



**REGULAR MEETING OF COUNCIL**  
**Tuesday, November 12, 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 Council would like to acknowledge the Yuułuʔiłʔatḥ First Nations on whose traditional territories the District of Ucluelet operates.	
3.	NOTICE OF VIDEO RECORDING Council would like to advise District of Ucluelet Staff, audience members and delegates that this Council proceeding is being video recorded and the recording will be live streamed or subsequently published on the District of Ucluelet's YouTube channel.	
4.	ADDITIONS TO AGENDA	
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- 12.2 Councillor Marilyn McEwen  
*Deputy Mayor November 2018 - March 2019*
- 12.3 Councillor Lara Kemps  
*Deputy Mayor April - June 2019*
- 12.4 Councillor Jennifer Hoar  
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- 12.5 Mayor Mayco Noël
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15. OTHER BUSINESS

16. QUESTION PERIOD
17. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, October 22, 2019 at 2:30 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Kemps, and McEwen  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Donna Monteith, Chief Financial Officer  
                          Abby Fortune, Director of Parks & Recreation  
                          Bruce Greig, Manager of Community Planning  
                          Joey Rotenberg, Manager of Corporate Services  
                          John Towgood, Planner 1  
                          Nicole Morin, Corporate / Planning Clerk

Regrets:       Councillor Hoar

**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?i?ath First Nations on whose traditional territories the District of Ucluelet operates.

**3. NOTICE OF VIDEO RECORDING**

Council advised District of Ucluelet Staff, audience members and delegates that this Council proceeding is being video recorded and the recording will be live streamed or subsequently published on the District of Ucluelet's YouTube channel.

**4. ADDITIONS TO AGENDA**

**4.1 Reordering of the October 22, 2019 Agenda**

2019-001           **It was moved by Mayor Noël and seconded by Councillor Cole**  
                          *THAT Council amend the October 22, 2019 Regular Agenda to change item*  
                          *9.2 to item 14.3.*

CARRIED.

**5. APPROVAL OF AGENDA**

**5.1 October 22, 2019 Regular Agenda**

2019-002           **It was moved by Councillor Kemps and seconded by Councillor McEwen**

*THAT Council approve the October 22, 2019 Regular Agenda as amended.*

CARRIED.

## 6. ADOPTION OF MINUTES

### 6.1 October 8, 2019 Regular Minutes

2019-003

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

*THAT Council approve the October 8, 2019 Regular minutes as presented.*

CARRIED.

## 7. UNFINISHED BUSINESS

### 7.1 There was no unfinished business.

## 8. MAYOR'S ANNOUNCEMENTS

### 8.1 Presentation of the Sovereign's Medal for Volunteers to Mary Kimoto

- Mayor Noël thanked Ms. Kimoto for her years of local volunteerism.
- Sergeant Mancini and Mayor Noël presented Sovereign's Medal for Volunteers to Ms. Kimoto.
- Representatives from the Ucluelet and Area Museum Society presented Ms. Kimoto with flowers and thanked her for her contribution to the community.

Council recessed at 2:37 PM.

Council returned to session at 2:42 PM.

## 9. PUBLIC INPUT, DELEGATIONS & PETITIONS

### 9.1 There was no public input.

## 10. CORRESPONDENCE

### 10.1 Request for Letter of Support - Ellen Kimoto

***Barb Gudbranson, President, Ucluelet & Area Historical Society***

2019-004

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

*THAT Council directs Staff to provide a letter of support towards funding for establishing a museum in Ucluelet.*

CARRIED.

### 10.2 Community Child Care Space Creation Program and Community Child Care Planning Grant Program

***Honourable Scott Fraser, MLA (Mid Island-Pacific Rim)***

Abby Fortune, Manager of Parks and Recreation, recommended that Staff pursue the Community Child Care Planning Grant Program as it would allow the District to identify how to best use existing and future child care spaces.

2019-005                    **It was moved by Councillor Cole and seconded by Councillor McEwen**  
                                   *THAT Council directs Staff to apply for the Community Child Care Planning*  
                                   *Grant Program that is due January 31, 2020.*

CARRIED.

## 11. INFORMATION ITEMS

### 11.1 BC Hydro Community Relations 2019 Annual Report - Vancouver Island-Sunshine Coast *Ted Olynyk, Community Relations Manager, Vancouver Island-Sunshine Coast - BC Hydro*

Council asked about the Electric Vehicle (EV) charging station located at the visitors centre? Mark Boysen, Chief Administrative Officer, reported that the current EV charging station was installed as an interim measure until the original unit is repaired.

## 12. COUNCIL COMMITTEE REPORTS

- 12.1 Councillor Rachelle Cole  
*Deputy Mayor October - December 2019*
- Oct. 18, attended Ucluelet Emergency Operations meeting.
- 12.2 Councillor Marilyn McEwen  
*Deputy Mayor November 2018 - March 2019*
- Oct. 9, attended Wild Pacific Trail Society meeting.
  - Oct. 16, attended Ucluelet Secondary School Seismic Upgrades Update meeting.
  - Oct. 23 and 24, Councillor McEwen will attend the Vancouver Island Economic Alliance Summit.
- 12.3 Councillor Lara Kemps  
*Deputy Mayor April - June 2019*
- Oct. 20, coordinated the Edge to Edge Marathon.
- 12.4 Councillor Jennifer Hoar  
 Deputy Mayor July - September 2019

12.5 Mayor Mayco Noël

### 13. REPORTS

#### 13.1 Resolution Tracking - September & Mid-October 2019

*Nicole Morin, Corporate / Planning Clerk*

#### 13.2 Global Covenant of Mayors for Climate & Energy Showcase Cities Pilot Program

*Mark Boysen, Chief Administrative Officer*

Mark Boysen, Chief Administrative Officer, presented this report.

Highlights included:

- The pilot program is intended to assist communities with preparation for climate change through mitigation and adaptation commitments.
- Ucluelet is one of 25 Canadian municipalities, including Courtenay and Nanaimo, involved in this program.
- It is key for smaller communities like Ucluelet to leverage programs like this.
- Participation will not require significant additional staff time and resources.

2019-006

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

*THAT Council approve recommendation 1 of the report item, "Global Covenant of Mayors for Climate & Energy Commitment" which states:*

1. *THAT Council commit to the Global Covenant of Mayors for Climate & Energy (GCoM), joining thousands of other cities and local governments around the world currently engaged in climate leadership.*

CARRIED.

#### 13.3 Halloween Howl Road Closure & Community Invite

*Abigail Fortune, Manager of Parks and Recreation*

2019-007

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

*THAT Council approve recommendations 1 and 2 of the report item, "Halloween Howl Road Closure & Community Invite" which state:*

1. *THAT Council authorizes the following road closures to occur on Thursday, October 31, 2019:*
  - a. *Matterson Road from 8:30 PM – 9:30 PM from Victoria Road to Marine Drive; and*
  - b. *Marine Drive from 7:00 PM – 9:00 PM from Matterson Drive to Rainforest Drive.*
2. *THAT Council attend the Halloween Howl Festivities and invite the community to join them.*

CARRIED.



**13.4 Remembrance Day Road Closure**  
**Abigail Fortune, Manager of Parks & Recreation**

2019-008

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

*THAT Council approve recommendations 1 and 2 of the report item, "Remembrance Day Road Closure" which state:*

1. *THAT Council supports the closure of Peninsula Road in front of the Army Navy & Air Force Veterans Club cenotaph at 1708 Peninsular Road on Monday, November 11, 2019, from 10:30 – 11:30 AM.*
2. *THAT Council direct Staff to follow-up with the Ministry of Transportation to obtain authorization for the road closure.*

CARRIED.

**14. LEGISLATION**

**14.1 Zoning Bylaw Amendment for 2100 Peninsula Road**  
**John Towgood, Planner 1**

Mayor Noël declared a conflict of interest on the grounds of his ownership of two properties which are adjacent to the subject property, and left the meeting at 3:01 PM

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

- The proposed zoning amendment is to allow the subject property to be used for cannabis cultivation.
- The applicants also plan to use the site for cannabis processing.
- The property is at the entrance to town, which may be suitable for light industrial uses like cannabis cultivation.
- All production will occur indoors, and cannabis sales will not be permitted on site.
- The facility may create 6-8 skilled jobs.

Council questions and comments:

- Are the two neighbouring property owners aware of the application? Mr. Greig explained that the neighbours will be notified through the public hearing notices.
- Do the regulations that determine the proximity of cannabis retail spaces to parks also apply to cultivation facilities? Mr. Greig responded that similar regulations apply to production and retail facilities.
- What does escape of "any meaningful odors" mean? Is it defined as detectable odors? Mr. Greig noted smells are regulated by the District of Ucluelet nuisance bylaw. The Applicant noted that the federal regulations are vague, and "meaningful odors" are probably defined in terms of their community impact.

- Asked if light would escape from the facility? The applicant explained that there would be no escape of light.
- Noted that Mayor of Port Alberni has toured a similar facility and recommended that Council tour the facility in Port Alberni.

2019-009

**It was moved by Councillor McEwen and seconded by Councillor Kemps**  
*THAT Council approve recommendation 1 of the report item, "Zoning Bylaw Amendment for 2100 Peninsula Road" which states:*

1. *THAT District of Ucluelet Zoning Amendment Bylaw No. 1258, 2019, be given first and second reading and advanced to a public hearing.*

CARRIED.

#### **14.2 Zoning Bylaw Amendment (1557 Larch Rd.) - Adoption** **Bruce Greig, Manager of Community Planning**

Mayor Noël returned to the meeting at 3:12 PM after Council dealt with item 14.1.

2019-010

**It was moved by Mayor Noël and seconded by Councillor Cole**  
*THAT Council approve recommendation 1 of the report item, "Zoning Bylaw Amendment (1557 Larch Rd.) - Adoption" which states:*

1. *THAT the "District of Ucluelet Zoning Amendment Bylaw No. 1253, 2019" be adopted.*

CARRIED.

#### **14.3 RCMP Delegation**

Sergeant Mancini lead this delegation. Highlights included:

- A 20% increase in call volume from 2018 is projected for 2019. This upward trend is expected to continue.
- Mental health service calls are up from 2018 and there are limited local mental health resources.
- The 2019 priority policing areas are community involvement, drug investigations (street level and seizures), and impaired driving. Priorities are determined in April and Council is invited to participate in determining the 2020 priorities.
- Charges were recently forwarded on 9 residents for drug trafficking or possession with the intent to traffic.
- Seasonal Reserve Constables are generally used to fill vacancies.
- Speed bumps in the school zone seem effective and the area is patrolled regularly.
- There has been no significant increase in local impaired driving cases since cannabis use was legalized.

- A cannabis roadside screening device is in the field-testing stage. Drug recognition experts are used to assess drivers that are suspected to be under the influence of cannabis.

## 15. OTHER BUSINESS

### 15.1 52 Steps

Mark Boysen, Chief Administrative Officer, explained that the 52 Steps improvements project has been indefinitely delayed by the Department of Fisheries & Oceans (DFO). District and DFO Staff are discussing potential divestment of 52 Steps to the District.

## 16. QUESTION PERIOD

16.1 There were no questions.

## 17. CLOSED SESSION

### 17.1 Procedural Motion to Move In-Camera

2019-011

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

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

CARRIED.

## 18. ADJOURNMENT

18.1 Mayor Noël adjourned the meeting at 5:37 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, October 22, 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

---

Mark Boysen  
CAO



## Joseph Rotenberg

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**From:** Joseph Rotenberg  
**Sent:** October 30, 2019 8:24 AM  
**To:** Joseph Rotenberg  
**Subject:** RE: 2020 VIRL Board Appointments

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**From:** Mariah Patterson <[MPatterson@virl.bc.ca](mailto:MPatterson@virl.bc.ca)>  
**Sent:** October 29, 2019 3:25 PM  
**To:** Mayco Noël <[mnoel@ucluelet.ca](mailto:mnoel@ucluelet.ca)>  
**Cc:** Mark Boysen <[mboysen@ucluelet.ca](mailto:mboysen@ucluelet.ca)>; Rosemary Bonanno <[RBonanno@virl.bc.ca](mailto:RBonanno@virl.bc.ca)>; Saho Lindberg <[SLindberg@virl.bc.ca](mailto:SLindberg@virl.bc.ca)>  
**Subject:** 2020 VIRL Board Appointments

Good Afternoon,

Please find attached a letter regarding Appointments to the 2020 Vancouver Island Regional Library Board sent on behalf of Rosemary Bonanno, Executive Director.

The Trustee and Alternate appointed at your first council/board meeting this November will need to complete the following:

- Copy of the Certified Resolution
- Statement of Financial Disclosure (a copy of that on file is acceptable)
- A VIRL 2020 contact information form
- EFT Form (if travel expenses are to be reimbursed via electronic file transfer)
- Nomination Form: Chair, Vice Chair and Executive Committee Members (Trustee only; if the Trustee wants to be nominated to the Executive Committee)

All to be submitted with a copy of the certified resolution by December 16, 2019.

If you have any questions, you may contact me at 250-729-2310 or [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).

Sincerely,  
 Mariah



**Mariah Patterson**  
 Executive Assistant  
 Vancouver Island Regional Library  
 Phone: 250-729-2310  
 Email: [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca)  
 Web: [virl.bc.ca](http://virl.bc.ca)



Administration  
 Box 3333 | 6250 Hammond Bay Road  
 Nanaimo, BC Canada V9R 5N3  
 t: 250.758.4697 f: 250.758.2482  
 e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 28, 2019

Mayor Mayco Noel  
 District of Ucluelet  
 PO Box 999, 200 Main Street  
 Tahsis, BC V0R 3A0

**Original sent via email:** [mnoel@ucluelet.ca](mailto:mnoel@ucluelet.ca)

Dear Mayor Noel,

**Re: Appointment to the 2020 Vancouver Island Regional Library Board**

It is time to consider your 2020 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

When appointing your representative, the *Library Act* (October 9, 2019), section 17 (2) states:

“All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board.”

The term of office is one year, January 1 to December 31. Reappointment of sitting members is encouraged for continuity, but no member may serve for more than 8 consecutive years.

The *Library Act*, section 55, reimbursement of expenses states: “(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses.

VIRL requires annual documentation by December 16, 2019 for both your appointed VIRL Trustee and Alternate, including:

1. Certified copy of the Resolution (by provincial legislation)
2. Financial disclosure statement (original or copy of that on file with the municipality/district)
3. VIRL 2020 Appointment form

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen

4. Electronic File Transfer (EFT) form (if travel expenses are to be reimbursed via EFT)

**By December 16, 2019, please return the completed forms and a copy of the certified resolution to Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).**

If you have any questions, please contact Ms. Patterson by phone: 250-729-2310 or [email](#).

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,



Rosemary Bonanno, BA MLS  
Executive Director

CC: Mark Boysen, CAO, District of Ucluelet







# surfcanada



October 28, 2019

Dear Mayor and Council,

As you now know, surfing is a part of the Olympic Games program, starting with Tokyo in 2020. Surf Canada is officially recognized as the National Sport Federation for Surf and a Sport Partner with the Canadian Olympic Committee. It is the responsibility of Surf Canada to have a National Championships and Team Selections for the World Championships in Surf, Junior Surf, Stand Up Paddleboard (SUP) and Adaptive Surf, as well as select the Team for the PanAmerican Games and Olympic Games qualifiers.

Since 2018, we have organized, produced and run our National events and Team Selection events all in-house and our Flagship Property is the Canadian National Championships. With the support from the District of Ucluelet for the 2018 and 2019 Nationals, Team Canada qualified an incredible 7 out of a possible 8 Athletes to the 2019 PanAmerican Games in Lima, Peru and Local Surfing Athlete, Mathea Olin represented Canada and won Bronze!

The upcoming 2020 Nationals, are tentatively set for April 3-5. This date is dependent on the yet to be determined International competition calendar. However, we anticipate Nationals to be close to the tentative date with an event window of April to early May.

Pacific Rim National Park Reserve (PRNPR) will again host Nationals at Wickaninnish Beach for several reasons, primarily that it is in the National Park system and therefore is 'neutral' and allows for the event to be National in scope. The venue is essentially geographically equidistant, also allows both Districts and both First Nations to be equally involved and will bring an Olympic spotlight and economic benefits to the whole region. The PRNPR also has the parking infrastructure to accommodate a large number of visitors without the major safety concerns of overflow parking on the highway and people crossing the highway. The PRNPR also has newly completed beach adjacent restroom facilities, multiple beach access points, gated overnight, and with less potential overlap with diverse user groups, makes the PRNPR the right choice for this Event and the Pacific Rim Communities.

Surf Canada humbly requests from the District of Ucluelet your continued support by providing a Letter-Of-Support to include with our Special Events application to the management at Parks Canada.

Thank you again.

Sincerely,

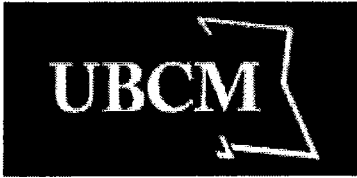
**Dom Domic MPA, BA**  
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## LGLA Leadership Forum Registration

Nov. 6, 2019

The Local Government Leadership Academy's 2020 Leadership Forum will be held Wednesday to Friday, February 5-7 in Richmond. This year's theme is: *Inclusive Leadership: Respectful, Collaborative, Engaged*. The Forum will provide elected officials with tools that strengthen relationships with colleagues, staff and the public and recognize the diversity of people and perspectives that make up BC communities.

The Forum is a great opportunity for delegates from all corners of BC to network, to learn from and to support each other. Forum participants can also obtain credits towards their LGLA certification.

The Forum is preceded by the UBCM *Electoral Area Directors Forum* from February 4-5. Both events take place at the Radisson Hotel Vancouver Airport in Richmond so that Electoral Area Directors may attend both events and save on travel costs.

Registration is \$350 per person and is available through CivicInfo. Accommodation is provided by Radisson Hotel Vancouver Airport. To book a room under the LGLA/UBCM block and receive a reduced room rate, please call the hotel's central reservations at 1-800-333-3333 or call the hotel directly at 604-279-8384 by January 6th, 2020. Guests can also reserve by email.

### Follow Us On

- Twitter: @ubcm

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November 5<sup>th</sup>

His Worship  
 Mayor Mayco Noël  
 District of Ucluelet  
 PO Box 999  
 Ucluelet, BC V0R 3A0

Dear Mayor Noël,

**Re: UBCM 2019 Follow Up – MoTI Staff Meetings**

Thank you for taking the time to meet with me at the recent Union of British Columbia Municipalities (UBCM) Convention in Vancouver on September 24, 2019.

I appreciated the opportunity to discuss your concerns on 1) Peninsula Road planning and 2) Wi-Fi access points at the Kennedy Hill project, 3) removal of Scotch Broom 4) patching and rehab work and 5) contractor and winter maintenance.

To these, our commitments are as follows:

- 1) The ministry is happy to work with the District of Ucluelet to develop a corridor vision for Peninsula Road, as well as possible cost sharing opportunities for improvements.
- 2) The ministry will examine the possibility of erecting a Wi-Fi spot at the Kennedy Hill Project site and our project team will keep you informed.
- 3) The ministry will work with our Environmental Services group in the ministry to discuss best practices for managing removal of invasive species.
- 4) The ministry is committed to dialogue with the District of Ucluelet to determine patching and rehab priorities moving forward.
- 5) Our contractor will be coming out to the community by mid-November, to engage the District with respect to winter maintenance and preparedness.

If you have any further questions or concerns, please do not hesitate to contact our VID District Manager, Michael Pearson directly by telephone at 250-713-2815 or via e-mail at [Michael.Pearson@gov.bc.ca](mailto:Michael.Pearson@gov.bc.ca).

**Ministry of  
 Transportation and  
 Infrastructure**

Highways  
 South Coast Region

Mailing Address:  
 310-1500 Woolridge Street  
 Coquitlam, BC V3K 0B8

Phone: 604-527-2111

Web Address:  
[www.gov.bc.ca/tran](http://www.gov.bc.ca/tran)

Page 2

Thank you again for taking the time to meet with me.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Staite". The signature is written in a cursive style with a large, looped initial "J" and a horizontal line across the middle of the name.

Janelle Staite, P.Eng  
Deputy Director, South Coast Region



# EMIL ANDERSON CONSTRUCTION (EAC) INC.

November 2<sup>nd</sup>, 2019

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

Dear Highway 4 travelers,

Attached is a revised copy of the November 8<sup>th</sup>, 2019 to December 5<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



8-Nov-2019	Friday	Road CLOSED: - 1am to 4am - 5am to 7am Expect up to 30min delays at all other times.
9-Nov-2019	Saturday	No Closures – Single Lane Alternating Traffic
10-Nov-2019	Sunday	
11-Nov-2019	Monday	
12-Nov-2019*	Tuesday*	Road CLOSED: - 1am to 4am - 5am to 7am - 4pm to 5pm - 10pm to 12am except on Friday * Tuesday – 30min delays except for 4pm-5pm and 10pm-12am closures Expect up to 30min delays at all other times. 9am to 3pm - Traffic is advised to arrive at the top of the hour - Traffic flushes at the top of every hour (10am, 11am, 12pm, etc.) ** <b>CLOSED 9am to 11am</b> for daylight critical blasting, complex rock scaling activities/operations
<b>13-Nov-2019</b>	<b>Wednesday**</b>	
<b>14-Nov-2019</b>	<b>Thursday**</b>	
15-Nov-2019	Friday	
16-Nov-2019	Saturday	
17-Nov-2019	Sunday	
<b>18-Nov-2019**</b>	<b>Monday**</b>	
<b>19-Nov-2019**</b>	<b>Tuesday**</b>	
<b>20-Nov-2019**</b>	<b>Wednesday**</b>	
<b>21-Nov-2019**</b>	<b>Thursday**</b>	
22-Nov-2019	Friday	Road CLOSED: - 1am to 4am - 5am to 7am Expect up to 30min delays at all other times.
23-Nov-2019	Saturday	No Closures – Single Lane Alternating Traffic
24-Nov-2019	Sunday	
25-Nov-2019	Monday	
<b>26-Nov-2019*</b>	<b>Tuesday*</b>	Road CLOSED: - 1am to 4am - 5am to 7am - 4pm to 5pm - 10pm to 12am except on Friday * Tuesday - No 1am to 4am and 5am to 7am Expect up to 30min delays at all other times. 9am to 3pm - Traffic is advised to arrive at the top of the hour - Traffic flushes at the top of every hour (10am, 11am, 12pm, etc.) ** <b>and * CLOSED 9am to 11am</b> for daylight critical blasting, complex rock scaling activities/operations
<b>27-Nov-2019**</b>	<b>Wednesday**</b>	
<b>28-Nov-2019**</b>	<b>Thursday**</b>	
29-Nov-2019	Friday	
30-Nov-2019	Saturday	
1-Dec-2019	Sunday	
<b>2-Dec-2019**</b>	<b>Monday**</b>	
<b>3-Dec-2019**</b>	<b>Tuesday**</b>	
<b>4-Dec-2019**</b>	<b>Wednesday**</b>	
<b>5-Dec-2019**</b>	<b>Thursday**</b>	

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## STAFF REPORT TO COUNCIL

Council Meeting November 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1880-20 (FIN. REPORT)

**SUBJECT:** FIVE YEAR FINANCIAL PLAN 2019-2023 BYLAW VARIANCE REPORT – Q3 **REPORT NO:** 19-143

**ATTACHMENT(S):** APPENDIX A - FIVE YEAR FINANCIAL PLAN 2019-2023 BYLAW VARIANCE

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

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

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to advise Council as to the financial position and variances in relation to the Five Year Financial Plan 2019-2023 for the District on a quarterly basis.

### **STRATEGIC GOAL:**

This report follows the District's strategic plan indicating that quarterly reports to Council will provide an opportunity for Council and staff to regularly review and communicate progress in achieving Council's goals.

### **BACKGROUND:**

This is a preliminary report to Council relaying the balances for the various revenue and expenditure summary totals for first three quarters covering the period of January 1 to September 30, 2019 as per the attached Schedule A. Explanations for some of the major variances identified are included in this report.

### **Discussion:**

#### **Total Revenues**

Overall total revenues are consistent for the first three quarters of the year. Internal transfers and deferred revenue entries will be posted as the offsetting expenses occur, usually at year end.

**Total Expenses**

Overall expenses for the District are at 72.91% of the annual budget. As mentioned in the Q2 report the cost of the community clean up weekend for garbage pickup was much higher than anticipated. Although General Government expenses show as 95% of budget spent, I would mention that the monies flowing from the MRDT program and then paid out to Tourism Ucluelet are no longer recorded through a clearing account. The funds are reported as revenue and expenses, which will impact the variance report.

**Capital Projects**

Capital projects are steady with 46% of expenses paid. There are many projects in progress coinciding with the Q3 Project Report. However, we have not been billed for some yet.

**FINANCIAL IMPACTS:**

No financial impacts to the Financial Plan Bylaw No. 1245, 2019 to report at this time.

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



**DISTRICT OF UCLUELET  
5-YEAR FINANCIAL PLAN  
Variance Report - As at September 30, 2019**

Appendix A

	Sep 30 2019 Actual	2019 Budget	Amount Over (Under) Budget	Percent of Budget Used
<b>REVENUE</b>				
Property Taxes	\$2,892,634	\$2,893,002	(\$368)	99.99%
1% Utility Taxes	44,325	48,085	(\$3,760)	92.18%
Federal/Provincial in place of taxes	48,048	73,000	(\$24,952)	65.82%
<b>Taxes</b>	<b>2,985,008</b>	<b>3,014,087</b>	<b>(\$29,080)</b>	<b>99.04%</b>
Sale of services	835,282	853,238	(\$17,956)	97.90%
Penalties and Interest earned	68,695	85,360	(\$16,665)	80.48%
Grants and donations	1,419,005	1,455,136	(\$36,131)	97.52%
Deferred revenues recognized (DCC, other)	-	590,889	(\$590,889)	0.00%
Water sale of services	648,291	775,650	(\$127,359)	83.58%
Sewer sale of services	527,916	630,350	(\$102,434)	83.75%
Transfers	-	1,171,314	(\$1,171,314)	0.00%
<b>Total revenue</b>	<b>6,484,197</b>	<b>8,576,024</b>	<b>(\$2,091,827)</b>	<b>75.61%</b>
<b>EXPENSE</b>				
Interest payments	76,852	94,783	(17,931)	81.08%
Amortization expenses	833,394	1,116,000	(282,606)	74.68%
General Government	1,384,590	1,452,739	(68,149)	95.31%
Protective services	184,794	326,271	(141,477)	56.64%
Transportation services	784,341	863,994	(79,653)	90.78%
Environmental health (Garbage/recycling)	25,075	10,000	15,075	250.75%
Cemetery	1,405	8,855	(7,450)	15.87%
Planning and Development	374,729	584,075	(209,346)	64.16%
Recreation and cultural services	948,365	1,276,835	(328,470)	74.27%
Water operations	230,321	743,217	(512,896)	30.99%
Sewer operations	254,670	515,680	(261,010)	49.39%
<b>Total expense</b>	<b>5,098,536</b>	<b>6,992,449</b>	<b>(1,893,913)</b>	<b>72.91%</b>
<b>ADD</b>				
Add back amortization	833,394	1,116,000	(282,606)	74.68%
Long term debt (and lease recognition) proceeds	-	30,000	(30,000)	0.00%
<b>Total additions</b>	<b>833,394</b>	<b>1,146,000</b>	<b>(312,606)</b>	<b>72.72%</b>
<b>DEDUCT</b>				
Principal payments debt	72,314	72,314	-	100.00%
Transfers to reserves	49,806	65,000	(15,194)	76.63%
Acquisitions of tangible capital assets	1,195,339	2,592,261	(1,396,922)	46.11%
<b>Total deductions</b>	<b>1,317,459</b>	<b>2,729,575</b>	<b>(1,412,116)</b>	<b>48.27%</b>
<b>Financial Plan Balance: Surplus (Deficit)</b>	<b>\$901,596</b>	<b>\$0</b>		





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 0640-30

**SUBJECT:** QUARTERLY PROJECTS UPDATE – 3<sup>RD</sup> QUARTER 2019

**REPORT NO:** 19-140

**ATTACHMENT(S):** APPENDIX A – 2019 QUARTERLY PROJECT STATUS REPORT TABLE  
APPENDIX B – STRATEGIC PLAN TRACKING FOR Q3 2019

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

1. THAT Council receives this 2019 Q3 update on the progress of budgeted Staff projects.

### **PURPOSE:**

The purpose of this report is to provide a quarterly update to Council on the progress of key projects that were approved in the 2019 District of Ucluelet Budget. Over 30 projects worth \$3.1 million are planned for completion by the end of 2019.

### **BACKGROUND:**

Staff are pleased to provide this Q3 update on the status of departmental projects for 2019 (**Appendix A**). The current completion status is 71% and any exceedances to the approved projects budget will be reported to Council. Two water projects (#17 and #19) have been halted due to the notification from the Province that a funding application for a new water supply was not successful. These funds will be considered for use in the 2020 budget planning process.

Staff have also included Strategic Plan Tracking for 2019 (**Appendix B**) to provide Council with a progress update on actions listed in the 2019-2022 Strategic Plan.

**Table 1** below provides a summary of the 2019 projects that are In-Progress, Completed, or scheduled for early 2020 Completion.

**Table 1: 3<sup>rd</sup> Quarter 2019 Status of Departmental Actions.**

Department	Planning	Parks and Recreation	Public Works	Admin/ Finance	Fire-Emerg Services	Totals
<b>In-Progress</b>	3	3	5	1	0	<b>12</b>
<b>Completed</b>	0	3	4	3	0	<b>10</b>
<b>2020 Completion</b>	3	0	1	0	2	<b>6</b>

**Respectfully submitted:**

Mark Boysen, Chief Administrative Officer

## 2019 Project Management Tracker

Average Completion: **71%**

	Project	Category	Project Manager	Planned Start	Estimated Finish	Estimated Budget	Funding Source	Completion	Status
1	Downtown Core Revitalization Design	Community Planning	Bruce Greig	Apr-19	Dec-19	\$225,000	Gas Tax RMI	40%	Consultant work initiated.
2	Peninsula Road Revitalization Design	Community Planning	Bruce Greig	Apr-19	Dec-19	\$200,000	Gas Tax	40%	Consultant work initiated.
3	OCP Adoption	Community Planning	Bruce Greig	Jan-19	Jul-19	\$60,000	General	90%	Final draft under development.
4	Land Use Demand Study	Community Planning	Bruce Greig	Apr-19	Dec-19	\$25,000	Gas Tax	25%	Completion by Spring 2020.
5	DCC Bylaw Update	Community Planning	Bruce Greig	Jan-18	Jan-20	\$21,500	General	20%	Completion by Spring 2020.
6	Flood Risk Assessment & Mapping	Community Planning	Bruce Greig	Jan-19	Dec-19	\$150,000	Grant	30%	Awarded, completion by Spring 2020.
7	Facilities Asset Plan	Asset Management	Mark Boysen	Apr-19	Dec-19	\$40,000	Gas Tax	100%	Complete.
8	Health Centre Design	Asset Management	Mark Boysen	Mar-19	Dec-19	\$60,000	General	50%	Consultant work proceeding.
9	Cedar Road Hub	Public Works	Warren Cannon	Jan-19	Jun-19	\$165,000	Gas Tax RMI	100%	Completed. Phase 2 being developed.
10	Marine Drive Path	Public Works	Warren Cannon	Oct-18	Jun-19	\$180,000	RMI	90%	Planting work remains.
11	Bay Street Duplex and Pathway	Sewer	Warren Cannon	Mar-19	Dec-19	\$480,000	Sewer Fees	40%	Design completed, build Spring 2020.
12	Bay Street Lift Station	Sewer	Warren Cannon	Oct-18	Jun-19	\$350,000	Sewer Fees	100%	Complete.
13	Lagoon Upgrade	Sewer	Warren Cannon	Apr-18	Dec-19	\$350,000	Sewer Fees	90%	Near completion.
14	Scada Sewer	Sewer	Warren Cannon	Oct-19	Dec-19	\$35,000	Sewer Fees	80%	Near completion.
15	Sewer Master Plan	Sewer	Warren Cannon	Jan-19	Dec-19	\$50,000	Sewer Fees	25%	Initiated.
16	Matterson Reservoir	Water	Warren Cannon	Oct-18	May-19	\$130,000	Water Fees	100%	Complete.
17	Hwy Reservoir Valve	Water	Warren Cannon	Oct-19	Dec-19	\$35,000	Water Fees	-	Funding transfer to 2020 water budget.
18	Well Upgrade	Water	Warren Cannon	Oct-19	Dec-19	\$80,000	Water Fees	100%	Complete.
19	Kennedy Lake	Water	Warren Cannon	Jun-19	Dec-19	\$50,000	Water Fees	-	Funding transfer to 2020 water budget.
20	SCADA Water	Water	Warren Cannon	Sep-19	Dec-19	\$55,000	Water Fees	80%	Ready for commissioning.
21	UCC Capacitor Install	Parks and Recreation	Abby Fortune	Jun-19	Dec-19	\$20,000	General	70%	Pending installation.
22	Parks Office	Parks and Recreation	Abby Fortune	Mar-19	May-19	\$25,000	General	100%	Complete.
23	Amphitrite Point Design	Parks and Recreation	Abby Fortune	Jun-19	Dec-19	\$60,000	RMI Rural Dividend	100%	Complete.
24	Heritage Sign - Spring Cove	Parks and Recreation	Abby Fortune	Mar-19	Dec-19	\$3,000	RMI	60%	Design being prepared.
25	WPT - Spring Cove	Parks and Recreation	Abby Fortune	Sep-18	Dec-19	\$75,000	RMI	80%	Near completion.
26	St. Jacques Park	Parks and Recreation	Abby Fortune	Apr-18	Dec-19	\$83,750	RMI	100%	Complete.
27	Emergency Sirens	Fire and Emergency	Fire Chief	Mar-19	Dec-19	\$40,000	Community Forest	50%	Awarded, completion by Spring 2020.
28	Tsunami Kiosk (Tugwell)	Fire and Emergency	Fire Chief	Apr-19	Dec-19	\$63,700	RMI	30%	Awarded, completion by Spring 2020.
29	Webcasting	Corporate Services	Mark Boysen	Apr-19	Jun-19	\$2,000	General	100%	Complete.
30	Harbour Projects	Small Craft Harbour	Harbourmaster	Apr-19	Dec-19	\$8,700	Harbour Reserves	100%	Complete.

2019 Strategic Plan Tracker  
 Strategic Plan Actions Planned for 2019



Year	Focus Area	Strategy	Activity	Status
2019	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Development bylaw/policy enhancement and modernization	Complete bylaw/policy gap analysis	Gap Analysis initiated, report to Council by end of year.
2019	2 - COMMUNITY DEVELOPMENT	Development of Health Centre	Conduct feasibility study/business case with Island Health	Project Tracker Action #8.
2019	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Pursue grant for lighthouse/residence	Grant submitted for \$1.1M. Response expected in 2019.
2019	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Finalize operations agreement for lighthouse/residence	In discussions with DFO to finalize agreement.
2019	2 - COMMUNITY DEVELOPMENT	Complete Harbour Master Plan	Finalize and adopt HMP	Will be supported by Urban Systems and planned for 2020.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Conduct facility and fleet review	Project Tracker Action #7.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Consultation with Ministry of Transportation and Infrastructure	Letter sent to Province to initiate discussions.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Public planning and engagement program	Consultant work initiated.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Development Cost Charges review	Project Tracker Action #5.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Complete Subdivision Bylaw update	Staff working with consultant (Urban Systems) to complete.
2019	4 - PARTNERSHIPS & COLLABORATION	Alignment of Strategic Plans	Formally share Strategic Plan with neighboring ACRD members and First Nations	Approved Strategic Plan has been mailed to partners.







## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0550-01

**SUBJECT:** 2020 COUNCIL MEETING SCHEDULE

**REPORT NO:** 19-133

**ATTACHMENT(S):** APPENDIX A – 2020 COUNCIL MEETING SCHEDULE

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

1. THAT Council adopt the proposed 2020 Council Meeting Schedule as presented.
2. THAT Council direct staff to give notice of the 2020 Council Meeting Schedule in accordance with the *Community Charter*.

### **PURPOSE:**

The purpose of this report is for Council to consider and adopt a Council Meeting Schedule for 2020.

### **BACKGROUND:**

In accordance with s. 127 of the *Community Charter*, a Council must provide notice of the date, time and place of regularly scheduled meetings of Council. The *District of Ucluelet Council Procedures Bylaw No. 1166, 2014* (Council Procedures Bylaw) stipulates that the schedule must be prepared annually on or before January 15<sup>th</sup> and notice given on or before January 30<sup>th</sup>.

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

The proposed council meeting schedule for 2020 will result in meetings starting at 3:30 PM.

### **FINANCIAL IMPACTS:**

There are no direct financial impacts, if Council were to approve the staff recommendations.

### **POLICY OR LEGISLATIVE IMPACTS:**

The *Council Procedures Bylaw* will need to be updated to reflect any changes to the regular meeting schedule. An update of the *Council Procedures Bylaw* is underway to reflect amendments to the *Community Charter* since 2014.

### **OPTIONS REVIEW:**

1. THAT Council adopt the proposed 2020 Council Meeting Schedule as presented.  
**(Recommended)**
2. THAT Council direct staff to give notice of the 2020 Council Meeting Schedule in accordance with the *Community Charter*. **(Recommended)**
3. THAT Council provide alternative direction to staff.

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



## 2020 COUNCIL MEETING SCHEDULE

Meetings will be held in the George Fraser Community Room at the Ucluelet Community Centre located at 500 Matterson Drive, Ucluelet, B.C. unless otherwise advertised.

DATE	TIME	MEETING TYPE
January 14	3:30 PM	Regular Meeting
January 28	3:30 PM	Regular Meeting
February 11	3:30 PM	Regular Meeting
February 18	3:30 PM	Harbour Authority Meeting
February 25	3:30 PM	Regular Meeting
March 17	3:30 PM	Regular Meeting
March 31	3:30 PM	Regular Meeting
April 14	3:30 PM	Regular Meeting
April 23	3:30 PM	***Committee of the Whole ***
April 28	3:30 PM	Regular Meeting
May 12	3:30 PM	Regular Meeting
May 19	3:30 PM	Harbour Authority Meeting
May 26	3:30 PM	Regular Meeting
June 9	3:30 PM	Regular Meeting
June 23	3:30 PM	Regular Meeting
July 14	3:30 PM	Regular Meeting
August 4	3:30 PM	Regular Meeting
September 8	3:30 PM	Regular Meeting
September 15	3:30 PM	Harbour Authority Meeting
October 13	3:30 PM	Regular Meeting
October 20	3:30 PM	***Committee of the Whole ***
October 27	3:30 PM	Regular Meeting
November 10	3:30 PM	Regular Meeting
November 17	3:30 PM	Harbour Authority Meeting
November 24	3:30 PM	Regular Meeting
December 15	3:30 PM	Regular Meeting

*Adopted by Council on XXXXX*

*\*\*\* The April 23 and October 20 Committee of the Whole Meetings will be held in Activity Rooms 1 & 2 at the Ucluelet Community Centre \*\*\**





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0340-50

**SUBJECT:** GRANTS IN AID & IN-KIND CONTRIBUTIONS POLICY REPORT

**REPORT NO:** 19-141

**ATTACHMENT(S):** APPENDIX A: GRANTS IN AID & CONTRIBUTIONS POLICY  
APPENDIX B: GRANT IN AID APPLICATION FORM

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

1. THAT Council adopt Policy Number 5-1850-2, Grants In Aid & In-Kind Contributions.
2. THAT Council repeal Policy Number 5-1850-1, Grants In Aid.

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to propose an updated policy for Grants In Aid to include In-Kind Contributions from Council and clarify the application process.

### **BACKGROUND:**

At the February 20, 2019 Special Council Meeting, Council passed a motion directing staff to update the Grants In Aid policy and application form to clarify requests for In-Kind Council Contributions.

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

The current policy requires that submissions be made by December 15 and commits Council and Staff to reaching a decision by February 28 of each year regarding Grants In Aid awards. Decisions regarding In-Kind Contributions follow the same timeline. No additional time would be required as this is updating the wording of the policy.

### **FINANCIAL IMPACTS:**

The Grants in Aid and In-Kind Contributions allocation is decided on a year to year basis during the budget process.

### **POLICY OR LEGISLATIVE IMPACTS:**

A new policy with clearly outlined steps will make it easier for applicants to submit requests and for the District to complete the process in a timely manner.

**OPTIONS REVIEW:**

1. THAT Council adopt Policy Number 5-1850-2, Grants In Aid & In-Kind Contributions. **(Recommended)**
2. THAT Council repeal Policy Number 5-1850-1, Grants In Aid. **(Recommended)**
3. THAT Council provide alternative direction to staff.

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




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**POLICY NUMBER:** 5-1850-2

**REFERENCE:**

Grants In Aid &amp; In-Kind Contributions

**ADOPTED BY:**

Council  
November 12, 2019

**AMENDED DATE:**

N/A

**SUPERSEDES:****5-1850-1****DEPARTMENT:**

Finance

**EFFECTIVE DATE:**

November 12, 2019

**Policy Statement:**

Page 1 of 3

The District of Ucluelet provides grants in aid to financially assist community groups, not-for-profit societies and organizations for a specific project. Council also provides in kind contributions towards rentals and leases of facilities owned/operated by the District. It is recognized these organizations are valuable in helping the District provide a community focus. Funding decisions will be made on a year to year basis and continuing support should not be anticipated.

**1. Criteria:**

Criteria for evaluating proposals for grants in aid and in-kind contributions will be as follows:

- a) Not-for-profit community organizations operating within the District of Ucluelet or which provide a social service to Ucluelet residents.
- b) It should be a goal of each organization to reduce the amount of financial support requested from the District of Ucluelet in each subsequent fiscal year.
- c) The signature on the application must be an authorized signatory and representative of the organization.
- d) Project must be completed within 12 months of receipt of the grant.
- e) Preference will be given to organizations based in Ucluelet or those that provide a social service to Ucluelet residents and where there is no overlapping service already existing.

**2. Ineligible Proposals:**

The following types of proposals are ineligible to receive grants in aid or in-kind contributions and will not be considered by Council:

- a) Proposals requesting funding for sports organizations for competition/travel expense.
- b) Monies to subsidize a commercial organization.



- c) Projects that duplicate projects, programs, services or events already provided within the District of Ucluelet.
- d) Assistance for the payment of property taxes or various programs or services legislated by other levels of government.
- e) Proposals for support of research activities, staff training or professional activities.
- f) Proposals from individuals.
- g) Proposals from groups that did not submit the required final report from grants received in previous years.

### **3. Application Procedure:**

- a) Application forms are available online at [www.ucluelet.ca](http://www.ucluelet.ca) or by emailing a request to [finance@ucluelet.ca](mailto:finance@ucluelet.ca). Completed forms and all supporting documentation may be delivered to 200 Main Street, mailed to Box 999 Ucluelet BC, V0R 3A0 or submitted by email to [finance@ucluelet.ca](mailto:finance@ucluelet.ca).
- b) All applications must be received by December 15 each year.
- c) Each application should include the following details:
  - the nature, goals and objectives;
  - the names of those involved and if applicable a list of the Board of Directors;
  - projected statement of revenue and expenses;
  - additional support the organization currently receives from the District of Ucluelet: permissive tax exemption; in-kind donations; waiving of rental fees; and
  - any additional funding sources;
  - amount of funding requested.

### **4. Grant & In-Kind Contribution Review Process:**

- a) Applications will first be reviewed by the Finance Department to ensure each application is eligible and complete; no application will be considered if it is incomplete or if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not fully satisfied.
- b) Council will meet to review the applications prior to February 28 each year.
- c) At that meeting, applicants will be permitted 5 minutes to make a presentation to Council supporting their application.
- d) At a subsequent meeting, Council will make the final decision on the applications.
- e) The financial plan will be updated to reflect the total amount of grants and in-kind support to be provided by Grants in Aid and Council Contributions.
- f) Grant financial payments will be made prior to March 31 each year.
- g) Any in-kind support contribution will be communicated to the appropriate departments.





The Corporation of the District of Ucluelet

## **MUNICIPAL POLICY MANUAL**

- h) Communication will be sent to all applicants by the Finance department advising them of Council's decision.
- i) A list of grant recipients will be posted in the annual statement of financial position (SOFI).

### **5. Conditions of Support:**

- a) Funding must be used for the purpose requested. Any funds not used for the requested purpose must be returned to the District of Ucluelet.
- b) District of Ucluelet financial support must be acknowledged at the event or in all printed publicity material relating to the funded activity.
- c) A final report must be submitted to Council by February 28 of the following year including a financial summary of the project.

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Mayor Mayco Noël  
District of Ucluelet

## APPENDIX B



## GRANT-IN-AID/IN-KIND CONTRIBUTION APPLICATION FORM

Name of Organization:		
Society Registration #:	Contact Person:	Contact Person Position:
Phone:	Fax:	E-mail:
Mailing Address:		

Organization Type: <input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization:	
Organization's Objectives (attach additional information if available): <hr/> <hr/> <hr/>	
Nature of Services Provided by Organization: <hr/> <hr/> <hr/>	
How many people do you expect to serve by this Application?	Who are the people to benefit from your activity or functions? <hr/> <hr/> <hr/> <hr/>

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):


Implications for the Organization if this application is not approved. Would the project occur if partial funds were awarded?


Grant-In-aid Amount Requested:		\$
<i>(not applicable to In-Kind requests)</i>		

Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	
Date of Application:	

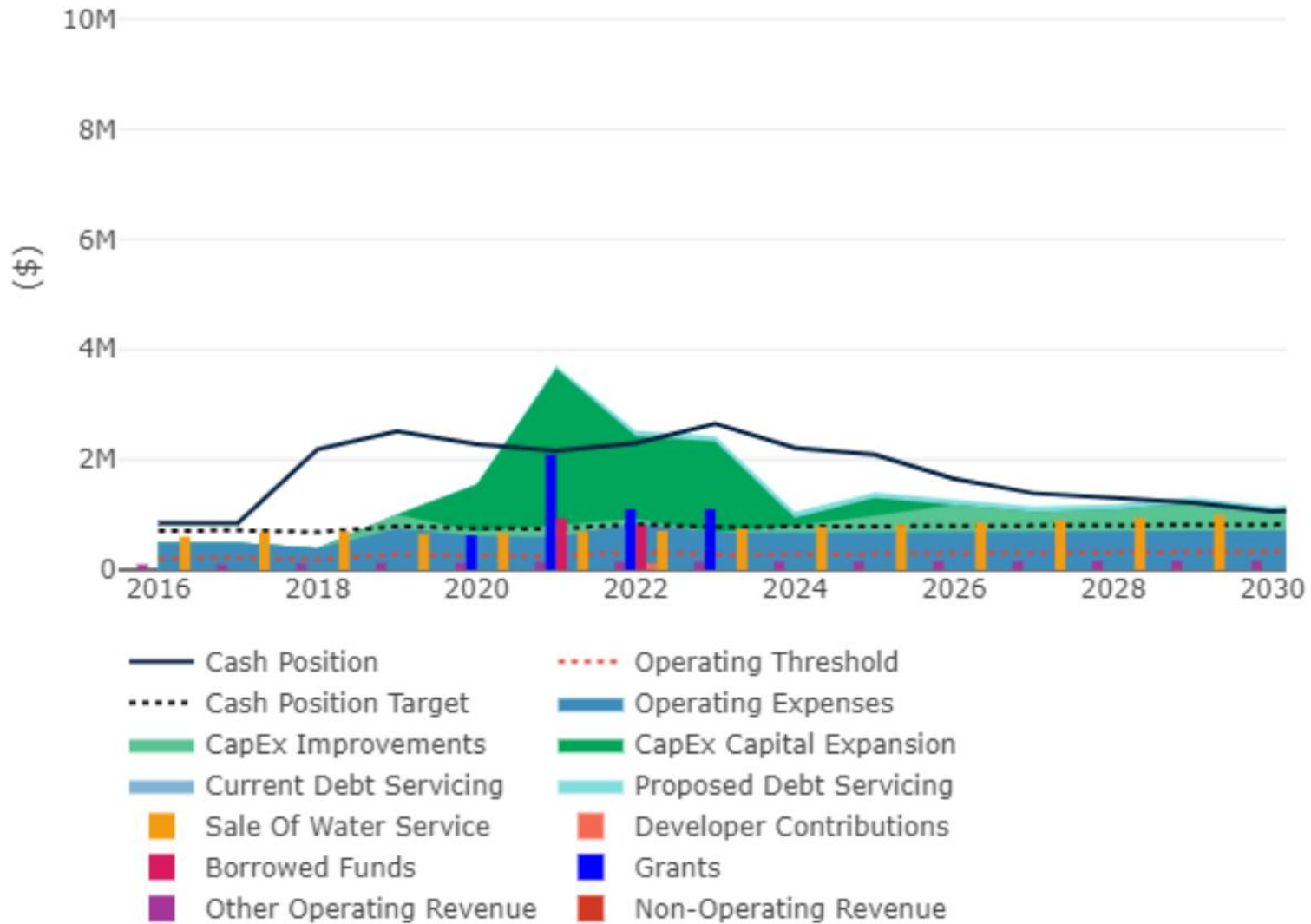
**OFFICE USE ONLY**

Date Application Received:	
Amount Awarded:	



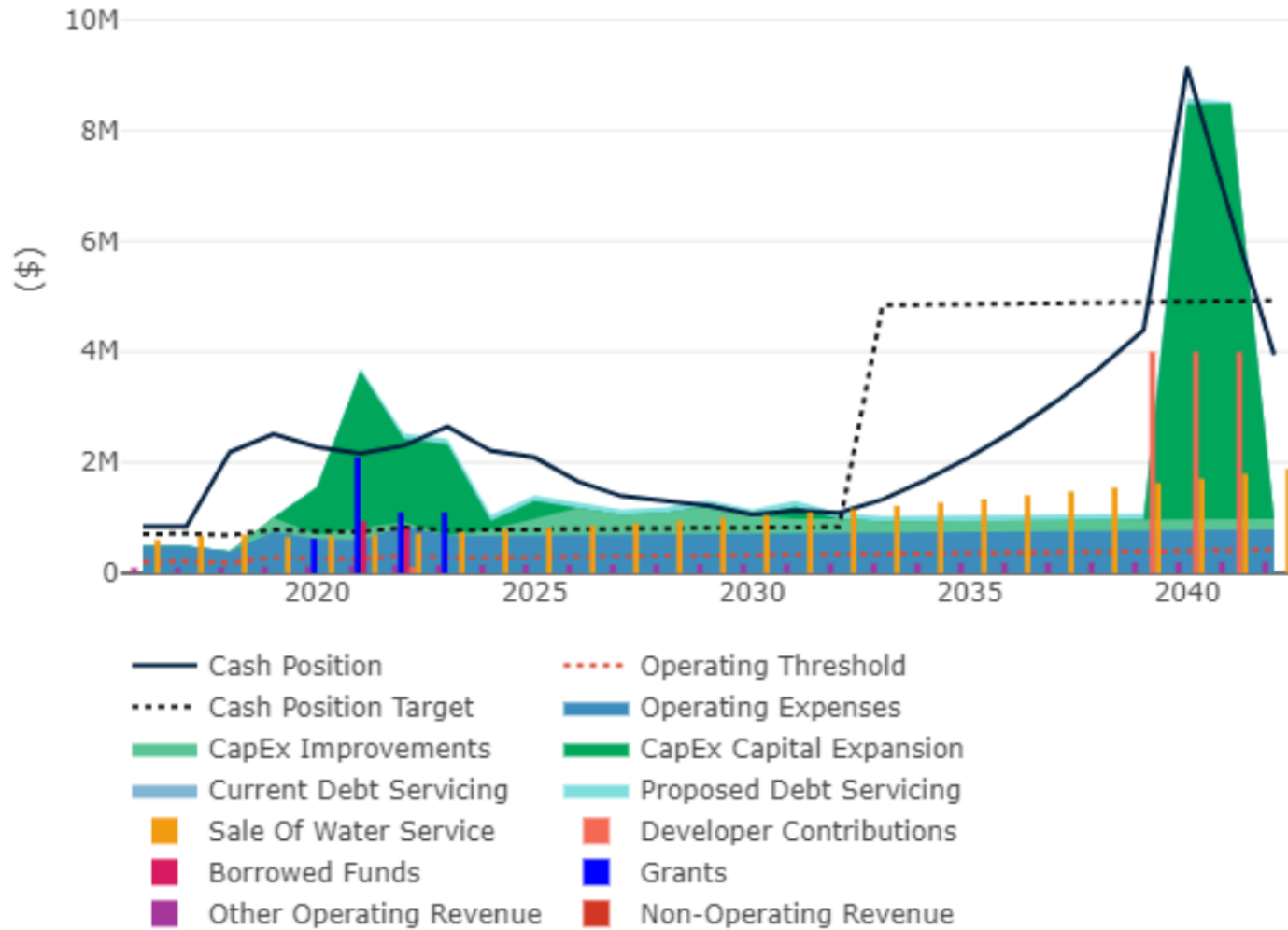


**Table 1: Waterworth Update – Ucluelet 2016-2030**





**Table 2: Waterworth Update – Ucluelet 2016-2042**





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – OCTOBER 2019

**REPORT NO:** 19-139

**ATTACHMENT(S):** APPENDIX A: OCTOBER 2019 CHEQUE LISTING

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**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

District of Ucluelet  
AP Cheque Listing - October 2019

APPENDIX A

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
0208428	2	19-Oct-01	cra00	CANADA REVENUE AGENCY	PP20/2019-1	PP20 SOURCE DEDUCTIONS	18063.58		18063.58	
0208458	2	19-Oct-01	CRA00	CANADA REVENUE AGENCY	PP20/2019-2	PP20 SOURCE DEDUCTIONS	650.78		650.78	
33274037	2	19-Oct-01	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	80791999	OCT1-DEC31/19 FIREHALL	282.72		282.72	
33274041	2	19-Oct-01	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	80792015	OCT1-DEC31/19 BAY ST WATER PLANT	281.14		281.14	
33274043	2	19-Oct-01	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	80792000	OCT1-DEC31/19 UCC	162.86		162.86	
W000301994	2	19-Oct-01	S0171	MUNICIPAL PENSION PLAN	PP20/2019	PP20/19	11247.86		11247.86	
1302781	2	19-Oct-02	CRA00	CANADA REVENUE AGENCY	PP19/2019-1	PP19 SOURCE DEDUCTIONS	18978.51		18978.51	
1302806	2	19-Oct-02	CRA00	CANADA REVENUE AGENCY	PP19/2019-2	PP19 SOURCE DEDUCTIONS	365.26		365.26	
W000302109	2	19-Oct-02	s0171	MUNICIPAL PENSION PLAN	PP19/2019	PP19/19	13426.58		13426.58	
029334	2	19-Oct-08	AGS11	AGS BUSINESS SYSTEMS INC	57173	08/29/19-09/28/19	572.47		572.47	
029335	2	19-Oct-08	ACE07	ALBERNI COMMUNICATIONS & ELECTRONICS LTD	27927	UVFB PAGER BATTERY REPLACEMENT	30.67		30.67	
029336	2	19-Oct-08	AHI01	ALLES HOLDINGS INC	34	SEP 9-20 CONTRACT SERVICES	504		504	
029337	2	19-Oct-08	AA211	ANDERSON, ALAN	122844	ANDERSON-JIBC FIRE INVSTGR TRAINING	1397.51		1397.51	
029338	2	19-Oct-08	AFS01	ASSOCIATED FIRE & SAFETY	23028	UVFB-FIRE HELMET	388.5		388.5	
029339	2	19-Oct-08	BID01	BID A DIVISION OF BELL MOBILITY INC.	17312501	UVFB-3X IPADS W/ CASES	873.54		873.54	
029340	2	19-Oct-08	B9413	BEELEY PHIL	122846	AUG/19 MILEAGE-JANITORIAL WORK	62.42		62.42	
029341	2	19-Oct-08	BC025	BUCKERFIELD'S PARKSVILLE	Q19-100522 Q19-100553 Q19-100556	BALL FIELDS SEED/FERTILIZER FLOWERS-BEAUTIFICATION PROJECT FERTILIZER-BEAUTIFICATION PROJECT	8515.23 727.8 136.5		9379.53	
029342	2	19-Oct-08	MA952	BUREAU VERITAS CANADA (2019) INC.	VA1264374 VA1267897 VA1269855 VA1265676	WATER TESTING B974234 WATER TESTING B979041 WATER TESTING B981803 WATER TESTING B976684	263.55 263.55 263.55 263.55		1054.2	
029343	2	19-Oct-08	CEV16	CANADIAN ELECTRIC VEHICLES LTD	25295 25502	E#22 TRUCK-THROTTLE PEDAL UNIT U-JOINT FOR ELEC TRUCK	288.22 73.36		361.58	
029344	2	19-Oct-08	CHE01	CHERNOFF THOMPSON ARCHITECTS	15142	HEALTH CENTRE PROJECT	2748.9		2748.9	
029345	2	19-Oct-08	CN411	CITY OF NANAIMO	122843	UVFB EXAM #1&2	241.5		241.5	
029346	2	19-Oct-08	CT002	CLEARTECH INDUSTRIES INC	181661JMH 184720JMH 806123	CONTAINER/PALLET RETURN CONTAINER RETURN SODIUM HYPOCHLORITE/CONTAINER DEP	-525 -273 846.89		48.89	
029347	2	19-Oct-08	CE004	CORPORATE EXPRESS CANADA INC	51536306	OFFICE SUPPLIES/TONER LYCHE	249.66		249.66	
029348	2	19-Oct-08	CUPE1	CUPE LOCAL #118	09/19	CUPE DUES-SEP/19	1359.46		1359.46	
029349	2	19-Oct-08	DC001	DOLAN'S CONCRETE LTD.	UK47609 UK47621	SEWER LAGOON CONCRETE IMPERIAL LANE PATCH	264.38 552.7		817.08	
029350	2	19-Oct-08	DFC01	DUMAS FREIGHT COMPANY	58400 72328	CLEARTECH FOUR STAR WATERWORKS	115.5 62.49		177.99	
029351	2	19-Oct-08	EB295	E.B. HORSMAN & SON	12145713 12132818 12129339 12141606 12174614 12170030 12169946 12171033	WELLFIELD PARTS TOGGLE SWITCH-PW TOGGLE SWITCH-PW RETURN FOR CREDIT LAGOON PUMPS INSTALL POTTERY STUDIO ELECTRICAL POTTERY STUDIO ELECTRICAL LAGOON PUMPS INSTALL	240.9 30.92 17.29 -469.71 5.7 276.35 129.37 1057.59		1288.41	
029352	2	19-Oct-08	FW050	FAR WEST DISTRIBUTORS LTD	330272	SCH BATHROOM SUPPLIES	210.74		210.74	
029353	2	19-Oct-08	ITS10	ISLAND TRACTOR & SUPPLY LTD.	64790N	FERTILIZER SPREADER	284.16		284.16	
029354	2	19-Oct-08	JSC61	J & S CONTRACTING LTD	190909	UCC-HEAT WHEEL REPAIR	2053.13		2053.13	
029355	2	19-Oct-08	JR381	J. ROBBINS CONSTRUCTION LTD	3995	GRAVEL FOR ATHLONE SEWER	440.82		440.82	
029356	2	19-Oct-08	CK608	KASSLYN CONTRACTING	D687 D688	D687 D688	2733.43 2073.1		4806.53	
029357	2	19-Oct-08	L9262	LANG, STEVE	122842	LANG-PWABC CONF-PENTICTON	2139.68		2139.68	
029358	2	19-Oct-08	MAR01	MAREK'S CONCRETE	271213	SEWER LAGOON-CONCRETE SLAB	504		504	
029359	2	19-Oct-08	MF200	MINISTER OF FINANCE	1413189	FILE 1413189 APPLICATION FEE	210		210	
029360	2	19-Oct-08	MISC		BP18-42	BP18-42 DMG DEPOSIT RETURN	1000		1000	
029361	2	19-Oct-08	MITC1	MITCHELL, CALI	17	AUG 19-31/19 CONTRACT SERVICES	915		915	
029362	2	19-Oct-08	O9365	OLSON GARY	122845	OLSON-WTI EXAM WRITING	260.48		260.48	



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029363	2	19-Oct-08	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF 09/19	D684-D687	391.69		391.69	
029364	2	19-Oct-08	PBX12	PBX ENGINEERING LTD	7343 7342	16331-04 WW LAGOON SCADA 14282-01 UCLUELET SCADA	10531.08 1693.13		12224.21	
029365	2	19-Oct-08	PI110	PUROLATOR INC	442184233 442241863 442554659 442431962 442622512 442491501 6012400595	MAXXAM EMRGNCY MGMT/ATLAS/MAXXAM/PALUS MAXXAM MAXXAM MAXXAM ASSOCIATED FIRE/MAXXAM CREDIT FOR BILLING ERROR 442491501	84.53 231.8 49.7 89.18 90.8 215.81 -34.67		727.15	
029366	2	19-Oct-08	MS170	REVENUE SERVICES OF BC	10/19	OCT/19 MSP	1762.5		1762.5	
029367	2	19-Oct-08	RK125		PYMT-642		80		80	
029368	2	19-Oct-08	R9423	ROTENBERG JOSEPH	122847 122848	ROTENBERG-STAKEHOLDER ENGAGEMENT SNACKS ROTENBERG-UBCM TRAVEL EXPENSE	76.52 166		242.52	
029369	2	19-Oct-08	SS419	SOLIDARITY SNACKS	206 197 200	HEALTH CENTRE STAKEHOLDER ENGAGEMENT ALL STAFF MEETING-SNACKS GIFT CERTIFICATE-PARKS/REC	319.2 88.73 75		482.93	
029370	2	19-Oct-08	SBR01	SONBIRD REFUSE & RECYCLING LTD.	36873 36874 36875 36876 36877 36878 36879	SEP/19 GARBAGE 52 STEPS SEP/19 GARBAGE UCC SEP/19 RECYCLING TRANSFER FEE-LYCHE SEP/19 GARBAGE SCH SEP/19 GARBAGE UVFB & UAC SEP/19 GARBAGE WHISKEY DOCK SEP/19 GARBAGE PW	608.83 277.49 71.82 2102.94 84.99 947.02 1077.93		5171.02	
029371	2	19-Oct-08	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	68303	OCT/19 EAP PROGRAM	113.93		113.93	
029372	2	19-Oct-08	SP010	SUPERIOR PROPANE	26380372	PROPANE REFILL-UJAC HALL	1041.13		1041.13	
029373	2	19-Oct-08	TH001	THOR ELECTRIC (1211980 BC LTD)	1046	UCC-LIGHTING	1555.9		1555.9	
029374	2	19-Oct-08	UC141	UCLUELET CHAMBER OF COMMERCE	122841	EDGE TO EDGE MARATHON GRANT	10000		10000	
029375	2	19-Oct-08	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	10/19	OCT/19 LEASE	250		250	
029376	2	19-Oct-08	UP459	UCLUELET PETRO-CANADA	6249 6292 6425 6432	#3 GAS CAP DOOR REPAIR #10 OIL CHANGE #24 REPAIRS MINI PUMPER REPAIRS	51.8 118.2 296.74 124.66		591.4	
029377	2	19-Oct-08	UR849	UCLUELET RENT-IT CENTER LTD	34876 35233	UCC STAGE-PAINTING PREP CORING TOOL RENT-LAGOON	112.09 47.04		159.13	
029378	2	19-Oct-08	UI923	UKEE INFO TECH	10955	IT SUPPORT SEP/19	5848.56		5848.56	
029379	2	19-Oct-08	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	00140A 00018A 00039A 00040A 00107A 00108A 00493A 00783A 00673A 00875A 01056A	CEMETARY MATERIALS UCC STAGE-PAINTING MATERIALS SPEEDBUMP LAG SHIELDS SAW BLADES-LAGOON LIFEJACKET SIGNS-SCH LIFEJACKET SIGNS-SCH CEMETARY MATERIALS ST.JACQUES PARK-CEMENT MARINE DR LIFT STATION PLYWOOD GALBRAITH-WORK BOOTS WHISKEY DOCK-LUMBER	83.83 190.55 39.32 7.82 47.05 16.06 90.62 40.28 60.63 196 1430.24		2202.4	
029380	2	19-Oct-08	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	01529A 01445A 01210A 01276A 01204A 01389A 01442A 01664A 01960A 02170A 02441A	SEWER CAPS VICTORIA LIFT STATION VICTORIA LIFT STATION-ROOFING VICTORIA LIFT STATION-ROOFING VICTORIA LIFT STATION-ROOFING SPRAYER PUMP & CLEANER MECHANICAL AREA SCREEN PW YARD BUILDING MAINTENANCE SEWER LAGOON PADLOCK BOLT-UCC ST.JACQUES DRAINAGE	56.16 32.54 37.18 124.99 200.34 88.47 141.79 96.51 118.65 20.16 48.61		965.4	
029381	2	19-Oct-08	WC345	WURTH CANADA LTD	23631900 23668220	RTRN ITEM INV#23582336 PW SHOP SUPPLIES	-43.68 331.37		287.69	
029382	2	19-Oct-08	ZBC25	ZOE'S BAKERY AND CAFE	296	CALI MITCHELL FAREWELL SNACKS	34.12		34.12	
28871987	2	19-Oct-08	PW280	PITNEYWORKS	5099336	SEP/19 POSTAGE	1065		1065	
33457699	2	19-Oct-11	BMC01	BELL MOBILITY INC	09/2019	SEP/19	1248.95		1248.95	
33457719	2	19-Oct-11	WC168	WORKSAFE BC	Q3/19	Q3/19	12363.51		12363.51	
33480041	2	19-Oct-15	tp002	TELUS COMMUNICATIONS INC.	09/19	SEP/19	5558.16		5558.16	
029385	2	19-Oct-18	AS311	ACME SUPPLIES	885221 885221-1	UCC CLEANING SUPPLIES UCC CLEANING SUPPLIES	160.78 69.64		230.42	

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029384	2	19-Oct-18	AI103	ACHINBACK INDUSTRIES AND FOUNDRY LTD	10779	MEMORIAL BOOK	183.4		183.4	
029383	2	19-Oct-18	ACE92	ACE COURIER SERVICES	14259543 14263112	EXPRESS CUSTOM TRAILER NORTH ISLAND TRACTOR	27.2 31.68		58.88	
029386	2	19-Oct-18	AHI01	ALLES HOLDINGS INC	35	SEP23-OCT4/19 CONTRACT SERVICES	504		504	
029387	2	19-Oct-18	BC888	BETTSM CONTROL INC	102219-1	BANK ERROR ANNUAL SCADA LIC	500		500	
029388	2	19-Oct-18	BP940	BLACK PRESS GROUP LTD.	33768153	SEP/19 ADS	955.2		955.2	
029389	2	19-Oct-18	BLO17	BLOEDORN JUDY	122854	TABLE COVERS/TEALIGHTS/BAR TOWELS	55.83		55.83	
029390	2	19-Oct-18	BRI02	BRIGHTEST DAYS PAINTING AND MAINTENANCE	1438	PAINTING LYCHE OFFICES	1659		1659	
029391	2	19-Oct-18	MA952	BUREAU VERITAS CANADA (2019) INC.	VA1273017 VA1271958 VA1273795	SEWER TESTING WATER TESTING WATER TESTING	334.64 263.55 263.55		861.74	
029392	2	19-Oct-18	BUS01	BUSTON, TONI	122852	YOUTH DROP IN-SEP/19	780		780	
029393	2	19-Oct-18	TLM38	CAMLOCK LOCKSMITHS	CH120121	PW PADLOCKS/KEYS	725.03		725.03	
029394	2	19-Oct-18	CRC05	CANADIAN RED CROSS	CRC-F-044886	ANNUAL RED CROSS SUPPORT FEE	50		50	
029395	2	19-Oct-18	C9083		73076-2019		275		275	
029396	2	19-Oct-18	CN411	CITY OF NANAIMO	122855	UVFB-EXAM #4	120.75		120.75	
029397	2	19-Oct-18	CF005	COLUMBIA FUELS	SEP/18 CR 01375121985103 01375121985105	CREDIT FOR 2X DOUBLE PAYMENTS CLEANING SUPPLIES/GREASE-PW FOOD GRADE GREASE	-280 245.98 140		105.98	
029398	2	19-Oct-18	CF870	COMOX FIREFIGHTERS ASSOCIATION	20191208	FIRE ATTACK-4 PERSONS	2200		2200	
029399	2	19-Oct-18	45R27	CONNECT ROCKET COMMUNICATIONS INC.	3357	OCT/19 MONTHLY SUBSCRIPTION	226.17		226.17	
029400	2	19-Oct-18	CE004	CORPORATE EXPRESS CANADA INC	51555412 51581582	OFFICE SUPPLY-PAPER OFFICE SUPPLY-PAPER	100.74 33.58		134.32	
029401	2	19-Oct-18	DFC01	DUMAS FREIGHT COMPANY	70358 70066	BEAVER ELECTRIC CLEARTECH	159.02 550.43		709.45	
029402	2	19-Oct-18	EB295	E.B. HORSMAN & SON	12200842	PHOTO CONTROL, SWIVEL	50.62		50.62	
029403	2	19-Oct-18	EL048	ERIK LARSEN DIESEL CO. LTD.	717428	MAIN ST DOCK-MATERIALS	274.47		274.47	
029404	2	19-Oct-18	EV001	EVITT ELECTRIC CO. LTD.	35989C	STAMPING LETTERS KEYS	6.22		6.22	
029405	2	19-Oct-18	FC006	FINNING (CANADA)	946388917	BACKHOE-SUSPENSION REPAIR	3345.17		3345.17	
029406	2	19-Oct-18	FSC10	FOUR STAR COMMUNICATIONS INC	52216	SEP/19	149.95		149.95	
029407	2	19-Oct-18	F5004	FOUR STAR WATERWORKS LTD.	55843	WATER SUPPLY EQUIPMENT	598.91		598.91	
029408	2	19-Oct-18	GD215	GREGG DISTRIBUTORS LTD	011-738048	PW-SMALL TOOLS	886.72		886.72	
029409	2	19-Oct-18	HSS40	HACH SALES & SERVICE CANADA LTD	202162	CHLORINE REAGENT-PW	629.44		629.44	
029410	2	19-Oct-18	HE701	HEROLD ENGINEERING LTD	0055281	WHISKEY DOCK CONCEPT DESIGN	1593.38		1593.38	
029411	2	19-Oct-18	h9416	HOAR JENNIFER	122853	HOAR-UBCM VANCOUVER	198.16		198.16	
029412	2	19-Oct-18	HS002	HOGAN, SARAH	122851	DANCE FIT SEP/19	79.59		79.59	
029413	2	19-Oct-18	HRPR7	HOLISTIC EMERGENCY PREPAREDNESS	2254	EOC TRAINING	6506.7		6506.7	
029414	2	19-Oct-18	HFE68	HUB FIRE ENGINES & EQUIPMENT LTD.	IN00036194	R1 CAFS UNIT REPAIR	207.86		207.86	
029415	2	19-Oct-18	IC130	INFOSAT COMMUNICATIONS	403900	OCT/19 SAT PHONE	66.25		66.25	
029416	2	19-Oct-18	JD79	J & D WEAVER HOLDINGS LTD	373580 373581	PW SHOP TOOLS PW SHOP TOOLS	38.52 320.23		358.75	
029417	2	19-Oct-18	JSC61	J & S CONTRACTING LTD	191007	UCC HEAT PUMP REPAIR LABOUR	428.4		428.4	
029418	2	19-Oct-18	CK608	KASSLYN CONTRACTING	D690 D689	D690 D689	2831.2 1682.67		4513.87	
029419	2	19-Oct-18	KL001	KEMPS, LARA	122856	KEMPS-UBCM VANCOUVER	366.21		366.21	
029420	2	19-Oct-18	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	9601-157 1863-009 1750-008 1947-002 1643-026	9601 MISC: 175 MARINE DR WALKWAY 1863 SANITARY MASTER PLAN 1750 BAY ST SANITARY SEWER 1947 HARBOUR LIFT STATION 1643 SEWAGE LAGOON REVIEW	294.92 5953.5 6073.1 6712.23 1187.95		20221.7	
029421	2	19-Oct-18	MAL51	McELHANNEY ASSOCIATES LAND SURVEYING LTD	2231 119860 2231 119861 2231 112764	PROJ: PENINSULA RD LAND EXCHANGE PROJ: CEDAR PARKING LOT LAND EXCHANGE PROJECT 2231-46300-01 ROAD IMPROVEMENTS	7507.5 6510 6599.25		20616.75	
029422	2	19-Oct-18	M9370	McEWEN MARILYN	122857	MCEWEN-UBCM VANCOUVER	408.9		408.9	

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029423	2	19-Oct-18	MCG02	MCGILLIVRAY, ERIN	122858	SEPT PRO D DAY	252		252	
029424	2	19-Oct-18	MEC01	MEC PROJECTS LTD	1910 1926	LAGOON-CABINET INSTALL STREET LIGHT REPAIRS	819.03 1281.82		2100.85	
029425	2	19-Oct-18	MISC	JOHANSEN BROCK	65013-2019	UTILITY OVERPYMT RETURN	460		460	
029426	2	19-Oct-18	MISC		BP18-22		1000		1000	
029427	2	19-Oct-18	PI110	PUROLATOR INC	442752510	MAXXAM	118.66		118.66	
029428	2	19-Oct-18	RG004	RECEIVER GENERAL OF CANADA	1800050187 1800050188 1800050189 1800050190	ROW LOT 469 2018 2ND INSTALMNT ROW LOT 462 2018 2ND INSTALMNT ROW LOT 469 1ST & 2ND INSTALMNTS ROW LOT 462 2019 1ST & 2ND INSTALMNT	262.5 262.5 525 525		1575	
029429	2	19-Oct-18	RL068	RIVERA LYVIER	122850	LATIN CARDIO-SEP/19	126.51		126.51	
029430	2	19-Oct-18	RCL01	ROYAL CANADIAN LEGION	122859	COUNCIL WREATH-REMBRNC DAY	100		100	
029431	2	19-Oct-18	SBC01	SBC INSURANCE AGENCIES LTD.	8821	2019/20 INSURANCE-SPORTS PROGRAMS	1246		1246	
029432	2	19-Oct-18	SC003	SHARE CANADA	17949	NATRAKLENE DEGREASER	2361.2		2361.2	
029433	2	19-Oct-18	SP010	SUPERIOR PROPANE	26691956	PROPANE REFILL-UCC	1250.86		1250.86	
029434	2	19-Oct-18	DT002	TOFINO DISTRICT OF	20190314	JAN1-AUG31/19 BLDNG INSPCTR	28325.02		28325.02	
029435	2	19-Oct-18	TU428	TOURISM UCLUELET	07/19	JUL/19 MRDT	76047.24		76047.24	
029436	2	19-Oct-18	TSC19	TRANSPARENT SOLUTIONS CORP	10790	CLEARMAIL NOV/19	20.95		20.95	
029437	2	19-Oct-18	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	6173 C01223746 C01098228 C01195281 C01093293 C01134165 C01224772-1 71264274 71267753 71268037 71271620	CARDLOCK SEP/19 MILK/CREAM-UCC TERRY FOX RUN-SNACKS AFTERSCHOOL PROGRAM-SNACKS WATER-PW AFTERSCHOOL PROGRAM-SNACKS CREAM-PW #2 PREM FUEL #2 PREM FUEL PROPANE-PW #2 PREM FUEL	3130.85 6.68 33.55 36.05 5.95 24.01 9 95.91 73.13 23.58 93.01		3531.72	
029438	2	19-Oct-18	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01229456 C02012519 C01224782	CREAM/BLEACH/BAKING SODA-UCC WATER REFILL-FIREHALL MILK/COFFEE/CREAM-UCC	33.26 15 17.66		65.92	
029439	2	19-Oct-18	lease	UCLUELET CONSUMERS CO-OPERATIVE ASSN	11/19	NOV/19 LEASE	250		250	
029440	2	19-Oct-18	UP459	UCLUELET PETRO-CANADA	6460 6454	TRAILER FLAT DECK PARTS #24 F150 REPAIRS	36.74 885.32		922.06	
029441	2	19-Oct-18	UR849	UCLUELET RENT-IT CENTER LTD	34919 34578 35448	KOMBI REPAIR SEP/19 PORTABLES KOMBI UNIT/PARTS	131.04 2021.6 1387.37		3540.01	
029442	2	19-Oct-18	VI200	VANCOUVER ISLAND REGIONAL LIBRARY	Q4/19	Q4/19	27577		27577	
029443	2	19-Oct-18	XC300	XPLORNET COMMUNICATIONS INC	INV28786695	OCT/19	61.59		61.59	
029444	2	19-Oct-18	LY001	YOUNG ANDERSON	115651 115652 115653 115654 115655 115656	1190040 1190080 1190134 1190162 1190167 1190170	53.14 765.8 13554.07 1597.96 952.52 623.07		17546.56	
029445	2	19-Oct-18	CIVIN	CIVIC INFO BC	20190640	CORPORATE CLERK JOB AD	357		357	
029446	2	19-Oct-18	RM275	ROCKY MOUNTAIN PHOENIX	IN020928	UVFB-SCBA BOTTLE AIR COMPRESSOR	27125.28		27125.28	
33538277	2	19-Oct-21	BC017	BC HYDRO	400003204840	SEP/19	21215.49		21215.49	





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

**FILE NO:** 0890-02-PENINSULA 985

**SUBJECT: ROAD CLOSURE BYLAW NO. 1252, 2019  
(985 PENINSULA ROAD)**

**REPORT NO:** 19-144

**ATTACHMENTS:** APPENDIX 'A' – NOTICE OF HIGHWAY CLOSURE AND DISPOSITION  
APPENDIX 'B' – ROAD CLOSURE AND DEDICATION REMOVAL (PENINSULA ROAD)  
BYLAW NO. 1252, 2019  
APPENDIX 'C' – REFERENCE PLAN EPP94619 (ROAD CLOSURE)  
APPENDIX 'D' – REFERENCE PLAN EPP94620 (CONSOLIDATION AND DEDICATION)

### **RECOMMENDATIONS:**

With regard to the proposed road closure, land swap and highway dedication affecting portions of public and private property in the vicinity of 985 Peninsula Road, it is recommended that Council provide an opportunity for public input and then consider the following:

1. THAT Road Closure and Dedication Removal (Peninsula Road) Bylaw No. 1252, 2019, be introduced and read a first time;
2. THAT Road Closure and Dedication Removal (Peninsula Road) Bylaw No. 1252, 2019, be read a second time; and,
3. THAT Road Closure and Dedication Removal (Peninsula Road) Bylaw No. 1252, 2019, be read a third time.

### **PURPOSE:**

This report provides background on the legal context and negotiations to resolve land use and ownership conflicts on the property at 985 Peninsula Road (the "Subject Property"). This involves both public uses on private land and private uses on public land – a situation which the District and the property owners, Julie and Steve Bird, have been working to resolve. One step in resolving the matter would include the closure of a portion of public road right-of-way; the *Road Closure and Dedication Removal (Peninsula Road) Bylaw No. 1252, 2019*, was drafted to achieve that step.

**BACKGROUND:**

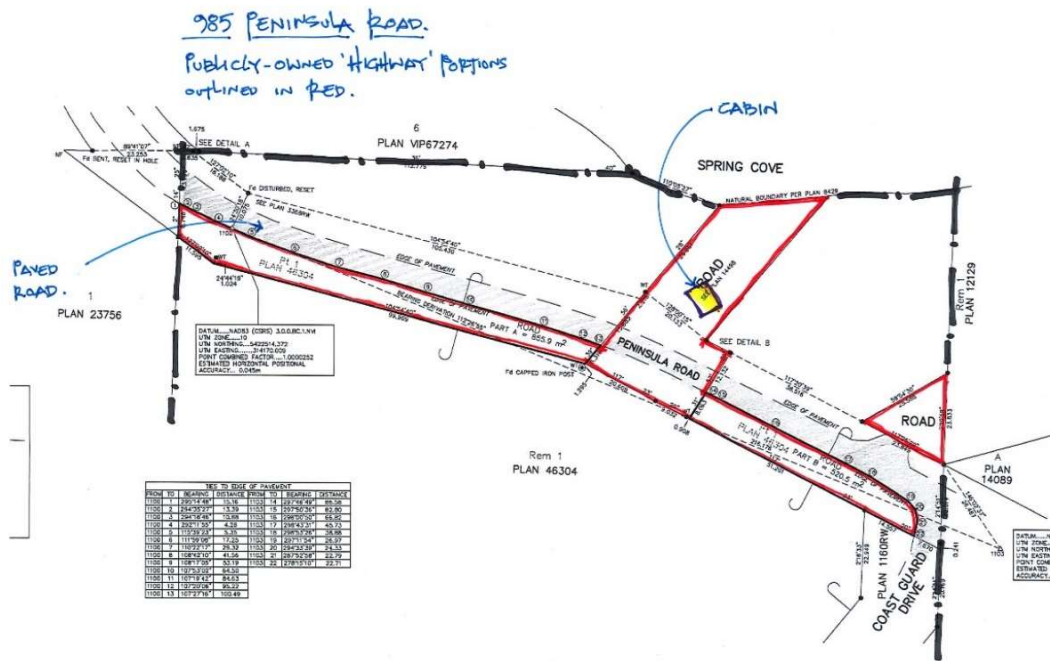
**Peninsula Road** runs across the Subject Property rather than through a properly dedicated strip of highway. The road appears on survey plans as early as 1951 but **was never properly dedicated or gazetted as public highway**.

The public right to maintain and access the road is guaranteed under section 4 of the *Highways Act*; however, the area deemed to be public highway only extends as far as the edge of the current paved portion of the road. Typical uses of the unpaved shoulder such as clearing vegetation to maintain sight lines, improving walkways for safe pedestrian movement, improving drainage or laying underground utilities are severely constrained along this section of Peninsula Road. Expropriation of a portion of the road shoulder was necessary in 2015 to enable construction of the pedestrian walkway connecting He-Tin-Kis park with Coast Guard Road (see **Figure 1**).

**A NOTE ON "HIGHWAYS" AND WATER ACCESS:**

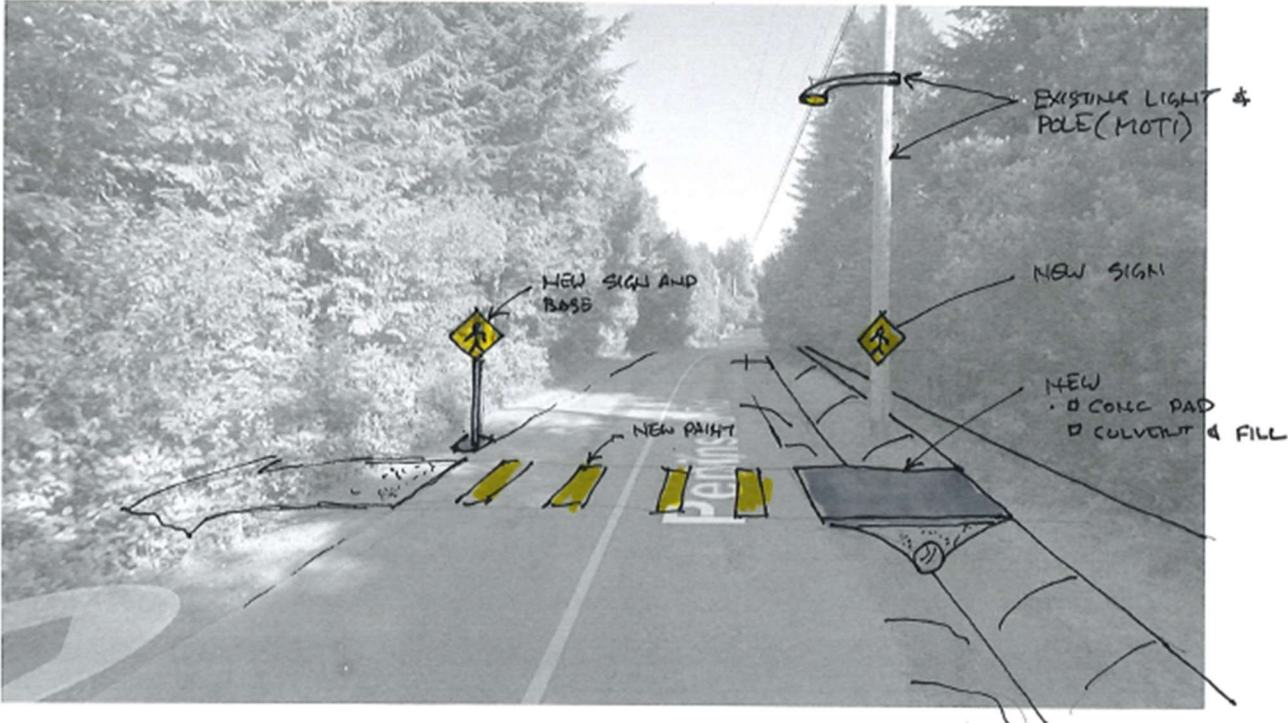
"Highway" is the legal term for all those strips of public land providing access – whether by vehicle or on foot – throughout the District (this is notably different than the common use of the term highway in reference to major roads maintained by the Province which generally link communities). Different portions of the network of public highway contain roads, trails, paths, underground or overhead services, drainage, boulevards, trees and natural areas. The strip of highway which is the subject of Bylaw No. 1252 is a typical water-access spur providing public access to the shore. These access strips are a result of section 75 of the *Land Title Act* which requires that subdivisions of land provide 20m wide highway access at least every 200m fronting a body of water (or every 400m in certain rural circumstances).

Figure 1: Land ownership



The first phase of the **Spring Cove pedestrian trail**, currently under construction across properties to the north of the Subject Property, runs through Statutory Rights-of-Way registered across those properties providing public access for the trail. Part of the alignment of the new trail replaces sections of rotten boardwalk originally installed as the first part of the Roots Resort which later became the Terrace Beach Resort. The old boardwalk alignment met Peninsula Road directly opposite the entrance to He-Tin-Kis Park. As construction of the new Spring Cove Trail led to installing a proper marked crosswalk in this location, concerns were raised by ICBC and subsequently confirmed by a traffic engineer that a crosswalk at the corner is problematic for pedestrian safety due to sight lines. Installing a section of pathway parallel to Peninsula Road to a point where a suitable crosswalk could be installed is not currently an option as it would be trespassing across privately-owned land. **Dedication of highway in this location would enable the construction of a safe crosswalk** to engineering (and ICBC) standards (see **Figure 2**).

Figure 2: Potential crosswalk to Spring Cove phase 1 trail



In 2000 the owners of the subject property constructed a **cabin on the portion of municipally-owned highway** next to Spring Cove. The cabin's location did not exactly match what was shown on the building permit documents (see **Figure 3**).

Figure 3: Cabin location (outlined in red)



To resolve these matters, the District and the Birds have come to an agreement for a land exchange. In short, the agreement is to do the following:

- a. the District would close a section of highway (subject to Bylaw No. 1252 – see **Appendices 'B' and 'C'**);
- b. the District would transfer that area of land (the former “highway”), which would be consolidated with the Birds’ lot;
- c. the Birds would dedicate a new portion of highway, further north, which would replace the access to Spring Cove;
- d. the Birds would dedicate portions of land to provide an adequate and continuous strip of highway along Peninsula Road; and,
- e. the District would pay \$15,800.00 to the Birds in consideration for the additional land area being acquired, on balance, as public land resulting from the land exchange.

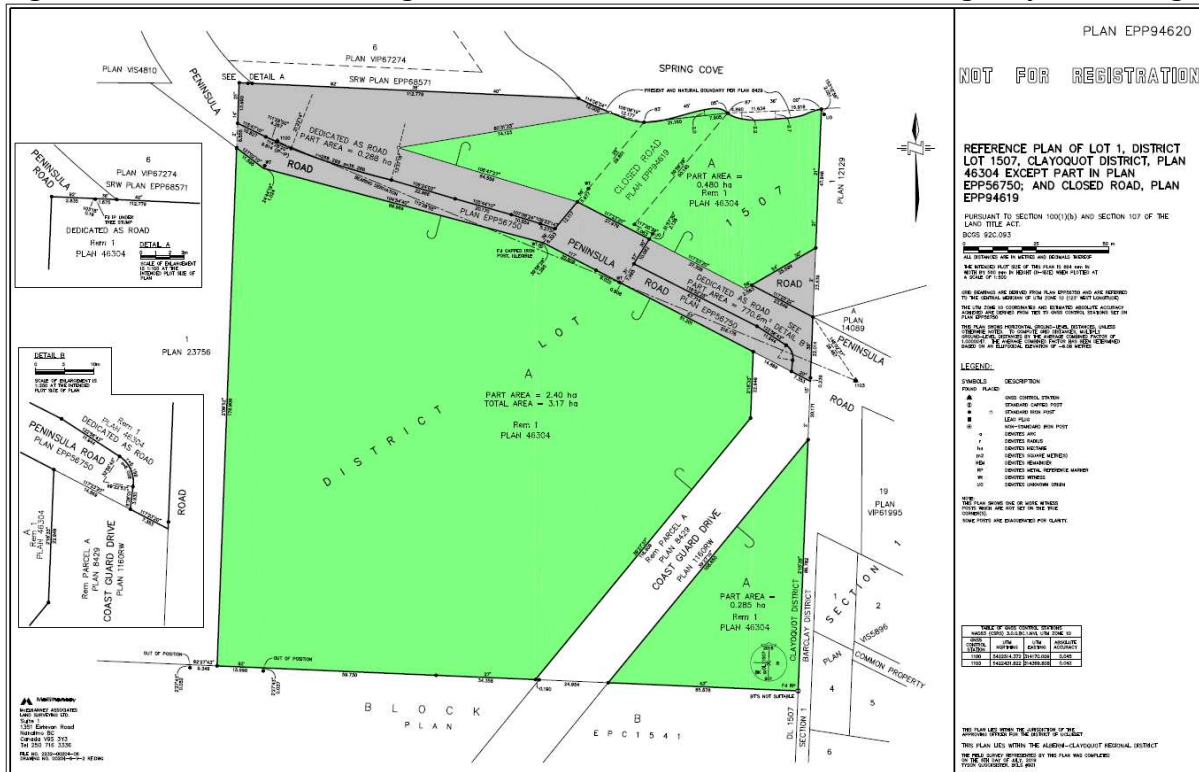


The end result of the land exchange is illustrated in **Figures 5 and 6**, and is shown in detail on the survey Reference Plan EPP94620 which is found in **Appendix D**.

Figure 5: Result of proposed exchange and dedication:



Figure 6: Private land shown in green, Peninsula Road continuous areas of highway shown in grey:



**Statutory Requirements:**

The agreement between the property owners and the District recognizes that the road closure is subject to adoption of a road closure bylaw, for which Council is required to keep an open mind and accept public input. The notification of the proposed road closure bylaw has been advertised in the *Westerly News* (see **Appendix 'A'**), and Council should now provide an opportunity for public input prior to considering motions for introducing and giving readings to the *Road Closure and Dedication Removal (Peninsula Road) Bylaw No. 1252, 2019*.

Section 41 of the *Community Charter* spells out requirements whenever a Council is considering closing a section of highway which provides water access:

**Restrictions in relation to highway disposition, closure or alteration**

41 (1) As a restriction, if

(a) a bylaw under section 40 (1) (a) [*authority to permanently close*] affects a highway, or part of a highway, that provides access to the ocean or a lake, river or other stream or watercourse, and

(b) the municipality is proposing to dispose of the highway or part,

the municipality may only dispose of that highway or part if

(c) the municipality is exchanging the property for other property that the council considers will provide public access to the same body of water that is of at least equal benefit to the public, or

(d) the proceeds of the disposition are to be paid into a reserve fund, with the money from the reserve fund used to acquire property that the council considers will provide public access to the same body of water that is of at least equal benefit to the public.

Survey work has been completed to prepare the legal plans showing the proposed areas of land for closure, dedication and transfer (see **Appendices 'C' and 'D'**). Note that the new highway dedication would provide public access to Spring Cove (the same body of water under 41(1)(c) of the *Community Charter*, being a portion of the Pacific Ocean) starting approximately 60m west along Peninsula Road from the closed portion. This new area for public water access includes favourable slopes for a pedestrian trail connection, and a number of significant mature trees. Staff recommend that the new water access would be at least of equal benefit to the public as the area proposed to be closed under Bylaw No. 1252.

**Financial Impacts:**

As mentioned above, the agreement includes a payment \$15,800.00 by the District for the additional land area being acquired. Under the agreement the District will cover the survey and legal costs for the road closure and land exchange; much of this cost has already been accrued, and has been covered under current legal budgets within the operating budgets of the Planning and Administration departments.

**Conclusion:**

Staff recommend that the road closure, dedication and transfer under the agreement between the District and the Birds, and as described in this report, would provide a win-win for both the land owners and the public. The resulting land exchange would accomplish the following:

- a. the Birds' cabin would now be located on their property;
- b. Peninsula Road would now run through a properly dedicated strip of highway, including road shoulder boulevard areas;
- c. the Spring Cove trail would be extended to a location for a safe pedestrian crossing with clear sightlines;
- d. several large mature trees would now be located on public land, adjacent to the trail; and,
- e. the newly dedicated water access portion of the highway dedication would provide a better, more accessible pedestrian connection to Spring Cove.

Subject to public comment, staff strongly recommend that the adoption of *Road Closure and Dedication Removal (Peninsula Road) Bylaw No. 1252, 2019*, and completion of the land transfer under the agreement with the Birds would be a positive conclusion respecting both public and private interests.

**Options review:**

Should the road closure bylaw not be adopted, and the land exchange be abandoned, the following could occur:

- a. the Birds could either remove their cabin from public land, or alternatively propose to enter into an encroachment agreement with the District;
- b. the District could continue to maintain but could not expand the road surface (or add utilities, maintain sightlines, or add new pedestrian pathways) along the section of Peninsula Road crossing the Birds' land; and,
- c. the District would need to consider alternatives to providing a safe pedestrian crossing before opening the Spring Cove trail to public use.

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



**THE DISTRICT OF UCLUELET**

**BYLAW NO. 1252, 2019**

**A Bylaw to Close a Portion of Peninsula Road at Spring Cove**

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WHEREAS, pursuant to Section 40 of the *Community Charter*, Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway if, prior to adopting the bylaw, Council publishes notice of its intention in a newspaper and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS the Council of the District of Ucluelet deems it expedient to close to traffic and remove the dedication of highway of the 929.7 square metre portion highway shown outlined in bold black and labelled "Road to be Closed" on Reference Plan EPP94619, a reduced copy of which is attached to this Bylaw (the "Closed Road").

AND WHEREAS notices of Council's intention to close the Closed Road to traffic and to remove its dedication as highway were published in the newspaper and posted in the public notice posting place, and Council has provided an opportunity for persons who consider they are affected by the closure to make representations to Council;

AND WHEREAS Council does not consider that the closure of the Closed Road will affect the transmission or distribution facilities or works of utility operators;

NOW THEREFORE the Council of the District of Ucluelet, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "Road Closure and Dedication Removal (Peninsula Road) Bylaw No. 1252, 2019."
2. Attached to this Bylaw as Schedule "A" and forming part of this Bylaw is a copy of Reference Plan of Highway Closure EPP94619, prepared by Tyson Quocksister, B.C.L.S. and completed and checked on July 4, 2019 (the "the Road Closure Plan").
3. The District hereby authorizes the closure to traffic and removal of highway dedication of the 929.7 square metre portion of highway created by the deposit of Reference Plan EPP94619 and shown outlined in bold and labeled "Road To Be Closed" on the Road Closure Plan (the "Closed Road").
4. The Mayor and Clerk are authorized to execute all deeds of land, plans, and other documentation necessary to effect this road closure and the Clerk is directed to file this Bylaw in accordance with section 120 of the *Land Title Act*.

READ A FIRST TIME this \_\_\_ day of \_\_\_\_\_, 2019.

READ A SECOND TIME this \_\_\_ day of \_\_\_\_\_, 2019.

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_, 2019.

ADOPTED this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayco Noël  
Mayor

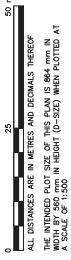
\_\_\_\_\_  
Mark Boysen  
Corporate Officer



PLAN EPP94619

### REFERENCE PLAN TO ACCOMPANY THE DISTRICT OF UJULET CANCELLATION BY-LAW No. 1252 OF PART OF ROAD DEDICATED ON PLAN 14498, DISTRICT LOT 1507, CLAYOQUOT DISTRICT

PURSUANT TO SECTION 120 OF THE LAND TITLE ACT AND  
SECTION 40 OF THE COMMUNITY CHARTER,  
BCCS 92C.093



GRID BEARINGS ARE DERIVED FROM PLAN EPP46750 AND ARE REFERRED  
TO THE CENTRAL MERIDIAN OF UTM ZONE 10 (123 WEST LONGITUDE).  
THE UTM ZONE 10 COORDINATES AND ESTIMATED ABSOLUTE ACCURACY,  
WITHIN 0.05 METRES, ARE SHOWN THROUGHOUT THIS PLAN.  
ALL DISTANCES ARE IN METRES, AND REMAINERS THEREOF.  
THE INTENDED SCALE OF THIS PLAN IS 844 mm IN  
WIDTH BY 564 mm IN HEIGHT (0-562) WHEN PLOTTED AT  
A SCALE OF 1:500.

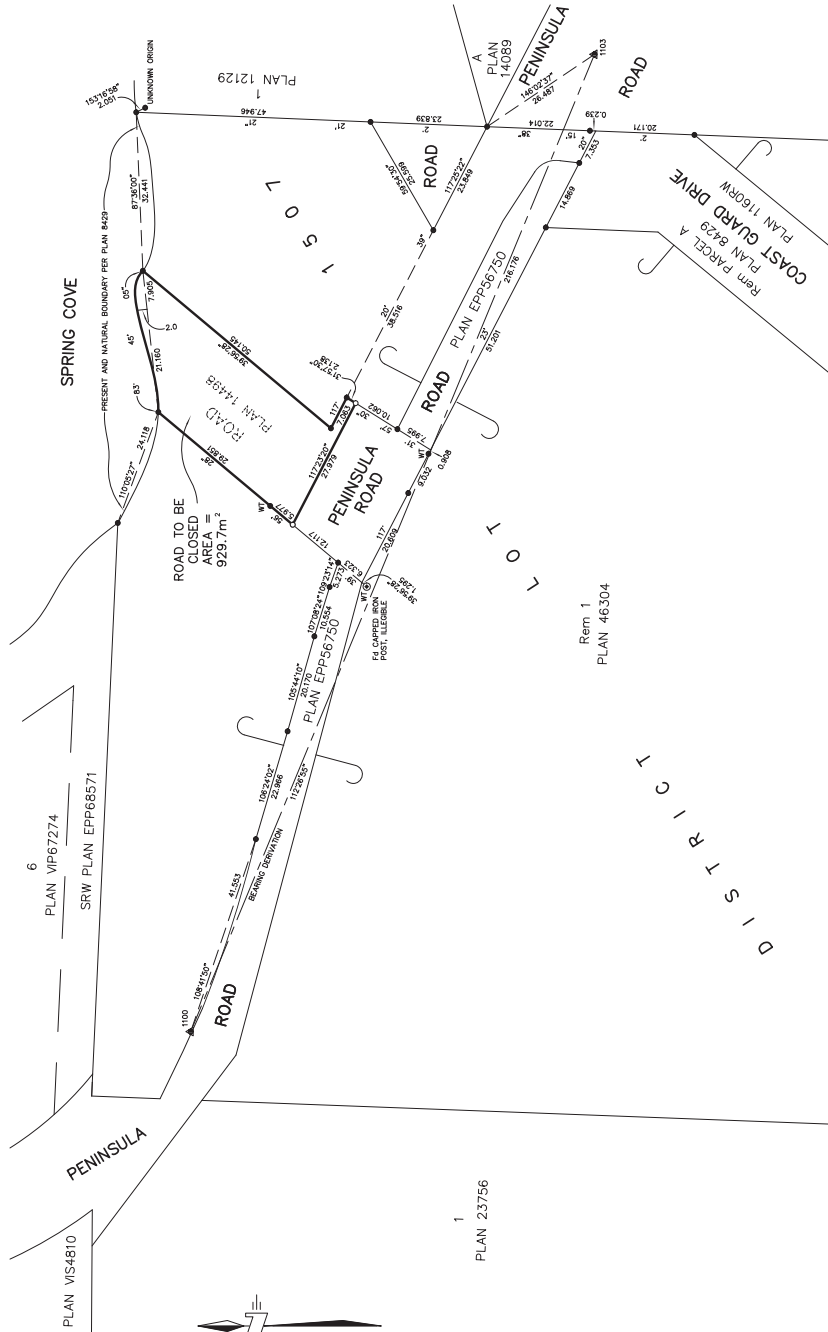
#### LEGEND:

- | SYMBOLS | DESCRIPTION                |
|---------|----------------------------|
| ▲       | ORIS CONTROL STATION       |
| ○       | STANDARD IRON POST         |
| ●       | NON-STANDARD IRON POST     |
| ⊕       | IDENTIFIED SQUARE METRE(S) |
| RM      | IDENTIFIED REMAINDER       |
| WT      | IDENTIFIED WITNESS         |

NOTE:  
THIS PLAN SHOWS ONE OR MORE WITNESS  
POSTS WHICH ARE NOT SET ON THE TRUE  
CORNER POINTS.  
SOME POSTS ARE EXAGGERATED FOR CLARITY.

TABLE OF ORIS CONTROL STATIONS	
MARKET (CORS)	UTM COORDINATES
1103	5422531.522 1415389.808
1104	5422531.522 1415389.808
1105	5422531.522 1415389.808

THIS PLAN LIES WITHIN THE JURISDICTION OF THE  
APPROVING OFFICER FOR THE DISTRICT OF UJULET.  
THIS PLAN LIES WITHIN THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT.  
THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED  
BY [Name] OF [Firm], REGISTERED PROFESSIONAL SURVEYOR,  
1500 COWICOMBER, BULLS HEAD



**McGillivray**  
 MCGILLIVRAY ASSOCIATES  
 SURVEYING LTD.  
 Suite 1  
 1351 Estevan Road  
 Courtenay BC V9S 3Y3  
 Tel 250 716 3336  
 Fax 250 716 3337  
 REG. NO. 00044-0-1, P.E.O.B.

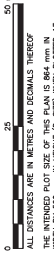


APPENDIX D

PLAN EPP94620

REFERENCE PLAN OF LOT 1, DISTRICT LOT 1507, CLAYQUOT DISTRICT, PLAN 46304 EXCEPT PART IN PLAN EPP56750; AND CLOSED ROAD, PLAN EPP94619

PURSUANT TO SECTION 100(1)(b) AND SECTION 107 OF THE LAND TITLE ACT.  
BCGS 92C.093



GRID BEARINGS ARE DERIVED FROM PLAN EPP56750 AND ARE REFERRED TO THE CENTRAL MERIDIAN OF TIME ZONE 10 (125 WEST LONGITUDE). ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF. THE INTENDED PLOT SIZE OF THIS PLAN IS 864 mm IN WIDTH BY 560 mm IN HEIGHT (D-SIZE) WHEN PLOTTED AT A SCALE OF 1:5000.

LEGEND:

SYMBOLS FOUND	DESCRIPTION PLACED
▲	GNSS CONTROL STATION
●	STANDARD CAPPED POST
○	NON-STANDARD IRON POST
○	NON-STANDARD IRON POST
○	IDENTIES ARC
○	IDENTIES RADIUS
○	IDENTIES SQUARE METRES
○	IDENTIES REMAINDER
○	IDENTIES METAL REFERENCE MARKER
○	IDENTIES UNKNOWN ORIGIN

THIS PLAN SHOWS ONE OR MORE WINNERS POSSESSIONS WHICH ARE NOT SET ON THE TRUE POSSESSIONS. SOME POSTS ARE EXAGGERATED FOR CLARITY.

MARKET (CORS)	3-D ELEVATION (M)	UTM EASTING	UTM NORTHING	ABSOLUTE ELEVATION (M)
1103	5422531.322	114589308	0.045	

THIS PLAN LIES WITHIN THE JURISDICTION OF THE APPROVING OFFICER FOR THE DISTRICT OF LOUISLETT. THIS PLAN LIES WITHIN THE ALBERNI-CLAYQUOT REGIONAL DISTRICT. THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED BY TERRY GUNDECKER, B.S.L.S. #91.

