persons;
  - (h) Establish and maintain a regular system of fire safety inspections for occupancy types as required by the Fire Code;
  - (i) Make orders or to take measures to ensure that flammable material is:
    - (a) removed from land or premises;
    - (b) removed to another part of land or premises; or,
    - (c) rendered harmless or suitably safeguarded against fire requiring the placement and maintenance of barricades or the posting of "No Admittance" signs or the placement of locks on doors or windows, or

better storage or containment of said materials or any combination of these; and,

- (j) Collect and disseminate information regarding fires and fire hazards in or affecting the District Service Area.

7.10. The Fire Chief or any Member authorized by the Fire Chief to act on his or her behalf, may exercise any power listed under section 7.9. outside of the District Service Area provided those powers are authorized by a Mutual Aid Agreement, Fire Service Delivery Agreement, EMBC, or are required to provide fire suppression where a wildfire or an interface fire imminently threatens any part of the District Service Area.

## **8. Burning Restrictions**

8.1. The Fire Chief or Bylaw Officer may:

- (a) order a partial or total ban on open air burning at any time and for any duration; or,
- (b) suspend, cancel or restrict for such time as he or she deems necessary or desirable any or all burning permits issued under the District's "Bylaw to Regulate Outdoor Burning".

## **9. Members**

- 9.1. Members will be provided WorkSafe BC coverage while carrying out UVFB authorized activities.
- 9.2. In the absence of the Fire Chief, the Deputy Chief will assume the duties of the Fire Chief.
- 9.3. Where an Officer or other Member is an Incident Commander, he or she is deemed to have the powers of the Fire Chief.

## **10. Property Owner Responsibilities**

- 10.1. Every owner of every building, site, storage area or other area described in Section 2.8 of the *Fire Code* must:
  - (a) provide for emergency procedures;

- (b) prepare a Fire Safety Plan in a form acceptable to the Fire Chief, and submit an electronic copy of the plan to the Fire Chief;
  - (c) review the Fire Safety Plan at an interval of not more than 12 months;
  - (d) submit any proposed changes to the Fire Safety Plan for approval of the Fire Chief; and,
  - (e) notify the Fire Chief that following the review of the Fire Safety Plan, no changes are proposed.
- 10.2. To prevent the entry of unauthorized persons, the owner or occupant of any premise that has been damaged due to an incident or is vacant for any reason, must secure the residence to the satisfaction of the Fire Chief.
- 10.3. If an owner or occupant fails to secure any premise, then the Fire Chief will direct the work to secure the premise. The owner or occupant will bear all costs involved in securing the premise.

## **11. Operational Guidelines**

- 11.1. Operational guidelines must reflect best practices and any requirements under the *Workers Compensation Act* (B.C.) or the regulations thereto.
- 11.2. All Members of the UVFB must review the Operational Guidelines annually and sign off as doing so.
- 11.3. The CAO may require that the Fire Department adopt new operational guidelines or amend any of its existing operational guidelines.

## **12. Other**

- 12.1. Fire Chiefs, Officers and Members are “local public officers” as defined by section 738 (1) of the *Local Government Act* (B.C.).

## **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.

**14. Repeal**

14.1. The Ucluelet Volunteer Fire Brigade Bylaw No. 761, 1998, and amendments thereto are hereby repealed except insofar as they may repeal any other bylaw.

**READ A FIRST TIME** this 13<sup>th</sup> day of August, 2019.

**READ A SECOND TIME** this 13<sup>th</sup> day of August, 2019.

**READ A THIRD TIME** this 13<sup>th</sup> day of August, 2019.

**ADOPTED** this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2019.

**CERTIFIED CORRECT:** “District of Ucluelet Fire Department Establishment, and Fire and Safety Regulations Bylaw No. 1251, 2019”

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Mayor Noël  
Mayor

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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



## STAFF REPORT TO COUNCIL

Council Meeting: August 13, 2019

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** RICK GEDDES, FIRE CHIEF

**FILE NO:** 3900-25

**SUBJECT:** FIRE DEPARTMENT ESTABLISHMENT DRAFT BYLAW

**REPORT NO:** 19-102

**ATTACHMENT(S):** APPENDIX A: DISTRICT OF UCLUELET FIRE DEPARTMENT AND ESTABLISHMENT BYLAW NO. 1251, 2019

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

1. **THAT** Council give First, Second and Third Reading to the “District of Ucluelet Fire Department Establishment and Fire and Safety Regulations Bylaw No. 1251, 2019.”

### **PURPOSE:**

The purpose of this report is to introduce a bylaw that modernizes Ucluelet’s Volunteer Fire Brigade Establishment Bylaw.

### **BACKGROUND:**

Since the inception of the Ucluelet Volunteer Fire Brigade in 1949, significant advancements have been made in areas of firefighter safety, training, fire prevention, fire regulations, and the District of Ucluelet’s personnel structure.

While the Fire Department Establishment Bylaw has been amended multiple times over the years, it requires modernization to reflect today’s best practice in the aforementioned areas, as well as to satisfy today’s governing regulations.

A summary of the proposed changes includes the following:

- Updated and additional definitions which reflect current practice;
- Updates to several statements and clauses to align with current regulatory standards (ie: “*The Office of the Fire Commissioner’s Playbook*”);
- Removed reference to remuneration due to numerous amendments and conflicts over the years. Remuneration will be referenced in the Operational Guidelines;
- Removed language referring to the “Fire Committee”. The Fire Committee was comprised of the Mayor and Council and had “...supervision and control of the Fire Chief and Members”;
- Removed language that states “Council shall have power to purchase, and to acquire, when necessary, such firefighting apparatus, equipment and materials as are required for the upkeep and general efficiency of the Fire Brigade”;
- Removed reference to “the Fire Chief shall be held accountable to the Fire Committee”
- Added, “The Fire Chief is a fulltime staff member of the District’s Management team who reports to the CAO”;



- Additions to Sections 7 and 8 which authorize the Ucluelet Volunteer Fire Brigade to provide services and exercise powers outside the District of Ucluelet;
- Addition of Section 8 which refers to the authority to order a partial or total fire ban. Current bylaws do not provide this authority; and,
- Addition of Section 10 which refers to Section 2.8 of the “*BC Fire Code*.” This section requires owners of certain occupancy types to prepare, view, alter, and submit fire safety plans to the District.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

The proposed bylaw will require no additional staff or elected official time.

**FINANCIAL IMPACTS:**

There are no additional financial impacts resulting from the proposed bylaw other than the Fire Chief’s administrative time to produce the document.

**POLICY OR LEGISLATIVE IMPACT:**

Adoption of this bylaw will allow the Ucluelet Volunteer Fire Brigade to operate in compliance with regulations such as *The Office of the Fire Commissioner’s Playbook* and the *B.C. Fire Code (2018)*.

**OPTIONS REVIEW:**

1. **THAT** Council give First, Second and Third Reading to the “District of Ucluelet Fire Department Establishment and Fire and Safety Regulations Bylaw No. 1251, 2019.”  
**(Recommended)**
2. **THAT** Council provide alternate direction to staff.

**Respectfully submitted:** Rick Geddes, Fire Chief  
Joseph Rotenberg, Acting Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer