



**REGULAR MEETING OF COUNCIL**  
**Tuesday, April 14, 2020 @ 3:30 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?if?ath First Nation, on whose traditional territories the District of Ucluelet operates.</p>	
3. NOTICE OF VIDEO RECORDING AND VIDEO CONFERENCE CALL	
<p>Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube. Delegates and meeting participants are also advised that this meeting is being conducted via Zoom which may store data on foreign servers.</p>	
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15. QUESTION PERIOD
16. ADJOURNMENT

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, February 18, 2020 at 3:30 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                                  Nicole Morin, Corporate / Planning Clerk  
                                  Joey Rotenberg, Manager of Corporate Services

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the Special Council Meeting to order at 4:45 PM.**

2020.005.SPECIAL **It was moved by Mayor Noël and seconded by Councillor Cole**

*THAT Council waive the Special Council Meeting notice requirement.*

CARRIED.

All members of Council were present and voted in support of waiving the Special Council Meeting notice requirement.

**2. CLOSED SESSION**

**2.1 *Procedural Motion to Move In-Camera:***

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

2020.006.SPECIAL **It was moved by Mayor Noël and seconded by Councillor McEwen**

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

CARRIED.

**3. ADJOURNMENT**

**3.1 The Special Council Meeting was adjourned at 4:57 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Tuesday, February 18, 2020 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO



- page 13: the word "dumpt" should read "dump"
- page 17: point two under the Proposed Hard Surface Facility heading should read as follows:
  - *Current programming demands show that a new facility would:*
    - *accommodate existing demand at two currently aging and limited use facilities (723 hours at the Rec Hall and UAC Hall in 2019)*
    - *Growing demand at newer facilities (i.e. gymnastics); and*
    - *Allow for future growth.*

2020.017.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Hoar**  
*That Council adopts the February 20, 2020 Special Budget Meeting Minutes as amended.*

CARRIED.

## 7. UNFINISHED BUSINESS

7.1 There was no unfinished business.

## 8. MAYOR'S ANNOUNCEMENTS

8.1 **Mayor Noël requested that Staff present funding options for the provision of funds for responding to COVID 19. Mark Boysn, Chief Administrative Officer, explained that surplus funds are available and recommended that Council direct Staff to set aside funds for dealing with COVID-19.**

2020.018.SPECIAL **It was moved by Mayor Noël and seconded by Councillor Kemps**  
*THAT Council allocates up to \$25,000 from the surplus reserve fund as COVID-19 emergency funds.*

CARRIED.

## 9. PUBLIC INPUT, DELEGATIONS & PETITIONS

9.1 There were none.

## 10. CORRESPONDENCE

10.1 **Request for Budget Support for the West Coast NEST Regional Education Tourism Initiative**  
***Rebecca Hurwitz, Clayoquot Biosphere Trust, Executive Director***

Council discussed the request from Clayoquot Biosphere Trust (CBT) to fund the West Coast NEST. They noted that they would like to see the NEST working in collaboration with other societies that are providing similar services and decided to decline to add this request for funding to

the 2020 budget.

## **10.2 Reporting and Request for Funding Letter from the Ucluelet Chamber of Commerce**

***Laurie Gherkie, Ucluelet Chamber of Commerce, President***

Councillor Kemps recused herself at 2:10 PM due to a conflict of interest arising from her role as Executive Director of Chamber of Commerce.

Council discussed the request from the Chamber, including the following:

- The Chamber's request for funding in the amount of \$35,000 for 2020, 2021, and 2022.
- The suitability of the current location of the Chamber of Commerce office.
- How the current location is shared with Tourism Ucluelet.
- District funding of the Chamber projects to date.
- Current economic development funding available per year is \$35,000.

2020.019.SPECIAL **It was moved by Mayor Noël and seconded by Councillor Hoar**

*THAT Council direct staff to report back to Council on options for the Chamber office lands including the use of economic development funds.*

2020.020.SPECIAL **It was moved by Mayor Noël and seconded by Councillor Hoar**

*THAT Council amend the previous motion made by the Mayor as follows:*

*THAT Council allots the Ucluelet Chamber of Commerce \$25,000 per year of the District of Ucluelet Economic Development Budget for the years 2020, 2021 and 2022;*

*THAT Council allocates \$10,000 per year of the District of Ucluelet Economic Development Budget for 2020, 2021 and 2022 for Staff to explore economic development options including the future location of Tourism Ucluelet; and,*

*THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet.*

CARRIED.

2020.021.SPECIAL **It was moved by Mayor Noël and seconded by Councillor Hoar**

*THAT Council allots the Ucluelet Chamber of Commerce \$25,000 per year of the District of Ucluelet Economic Development Budget for the years 2020, 2021 and 2022;*

*THAT Council allocates \$10,000 per year of the District of Ucluelet Economic Development Budget for 2020, 2021 and 2022 for Staff to explore economic development options including the future location of Tourism Ucluelet; and,*

*THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet.*

CARRIED.

## 11. LEGISLATION

### 11.1 Amended Single-Use Item Regulation Bylaw No. 1266, 2020 *Joseph Rotenberg, Manager of Corporate Services*

Joseph Rotenberg, Manager of Corporate Services, provided background information on proposed revisions to the Single-Use Item Regulation Bylaw No. 1266, 2020 which would prohibit polystyrene takeout containers and provide an exemption for the provision of plastic drinking straws to persons with diverse abilities / accessibility needs, upon request.

2020.022.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**

*THAT Council approve recommendation 1 of legislation item, "Amended Single-Use Item Regulation Bylaw No. 1266, 2020" which states:*

- 1. THAT third reading of "District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020" be rescinded.*

CARRIED.

2020.023.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**

*THAT Council approve recommendation 2 of legislation item, "Amended Single-Use Item Regulation Bylaw No. 1266, 2020" which states:*

- 2. THAT "District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be revised to include a prohibition on polystyrene foam containers and an exemption for the provision of plastic drinking straws to persons with diverse abilities, upon request.*

CARRIED.

2020.024.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**

*THAT Council approve recommendation 3 of legislation item, "Amended Single-Use Item Regulation Bylaw No. 1266, 2020" which states:*

- 3. THAT "District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020" as amended, be given third reading.*

CARRIED.

2020.025.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**

*THAT Council approve recommendation 4 of legislation item, "Amended*



*Single-Use Item Regulation Bylaw No. 1266, 2020" which states:*

*4. THAT a copy of the amended Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be sent to the Minister of Environment and Climate Change Strategy for approval.*

CARRIED.

2020.026.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**

*THAT Council approve recommendation 5 of legislation item, "Amended Single-Use Item Regulation Bylaw No. 1266, 2020" which states:*

*5. THAT an opportunity for representations from the public be provided before adoption.*

CARRIED.

## 12. REPORTS

### 12.1 Community Emergency Preparedness Fund - ESS Program Grant *Rick Geddes, Fire Chief*

Donna Monteith, Chief Financial Officer spoke to this report noting that the Fire Chief is applying to UBCM for a grant of \$25,000 that would provide funds for purchasing two Emergency Operation Centre (EOC) kits containing laptops, printers and peripherals, a replacement amateur radio kit and additional EOC staff training.

2020.027.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**

*THAT Council approve recommendations 1 and 2 of legislation item, "Community Emergency Preparedness Fund - EOC Program Grant" which state:*

- 1. THAT Council supports the activities outlined in the District of Ucluelet's UBCM Emergency Operations Centres & Training Grant Application.*
- 2. THAT Council provides overall grant management if the District of Ucluelet is awarded the UBCM Emergency Operations Centres & Training 2020 Grant.*

CARRIED.

### 12.2 Short Term Loan Authorization for Fleet Vehicle Purchase *Joseph Rotenberg, Manager of Corporate Services*

Donna Monteith, Chief Financial Officer, spoke to this report. She noted that the report recommends that Council authorize borrowing up to \$200,000 from the Municipal Finance Authority to purchase two pickup trucks, a bucket truck and a dump truck for the District of Ucluelet's vehicle fleet. She further noted that a 5 year loan of \$200,000 will require the annual debt payment of approximately \$42,000 to be incorporated into the 5 year financial plan, as well as the new operational costs for these vehicles if the old ones are not immediately pulled out of service.

- 2020.028.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approve recommendations 1 and 2 of legislation item, "Short Term Loan Authorization for Vehicle Purchases" which state:*
1. *THAT the Council of the District of Ucluelet authorizes up to \$200,000 be borrowed, under Section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of obtaining an equipment financing loan to purchase fleet vehicles; and*
  2. *THAT the loan be repaid within 5 years, with no rights to renew.*

CARRIED.

### **12.3 Operating and Projects Review - Draft 5 Year Financial Plan** **Donna Monteith, Chief Financial Officer**

Donna Monteith, Chief Financial Officer, spoke to this report. Ms. Monteith presented the proposed budget through a series of slides. The highlights included:

#### **Proposed Tax Increase**

Ms. Monteith presented this slide and noted the following:

- 4% overall tax increase is proposed for 2020, with the majority of project being funded by other sources.
- This does not include a 1% increase for asset management funding.
- Revised assessment rolls put out by BC Assessment in April 2020 could impact revenue projections.

There were no questions or comments from Council.

#### **Summary of Draft Schedule A**

Ms. Monteith presented a budget of \$10,974,762 and noted the following:

- Revenue and expenditure categories are broken down by percentage of total budget.
- The estimated two million dollar budget increase over last year is largely capital projects. Budget of \$10,974,762 is larger than last year which is accounted for by capital projects which are largely funded by non-municipal property tax.

There were no questions or comments from Council.

#### **2020 Proposed Payroll Increases**

Ms. Monteith presented these slides and noted the following:

- Council increase in payroll is based on the annual Consumer Price Index for BC, as required in bylaw No. 1226, 2017.
- CUPE Staff negotiated a 2% increase in their wages for 2020.

- Exempt Staff increases are in line with other small communities.

There were no questions or comments from Council.

### **Community Planning & Long Range Planning**

Ms. Monteith presented these two slides and noted the following:

- Total revenue increase of 85% primarily due to grants and transfers.
- Total expense increase of 41% primarily due to staff and non capital projects which include carry-over projects like the flood mapping project costing \$150,000 and land use demand study costing \$120,000.

There were no questions or comments from Council.

### **Recreation and Tourism**

Ms. Monteith presented this slide and noted the following:

- Total sales of services increase of 30% with a total funding increase of 38% when this is combined with transfers from reserves/RMI funding.
- RMI funding is used to offset the costs related to events such as Whalefest, Edge to Edge Marathon and Ukee Days.
- Future considerations such as skatepark and basketball lights, Tourism Master Plan, and kayak launch at Alder Park have not been included in the 2020 budget.

Council comments and questions:

- Noted they would like to see a firm estimate on the basketball court and skatepark lighting.

### **Parks**

Ms. Monteith presented these two slides and noted the following:

- The majority of the Park's budget is funded by taxes with the exception of \$7,000 received from the ACRD for maintenance of their portion of the bike path.
- Noted projects/capital discussions for 2020 as follows:
  - Edna Batchelor, \$18,600 as a carry over from 2019.
  - Aquarium Water Fountain install to happen in May.
  - \$10,000 from 2019 reserves towards the Wild Pacific Trail maintenance equipment. which includes an E-bike and tractor arm.
  - Flail mower is not included in the 2020 Budget.
  - \$15,000 for the cemetery.
  - Roy Vicker's sign - repair and refurbishment - year not designated.

Council comments and questions:

- Noted their support of Roy Vicker's sign repair and refurbishment and would like to see public engagement on relocation options when the time comes.
- Noted their support of installation of public water fountains.
- Is the Parks department taking over maintenance of the Wild Pacific Trail? Abby Fortune, Director of Parks and Recreation, answered in the affirmative and that the budgeted materials and supplies reflects this. Ms. Fortune also explained that the Parks Department is working with the Wild Pacific Trail Society to develop a maintenance plan for the next 3-5 years. The E-bike tractor arm and potentially a new parks labourer position will support implementation of this plan.
- Has Alder Park landscaping and erosion control been completed? Ms. Fortune answered that it has been completed, and further noted there will be a new path installed in Edna Batchelor Park that connects Holly Crescent and Bay Street.

### **Fire and Emergency Services**

Ms. Monteith presented this slide and noted the following:

- 2% budgetary increase is being proposed.
- \$10,000 per year is being transferred into reserves for purchase of fire department vehicles.
- Budget maintains Captain Anderson's current level of hours per week as Training Officer.
- Member stipends up to a total of \$15,000 for the year.

There were no questions or comments from Council.

### **Corporate Services/Finance**

Ms. Monteith presented these two slides and noted the following:

- In the past the MRDT funding that has flowed through to Tourism Ucluelet has been recorded as a clearing account, but is now recorded as revenue and expense for increased transparency.
- Quarterly top ups of MRDT funds go into the Affordable Housing Reserve Fund per Council's direction.
- \$35,000 has been allocated to economic development.
- Reduction in finance department administration costs is due to change in the way that the staff time is recorded.

Mr. Boysen noted that Council had previously reviewed the projects, with no changes.

There were no questions or comments from Council.

### **Information Technology**

Mr. Boysen presented the slide and noted the following:

- Main proposed project for 2020 is replacement of existing phone system with IP Phone System which will result in annual cost savings of \$2,418 and modernize the District's phone system.

There were no questions or comments from Council.

### **Public Works**

Ms. Monteith presented the slide and noted that 2019 actuals were added in for Council's review but the remainder of items were identical to the previous meeting.

There were no questions or comments from Council.

### **Public Works - 2020 Projects**

Mr. Boysen presented the slide and noted that the projects were the same as those reviewed by Council in the previous budget meeting.

There were no questions or comments from Council.

### **Vehicle Fleet Review**

Mr. Boysen presented the slide and noted that it was the same as the slide reviewed by Council in the previous budget meeting.

There were no question or comments from Council.

### **Small Craft Harbour**

Mr. Boysen presented the slide and noted that it was the same as the slide reviewed by Council in the previous budget meeting, as well as meetings where they have acted as the Harbour Authority.

Ms. Monteith noted that the \$191,000 budgeted for projects is from the Harbour Reserve fund, not from taxation for 2020.

### **Water**

Ms. Monteith presented these slides and noted the following:

- There had been a small change made from the water and sewer slide previously viewed by Council. She noted that the increase is related to the fleet for additional insurance, fuel and maintenance costs for new vehicles that will be in use.
- Overall increase of 8% in operating expenses.

### **Water Capacity and Filtration Improvements**

Mr. Boysen presented the slide and noted the following:

- Adding to existing systems through a possible 2.6 million dollar loan which requires electoral approval via Alternative Approval Process or referendum.
  - The improvements will help to meet the needs of community in terms of future water capacity and filtration.
  - The loan will be discussed further at the upcoming Council meeting next week.
- Ucluelet's current water rates are modest and some increases will be required over the next five years.

Council questions and comments:

- When will water rate increases come before Council? Ms. Monteith noted that once the Five Year Financial Plan and associated bylaws are passed, the fees and charges bylaw will be updated and be brought to Council for review.

### **Sewer**

Ms. Monteith presented the slide and noted the following:

- It is the same as the slide presented to Council in the previous budget meeting except the small increase related to fleet.
- Overall increase of 8% in operating expenses.
- Lagoon has been completed and the final reporting has been submitted.
- The Director or Engineering Services salary is to be split between water and sewer fees, not new taxes.

There were no questions or comments from Council.

### **Public Realm Project Summary**

Mr. Boysen presented the slide and noted the following:

- Summary of all multi-year projects underway and in planning stages as well as a breakdown of their funding sources.

There were no questions or comments from Council.

### **Asset Management Review**

Mr. Boysen presented the slide and noted the following:

- The goal is to reach a sustainable funding model to allow the District to maximize asset usage and plan for long term replacement.
- Asset management plan will assist the District in qualifying for

provincial and federal grants.

There were no questions or comments from Council.

**Facilities Condition Assessment, Tugwell Field Planning Project, Proposed Hard Surface Facility and Proposed Use of Community Forest Funds**

Mr. Boysen presented these four slides and noted the following:

- Each District facility has been rated to determine how much money will need to be invested to bring facilities back up to an acceptable condition, as well as their current replacement costs, in order help Council decide if it is worth investing in these facilities for the long term.
- Tugwell Field Planning Project slide had been reviewed before by Council. The hard surface facility located there could allow for lighting to be installed for winter sports, such as soccer.

Council questions and comments:

- Council asked about the items included on the Tugwell Field Planning slide, what is the yellow block? Ms. Fortune noted that this slide is a preliminary rendering and the location of facilities could change. It is the Ambulance station in the current rendering. Staff would like to put a proper report together for Council's review, and to prepare for grant opportunities.
- If we spend the proposed funds for the Community Forest Funds and put the remainder into an endowment fund how much money would we have to spend on things such as grants in aid? Ms. Monteith answered that this has been suggested before and that non-profits use these vehicles to earn money, but is not sure if this option is available to local government. She suggests that Council could direct Staff to provide a report about investment options.
- Council discussed the importance of preserving the Community Forest Funds for future Council, noting support for preserving funds in the amount of \$1,000,000, and having returns from the investment of the money reinvested back into the fund.

**Potential Property Tax Impact**

Ms. Monteith presented this slide and noted the following:

- Residential Single Family 2020 municipal property tax increase of 4.03%
- Business municipal property tax increase of 4.01%
- The 5 Year Financial Plan and Tax Rates Bylaws will receive first and second reading on April 14th, with Public Presentation on April 15th and third reading on April 28th.

- Public feedback will be gathered and Council can amend the Bylaws prior to passing them.
- The Bylaws must be passed prior to May 15th.

Council questions and comments:

- Community Forest Funds are important and would like to see a portion of them preserved.

2020.029.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*That Council direct Staff to provide a report on options for investing the remaining Community Forest Funds that have not been allocated for the 2020 budget.*

CARRIED.

### 13. OTHER BUSINESS

13.1 **There was no other business.**

### 14. QUESTION PERIOD

#### 14.1

Jens Heyduck, resident, spoke to Council about his concerns related to the COVID-19. He discussed his situation related to his tourism-based businesses and asked if Council has plans for alleviating the impact of COVID-19 on the community of Ucluelet.

Council responded that the situation is quickly evolving, and that they have put a contingency fund in place to assist the District in responding to COVID-19. They noted that there is currently a provincial program in place for deferral of property taxes. They noted that they will monitor the situation and keep in touch with residents.

### 15. ADJOURNMENT

15.1 **Mayor Noël adjourned the meeting at 3:50 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, March 12, 2020 at 2:00 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 REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, March 17, 2020 at 3:30 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Hoar, Kemps (attending by phone), and McEwen  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Donna Monteith, Chief Financial Officer  
                          Bruce Greig, Manager of Community Planning  
                          John Towgood, Planner 1  
                          Joseph Rotenberg, Manager of Corporate Services  
                          Nicole Morin, Corporate / Planning Clerk

Regrets:

**1. CALL TO ORDER**

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

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. NOTICE OF VIDEO RECORDING**

Audience members and delegates were advised that this proceeding is being video recorded and broadcast on YouTube.

**4. ADDITIONS TO AGENDA**

**4.1 Addition of Item No. 14.2, "Water Treatment Loan Authorization".**

**4.2 Addition of Item No. 13.5, "Council Meeting Scheduling".**

**4.3 Addition to the Agenda Item 14.1, "Lot 13 - Zoning Bylaw Amendment"**

- a. Replace recommendations 1 - 12 of Item 14.1 on pages 35 - 37 with recommendations 1 - 13 of "Lot 13 Marine Drive - Updated Recommendations" per Late Agenda 2.**
- b. Add Appendix F after page 190.**

**5. APPROVAL OF AGENDA**

**5.1 March 17, 2020 Regular Agenda**

2020.035.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve the March 17, 2020 Regular Agenda as amended.*  
**CARRIED.**

## **6. ADOPTION OF MINUTES**

### **6.1 February 25, 2020 Regular Minutes**

Council noted an error on page 8. Councillors Hoar and Cole did not attend the Mayor's Lunch.

2020.036.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council approve the February 25, 2020 Regular Minutes as amended.*  
**CARRIED.**

## **7. UNFINISHED BUSINESS**

7.1 There was no unfinished business.

## **8. MAYOR'S ANNOUNCEMENTS**

8.1 Mayor Noël spoke about COVID-19 and measures taken by the District to ensure the safety of residents and staff. He noted the closures of the District Office and the UCC to the public. He encouraged all citizens to practice social distancing, regular hand washing and safe coughing. He shared a message from Tourism Ucluelet which stated that their paid marketing has been suspended.

## **9. PUBLIC INPUT**

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

## **10. CORRESPONDENCE**

10.1 **\$10 a Day Child Care Plan - Response from the Minister**  
**Honourable Katrina Chen, Minister of State for Child Care**

10.2 **UBCM Resolutions Process**  
**Maja Tait, UBCM President & Claire Moglove, Chair, Resolutions Committee**

10.3 **Proposed Action - COVID 19**  
***Jens Heyduck, Business Owner and Resident***

## **11. INFORMATION ITEMS**

11.1 There were no information items.

## **12. COUNCIL COMMITTEE REPORTS**

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

Councillor McEwen attended the following:

- Feb 25, Ucluelet Chamber AGM
- Feb 27, West Coast Stewardship Corridor Meeting
- Mar 1, Wild Pacific Trail Annual Retreat
- Mar 4, Wild Pacific Trail Meeting
- Mar 12, Wild Pacific Trail Budget Meeting

**12.2 Councillor Lara Kemps**  
***Deputy Mayor April - June 2020***

Councillor Kemps attended the following:

- Feb 26, PAC Meeting
- Feb 27, Heartwood School
- Mar 3, Tourism Ucluelet Meeting
- Mar 7-10, BC Economic Development Association Conference

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

Councillor Hoar attended the following:

- Mar 11, Aquarium Board Meeting

**12.4 Councillor Rachelle Cole**  
***Deputy Mayor October - December 2020***

Councillor Cole attended the following:

- Feb 25, 100 Women Who Care Event
- Feb 26, ACRD Meeting
- Feb 27, West Coast Stewardship Corridor Meeting
- Mar 3, Tofino /Ucluelet AGM
- Mar 4, West Coast Committee Meeting
- Mar 14, ACRD Meeting

**12.5 Mayor Mayco Noël**

The Mayor noted that he had attended a meeting with Yuułuʔiłʔath Government early in the month, and was pleased and honoured to receive their flag for display in the Council Chamber. He noted that there will be a celebration at an appropriate point in the future.

**13. REPORTS**

**13.1 Five Year Financial Plan 2019 - 2023 Bylaw Variance Report - Q4  
Donna Monteith, Chief Financial Officer**

Donna Monteith, Chief Financial Officer, spoke to the report. She noted that the draft actuals for 2019 would be presented to the auditors this week, and the audit would be done remotely due to concerns associated with Covid-19.

Council questions & comments:

- In the revenue section, line item "Federal Provincial in Place of Taxes" what is the 54.43% of the budget? Ms. Monteith answered that this was due to Federal properties being reassessed, which resulted in lower actual revenue.
- Is the 277.39% Environmental Health expense variance related to Spring Clean Up? Ms. Monteith confirmed that it was, and that the event cost approximately \$25,000 in 2019.
- Council noted variances associated with cemetery expenses. Ms. Monteith confirmed that spending associated with the cemetery is under budget and explained that Staff has been discussing future projects, areas of focus and staff allocation.
- Council noted that the variance in Water Operations expenses. Ms. Monteith noted that the contingency fund was not accessed due to a lack of large water main breaks. These funds will remain in future reserve fund surplus for next year.

**13.2 Quarterly Projects Update - Q4 2019  
Mark Boysen, Chief Administrative Officer**

Mark Boysen, Chief Administrative Officer, spoke to the report. He noted that this report provides a status update on District projects and the overall completion rate is 83%.

**13.3 Cheque Listing - February 2020  
Nicole Morin, Corporate / Planning Clerk**

**13.4 Resolution Tracking - February 2020  
Nicole Morin, Corporate / Planning Clerk**

**13.5 Council Meeting Scheduling  
Joseph Rotenberg, Manager of Corporate Services**

Joseph Rotenberg, Manager of Corporate Services spoke to this report. He noted that this is an opportunity for Council to discuss how they would like to proceed with Council meetings moving forward considering COVID-19.

Council discussed the options in terms of attending by teleconference and noted that people who are ill should not attend meetings. They noted that quorum for meeting is three members. They discussed possibilities of amending the council procedure bylaw and the required timing and notice provisions that would need to be met.

Council noted that at this time it seems prudent to continue Council meetings while following the latest social distancing measures.

## 14. LEGISLATION

### 14.1 Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning

Bruce Greig, Manager of Community Planning, spoke to the report. He presented slides about the proposed development and associated bylaws and variances. He noted:

- This is a proposal for Lot 13 to be subdivided into 33 fee simple lots.
- The District's contributions of \$320,000 to the project to offset servicing costs.
- District contributions and associated cost savings achieved by the developer will be recognized through mortgages on the subject properties and an agreement with the BC Housing AHOP program.
- Lot 13's road would be District owned and maintained.
- 24 of the units would be for purchase and 9 for rental.
- The units with secondary suites, are located nearer to Marine Drive, and have been provisioned with an extra parking space at the front of the lot.
- Lot sizes range from 1850 square feet to 6500 square feet.
- There are covenants in place that provide for green space buffers.
- The proposed zoning amendment bylaw would create:
  - New R-5 zone, of compact, single-family dwellings.
  - Minimum lot size of 150 square metres.
  - 3 metre setbacks at the front and rear of the lot.
  - Updated definition of gross floor area, removing the exemption for garages. As a result garages will be included in the calculation of gross floor area.

#### **Waiving Public Hearing**

Council discussed the option to waive the public hearing for Lot 13 in light of the current COVID-19 situation and social distancing for public health & safety.

Council questions & comments:

- Can we take only written submissions? Mr. Greig noted it is not possible, as legislation requires the public to be able to speak at a public hearing, but that Council has the option to waive the public hearing.
- Can we waive the public hearing due to COVID-19, provide proper notice to the public and give public all the available information and time to give feedback? Mr. Greig confirmed that this is what staff is recommending.
- Can we hold an outdoor public hearing? Mr. Greig answered that given the COVID-19 social distancing recommendations residents may argue that they were too afraid to attend.

**Residency Requirements/Employment Requirements for Potential Buyers in Affordable Home Ownership Agreement per proposed Bylaw No. 1270**

Council discussed the terms of the affordable home ownership housing agreement which applies to the lots for sale under the Affordable Home Ownership Program (AHOP). The agreement requires the potential buyer:

- to have lived in the ACRD for a minimum of 24 months;
- to work full time for a minimum of 1 year on the west coast or be retired after living on the west coast for 5 of the the last 10 years;
- not to own other property; and
- to meet BC Housing AHOP income requirements.

The developer, Andrew McClane, requested that the residency requirement be shortened from 24 months to 6 months. Council noted that the catchment area is the entire west coast and they support the 24 month residency requirement.

Council questions & comments:

- Will the units be sold on a first come first serve basis and how many units does BC Housing require to be pre-sold? Mr. McClane, confirmed that they will be sold on a first come first serve basis and answered that BC Housing requires 10 units to be pre-sold.

**Income Levels Per Rental Category in the Rental Housing Agreement per proposed Bylaw No. 1270**

Council discussed the rental housing agreement which would apply to the affordable housing rental units. Mr. Grieg noted that to qualify renters must meet the residency, work/retirement and no other property ownership requirements outlined above and their gross family income

may not exceed the following:

- \$35,000 to qualify for a 1-bedroom;
- \$45,000 to qualify for a 2-bedroom;
- \$62,000 to qualify for a 3-bedroom or larger unit.

He explained the rental housing agreement provides the three levels of income qualification as stepped approach and it is based on median income levels of which rent paid would total no more than 30 percent.

Mr. McClane requested that the rental housing agreement be changed so the maximum gross family income to qualify for a 2-bedroom unit is \$62,000 rather than \$45,000.

Council discussed this request and resolved to change the rental housing agreement so the maximum gross family income to qualify for a 2-bedroom unit is \$62,000 rather than \$45,000 (see resolution below).

Council recessed at 5:13 PM.

Council returned to session at 5:22 PM.

#### **Number of Rental Units v. the Number of AHOP Housing Units**

Mr. McClane requested that the number of rental units be increased from 9 to 11 and the number of AHOP housing ownership units for sale be decreased from 24 to 22.

Council discussed this request and resolved to increase the number of rental units to 11 and decrease the number of AHOP housing ownership units to 22 (see resolution below).

#### **Location and Availability of Parking**

Council discussed the location and availability of parking.

Council questions & comments:

- Council noted that the amount of parking might not be sufficient to deter on street parking. Mr. McClane, the developer/applicant, noted that in maximizing the size of the unit, the trade off was no space for on street parking.
- Council asked if the road would be paved? Mr. Greig answered that it would be paved.
- Council asked if there would be sidewalks? Mr. Greig answered that there would not be sidewalks.

#### **Buffer Area to Marine Drive**

Council discussed the area buffering Lot 13 to Marine Drive.

## Council questions &amp; comments:

- Council noted that they would like to see a fence and landscaping done on the buffer area to Marine Drive at the beginning of the project.
- Can we add a clause in terms of financial assurance? Mr. Greig noted that as part of the development permit process Council can require a landscape deposit to guarantee the developer completes the landscaping.

- 2020.037.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council directs staff to amend the rental housing agreement so the maximum gross family income to qualify to rent a 2-bedroom unit is \$62,000.*  
 CARRIED.
- 2020.038.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**  
*That Council directs staff to change the ratio of affordable housing ownership program and rentals to 22 units in the affordable housing ownership program and 11 rental units.*  
 CARRIED.
- 2020.039.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**  
*THAT Council approve recommendation 1 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*  
 1. *THAT Council give first and second reading to Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020.*  
 CARRIED.
- 2020.040.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approve recommendation 2 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*  
 2. *THAT Council give notice of its decision, under Section 464(2) of the Local Government Act, to waive the holding of a public hearing on Zoning Amendment Bylaw No. 1269, 2020, in response to community health concerns over the potential spread of the COVID-19 virus.*  
 CARRIED.
- 2020.041.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approve recommendation 3 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*  
 3. *THAT staff be directed to:*  
 a. *advertise, in conjunction with the notice of waiving a public hearing, a mechanism and a time period for community members to provide written comment to Council on this application; and,*



*b. organize an online public information portal to provide all of the background material and details of the proposed affordable housing development, so that community members can access the information and inform themselves of the proposal during the advertised public comment period;*

CARRIED.

2020.042.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**  
*THAT Council approve recommendation 4 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*

*4. THAT Council give first, second and third reading to Ucluelet Housing Agreement Bylaw No. 1270, 2020.*

CARRIED.

2020.043.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve recommendation 5 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*

*5. THAT, subject to public input, Council indicate support for Development Variance Permit No. 3090-20-DVP20-02 which would vary the following:*

- a. vary the Ucluelet Subdivision Control Bylaw No. 521, 1989, to allow development of a compact residential road and services within a 10m dedicated road right-of-way (instead of a 15m minimum road dedication) as proposed in the cross section by Park City Engineering Ltd. dated February 14, 2020; and,*
- b. for proposed Lots 1, 2 and 5, vary section R-5.6.2 of District of Ucluelet Zoning Bylaw No. 1160, 2013, to permit access to a parking space to be located between the front face of the principal building and the adjacent road*

CARRIED.

2020.044.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve recommendation 6 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*

*6. THAT Council defer further consideration and giving notice for public input on the requested Development Variance Permit until a later date.*

CARRIED.

2020.045.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**  
*That Council approve recommendation 7 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*

*7. THAT Council indicate that final approval of the Zoning Amendment Bylaw would be subject to the applicant providing a registerable copy of the "No Subdivision" Covenant executed by all owners and charge holders.*

CARRIED.

2020.046.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*That Council approve recommendation 8 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*

*8. THAT Council indicate that it is prepared to authorize the following, once the "No Subdivision Covenant" has been registered on the title of Lot 13:*

- a. discharge of "No Build" covenant FB154873 currently registered on the title of Lot 13; and,*
- b. approval for the future modification of Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered, to document that 33 affordable units have been created for future consideration and calculation of the development potential on other lands currently owned by Weyerhaeuser Company Ltd.*

CARRIED.

2020.047.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**  
*That Council approve recommendation 9 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*

*9. THAT Council indicate support to consider the following at the time that more detailed plans and studies are provided by the developer when applying for a Development Permit for the proposed 33-lot subdivision:*

- a. approval for the proposed greenspace buffer setback of 8m from the east property line of Lot 13 as it would apply to proposed lots 5 through 19, despite the terms of Restrictive Covenant FB154853 currently registered on title which stipulate a 10m greenspace buffer on that side, subject to submission of an acceptable replacement greenspace covenant with buffer specifications and maintenance restrictions for the future owners of the proposed lots; and,*
- b. approval to discharge Restrictive Covenant FB154877 from the title of Lot 13 which restricts development on site within the riparian areas defined next to streams "AB" and "AC", subject to submission of an acceptable rain water management plan for the quantity and quality of runoff discharged to the adjacent stream "1" from the proposed development on Lot 13.*

CARRIED.

2020.048.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*That Council approve recommendation 10 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*

*10. THAT Council indicate the following additional information should be provided with a future Development Permit application for the proposed 33-lot subdivision:*

- a. grading plans showing the existing and proposed site grades, limits of disturbance and proposed erosion protection measures during construction;*
- b. runoff calculations and detailed drainage design, with review and recommendation by a Qualified Environmental Professional on measures for protection water quality and habitat downstream;*
- c. servicing plans based on the site grading; and,*
- d. detailed landscape plans for road frontages, pathways and park spaces, including tree protection measures and proposed relocation measures for the existing gazebo adjacent to Marine Drive in the vicinity of proposed lots 4 and 5.*

CARRIED.

2020.049.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**

*That Council approve recommendation 11 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*

- 11. THAT Council indicate that it considers it to be in the public interest for the fencing and landscape screening along the Marine Drive frontage to be installed at the outset of the site servicing works for the proposed subdivision.*

CARRIED.

2020.050.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

*That Council approve recommendation 12 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*

- 12. THAT Council approve funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households, subject to the following:*
  - a. the funds being released to the developer once the 33-lot subdivision has been registered; and,*
  - b. a mortgage charge being registered in favour of the District equal to \$14,545.45 in priority on the title of the 22 ownership lots, with the understanding that those mortgage charges will be discharged from each lot once an Occupancy Permit has been obtained for a dwelling unit on the lot.*

CARRIED.

2020.051.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**

*That Council approve recommendation 13 of report item, "Lot 13 - Zoning Bylaw Amendment" which states:*

- 13. THAT Council authorize the District to enter into a Master Partnering Memorandum of Understanding for the development of Affordable Home Ownership Program (AHOP) units in the District of Ucluelet with the British Columbia Housing Management Commission (BC Housing).*

CARRIED.

## 14.2 Water Treatment Loan Authorization Donna Monteith, Chief Financial Officer

Donna Monteith, Chief Financial Officer, spoke to this report, noting:

- that the water treatment upgrade project had been introduced at earlier Council meetings,
- staff have applied for grant funding from the Investing in Canadian Infrastructure Program (ICIP) for this project, and
- ICIP requires a Loan Authorization Bylaw (read three times) for at least the cost of the District's share of the project (\$2,560,320).

Council questions & comments

- When can we expect to find out if the grant is successful? Mr. Boysen, Chief Administrative Officer noted that 8-9 months is typical, but considering the COVID-19 situation the timeline is uncertain.

2020.052.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve recommendation 1 of report item, "Water Treatment Loan Authorization" which states:*  
*1. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given first reading.*

CARRIED.

2020.053.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*That Council approve recommendation 2 of report item, "Water Treatment Loan Authorization" which states:*  
*2. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given second reading.*

CARRIED.

2020.054.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*That Council approve recommendation 3 of report item, "Water Treatment Loan Authorization" which states:*  
*3. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given third reading and referred to the Inspector of Municipalities for approval.*

CARRIED.

## 15. OTHER BUSINESS

15.1 There was no other business.

## 16. QUESTION PERIOD

16.1 There were no questions.

**17. ADJOURNMENT**

**17.1 The meeting was adjourned at 6:20 PM.**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, March 17, 2020 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO





## DISTRICT OF METCHOSIN

March 19, 2020

Honourable Adrian Dix, Minister of Health  
 Ministry of Health  
 PO Box 9050  
 STN PROV GOVT  
 Victoria, BC V8W 9E2

Honourable Adrian Dix:

### **RE: COVID19 – Testing Needed for First Responders**

The District of Metchosin Council is requesting the Ministry of Health prioritize COVID-19 testing for all first responders. Under current protocols if a responder demonstrates all of the symptoms of the virus, but can't prove direct contact, they are not being tested and therefore could be repeatedly called to self-isolate, even though they may have developed immunity.

It appears we are at the beginning phases of this pandemic and in time we may have to rely on first responders who have already contracted COVID-19 and have subsequently recovered. The only way we can do this is to ensure they are tested at the time they are demonstrating symptoms.

We are also concerned by the substantial increase of mental health stress that is being put on our volunteers' responders and their families and how it could have both immediate and long-term impacts on our ability to recruit.

We are therefore requesting first responders be included in the category who is exempted in the direct contact requirement.

Sincerely,

John Rams  
 Mayor

cc Dr. Richard Stanwick, Chief Medical Health Officer  
 Ryan Wainwright, Sr. Regional Manager, Emergency Management BC  
 BC Municipalities

4450 Happy Valley Road, Victoria, B.C. V9C 3Z3

Administration Office (250) 474-3167 Fax 474-6298





**Joseph Rotenberg**

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**From:** Brent Ashton on behalf of Bylaw Ambassador  
**Sent:** April 9, 2020 9:52 AM  
**To:** Bruce Greig; Mark Boysen; Joseph Rotenberg; Nicole Morin  
**Subject:** FW: COVID & Monthly Rental Concerns re: Out of Province Visitors

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**From:** Mayco Noël <mnoel@ucluelet.ca>  
**Sent:** April 9, 2020 5:58 AM  
**To:** Jeanette Sheehy [REDACTED]  
**Cc:** Josie Osborne <osborne@tofino.ca>; Lara Kemp <lkemps@ucluelet.ca>; Bylaw Ambassador <bylaw@ucluelet.ca>  
**Subject:** Re: COVID & Monthly Rental Concerns re: Out of Province Visitors

Good morning

Thank you for the information and you has included bylaw "Brent".

Please communicate directly with bylaw as all concerns you have mentioned are of concern.

Thank you for taking the time to list out the concerning activities.

Challenging times and activities mentioned are disappointing to hear.

Thank you

Mayco Noël  
 250.266.7368

On Apr 8, 2020, at 6:43 PM, Jeanette Sheehy [REDACTED] wrote:

Good evening Mayor Noël, Mayor Osbourne, Ms. Kemp on behalf of the Chamber, and Ucluelet Bylaw,

I'm writing because my landlord is taking dangerous actions that put our coastal communities at risk. I'm asking for your help to address this situation as I've done all I can to keep us safe.

I am a tenant in the upper level of a two-story home in Ucluelet. Our landlord lives in Victoria, and normally rents out the two suites on the first floor via AirBnB (I am not a caretaker of these units and there is no caretaker on site. It is my understanding that he is registered as living on these premises). As recently as the 27<sup>th</sup> of March he had renters staying downstairs, a young couple from Alberta. They left the 27<sup>th</sup> and, if I recall correctly, arrived after both the Districts of Tofino and Ucluelet asked accommodation providers to close down, and visitors to leave. I called the District of Ucluelet at the time to ask if anything could be done, and was told not yet. I'm writing now to update you on the situation.

He (our landlord) has since decided to shut down his AirBnB, however he intends to rent both suites on a month-to-month basis, one of which will be rented to the couple from Alberta. We've been told they will moving in on the 15<sup>th</sup> of April. It is our understanding that they returned back to an urban centre in Alberta when they left. While they were here we spoke to them about the need for social distancing and isolation and they seemed genuinely unconcerned. This is deeply concerning to us.

We have spoken with our landlord about our concerns. In my communications I included statements from both the District of Ucluelet and Tofino as well as Dr. Marshall and Dr. Murray requesting no travel to small communities. Further still, his partner used to work at the Tofino Hospital so they should be extra aware of the need for caution. I have requested that instead of renting to people from outside our coastal communities, he rent to some of the many locals in need of housing. Yet, at this time, he is still moving forward with his plan.

We have requested that if they do move in that they quarantine for 14 days upon arrival. Unfortunately, the suites are equipped with bar fridges only, which will make securing enough food for quarantine or illness challenging at best. In response, our landlord told us that quarantine is not a requirement as they are arriving from Alberta.

In addition to this issue, he arrived from Victoria on the 5<sup>th</sup> with his partner to mend a fence and complete some work around the property. We stated that we do not need any repairs done at the moment and would happily wait until after the crisis has passed, as his arrival also puts the communities at risk. He refused this request. While here he has had visitors in house and is not practicing social distancing.

It is my understanding that the District of Tofino has told its businesses that they will have their licenses revoked and face fines over actions such as these. At the moment it looks like Ucluelet has stated licenses may be suspended and the businesses may face fines. If actions such as these (our landlord's) do not result in a license being revoked, what actions do meet those requirements?

I ask that both the District of Ucluelet and the Chamber of Commerce take steps to keep our communities safe.

I request that this be on the Council agenda, as well as the agenda for the next Chamber meeting. I ask that this go to the Board for discussion about censure or membership removal.

I request that the District of Ucluelet begin discussions with BC housing and accommodation providers about how to house the vulnerable populations of this town before we house people from out of town, let alone out of province.

Ideally, any licenced short-term accommodation provider found renting to non-residents who arrived after April 1<sup>st</sup> and are not an essential service provider, would have their accommodation licences revoked indefinitely. To continue to rent to non-locals during a health crisis, in the midst of a housing crisis, for personal profit, is unconscionable.

I wish you all health and safety in these uncertain times.

Sincerely,

Jeanette Sheehy

## Joseph Rotenberg

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**From:** Ucluelet Chamber of Commerce <chamberoffice@uclueletinfo.com>  
**Sent:** April 8, 2020 2:06 PM  
**To:** Joseph Rotenberg  
**Subject:** FW: COVID-19 Provincial Economic Stimulus Recommendations  
**Attachments:** COVID-19 Phase 2 Recommendations.pdf

Good afternoon Mr. Rotenberg-

Please see the attached letter to Carole James regarding recommendations for the Province. Please include in the next council agenda as an information item.

Sincerely,

*Lara Kemp*

Executive Director  
Ucluelet Chamber of Commerce  
(250) 726-4641 – office  
(250) 726-6558 – cell



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**From:** Ucluelet Chamber of Commerce  
**Sent:** Wednesday, April 8, 2020 1:22 PM  
**To:** FIN.Minister@gov.bc.ca  
**Cc:** premier@gov.bc.ca; info@ucluelet.ca  
**Subject:** COVID-19 Provincial Economic Stimulus Recommendations

Dear Honorable Carole James,

Thank you to both yourself and the Premier for your governments ongoing efforts to counter the health, social and economic impacts that is the COVID-19 pandemic facing our community and our province. Attached is a letter outlying some recommendations that we, as a Chamber of Commerce and voice for our business community believe would help support them in the next phase of the stimulus.

We hope that you find these further actions helpful in planning your next steps. Thank you for your leadership and opportunity to engage with you during these trying times.

Sincerely,

*Lara Kemp*

Executive Director  
Ucluelet Chamber of Commerce  
(250) 726-4641 – office  
(250) 726-6558 – cell





SINCE 1947

*Our Mission: "To promote trade interest and community welfare of Ucluelet."*

## CONTACT

Email: [chamberoffice@uclueletinfo.com](mailto:chamberoffice@uclueletinfo.com)

PO Box 428, Ucluelet BC V0R 3A0

Phone: 250-726-4641

[www.ucluelet.ca](http://www.ucluelet.ca)

April 8, 2020

Honourable Carole James, MLA  
Minister of Finance and Deputy Premier  
Parliament Buildings  
Victoria, BC V8V 1X4  
Via Email: [FIN.Minister@gov.bc.ca](mailto:FIN.Minister@gov.bc.ca)

**Re: COVID-19 Provincial Economic Stimulus – Phase 2 Recommendations**

Dear Minister Carole James,

Thank you to both you and the Premier for your government's ongoing efforts to counter the health, social and economic impacts that is the COVID-19 pandemic facing our community and our province

On behalf of the Ucluelet Chamber of Commerce- representing hundreds of businesses, of every size and from every sector – I want you to know our Chamber is committed to working with the BC government to protect the health of all British Columbians while we continue to build on the bold and immediate fiscal solutions your government put forward to safeguard Ucluelet and BC's economy and the viability of our members.

As a member of the BC Chamber network, Ucluelet Chamber of Commerce feeds into the BCMindreader.com COVID-19 Business Impact Survey that was able to provide invaluable insight in real time on the dire impact this pandemic is having on our members' day-to-day operations. More importantly, we were able to share what the provincial government can be doing to support our local and provincial businesses and workers. And for that reason, the Ucluelet Chamber of Commerce, along with the BC Chamber, supported the provincial government's initial package of economic and financial support for businesses and their employees that looked to "fill in the gaps" or to enhance the initiatives rolled out by the federal government.

Of course, the Ucluelet Chamber of Commerce is always actively listening to our members on what they think would best support them in the next phase of stimulus. As businesses and not-for-profits continue to see revenue decrease, fixed costs and other expenses are challenging viability of their operations. That is why we are writing to voice our support for the BC Chamber's letter to you with eight (8) additional proposed actions listed below which would provide further needed relief to businesses:

**1. Business Rent Assistance**



Paying the rent is the most important concern for many businesses right now. A potential model for this support is the Rental Assistance for individuals. We would also recommend the subsidy be doubled direct to businesses' landlords like the residential rental subsidy recently announced by your government.

This provides a double benefit by ensuring landlords (who are businesses themselves, in many cases) keep money coming in to pay their bills. Government should also consider a temporary restriction on commercial evictions, similar to residential evictions, during the pandemic.

## **2. Allow for Deferred Municipal Property Tax Payment and Look at Covering a Portion**

Another significant line item for any business is property tax. By providing businesses the ability to defer paying municipal property taxes without penalty for 6 months, the provincial and local governments will provide liquidity that can support businesses and their employees. Government should look at covering a portion of these property taxes so as not add extra burden on businesses as they eventually start to recover from the crisis.

## **3. Freezing the Scheduled Minimum Wage increase for 6 months.**

For most businesses, the largest cost is on labour. With the next scheduled increase to the minimum wage set for June, this will add a new layer of cost right when BC business will be hopefully looking at starting to recover. To make sure, we don't stall business, we ask the government to freeze the minimum wage increase for 6 months.

## **4. No Constructive Dismissal Claims for COVID-related Layoffs**

As part of new unpaid COVID-19 leave options, the provincial government should clarify employers will not be subject to constructive dismissal claims that meet the criteria of a COVID-related layoff or at least have the Ministry of Labour provide written clarification that the allowance for "unforeseen circumstances" under the Employment Standards Act applies to workplace disruptions caused by COVID-19. This temporary response is only during the COVID-19 crisis.

## **5. An EHT Payment Holiday, not just a deferment, for the first 6 Months**

Deferring the tax remittances for EHT, PST and several other taxes for the next 6 months is tremendously helpful to business, which is why a request was made as a foundation of our initial asks of government.

The one challenge, especially with respect to the EHT (which is based on payroll regardless of revenue), is that for many businesses they are making little or no revenue currently, so paying the deferred EHT in the future will bite into future earnings. Providing a 6-month holiday on paying the EHT could mean up to \$950 million stays with the business, while ensuring no additional burden, in order to help keep the company viable and their workers employed.



## **6. Ensure Financial and Regulatory Relief/Support for Credit Unions**

Government and financial institutions have heard the need to keep our economy liquid. Credit unions are stepping up to provide mortgage deferments, fee rebates and low interest/zero interest loans/lines of credit to workers and business, so we encourage the government to ensure financial and regulatory relief/support for credit unions.

## **7. Provide Funding to Assist Businesses Setting Up Remote Working or Online Commerce**

While not every business can set-up to work remotely or sell their goods and services via online commerce, the provincial government should still create a fund to support businesses that can implement this option. It will keep business operating and employees working, which is vital at this time.

This is also a future-oriented opportunity because as we recover from COVID-19 these businesses will likely continue remote work options that can reduce congestion and help achieve our GHG reduction targets.

## **8. Revise the Government Entities' Account Payables Policy**

Require all crown corporations, public health authorities and other provincial agencies to have a revised Account Payables policy that is net 10 days down from the usually 60 days when purchasing goods and services from business.

We hope you find these further actions helpful in planning your next steps in support of members here in Ucluelet. Thank you again for your bold leadership and the opportunity to engage with you in this ongoing dialogue on how we rise to the challenge that is COVID-19 – *together*.

Sincerely,

Lara Kems

Executive Director

Ucluelet Chamber of Commerce

CC:

Hon. John Horgan, Premier of BC [premier@gov.bc.ca](mailto:premier@gov.bc.ca)

Hon. Scott Fraser MLA

District of Ucluelet Mayor and Council







## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 14, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0550-20

**SUBJECT:** COMMITTEE OF THE WHOLE – RESCHEDULING

**REPORT NO:** 20-29

**ATTACHMENT(S):** NONE

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**RECOMMENDATION(S):**

1. **THAT** Council cancel the April 23, 2020, Committee of the Whole Meeting.

**PURPOSE:**

To cancel the April 23, 2020, Committee of the Whole.

**BACKGROUND:**

Council is scheduled to host the Societies Committee of the Whole on April 23, 2020. This meeting is an opportunity for Council to engage representatives from local societies, non-profits and other organization.

Given the health concerns surrounding COVID-19, it is not advisable to host in person meetings at this time. The next Committee of the whole is scheduled to occur on October 20, 2020.

**OPTIONS REVIEW:**

1. **THAT** Council cancel the April 23, 2020, Committee of the Whole Meeting. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

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





## STAFF REPORT TO COUNCIL

Council Meeting: April 14, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – MARCH 2020

**REPORT NO:** 20-27

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

**RECOMMENDATION(S):**

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

**PURPOSE:**

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

**BACKGROUND:**

Finance staff have provided a detailed list of last month's cheque run attached as Appendix A.

**POLICY OR LEGISLATIVE IMPACTS:**

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

**OPTIONS REVIEW:**

1. There is no recommendation. This report is provided for information only.  
**(Recommended)**
2. THAT Council provide alternative direction to staff.

**Respectfully submitted:**

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

Appendix A

District of Ucluelet  
AP Cheque Listing

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
029974	20-Mar-06	ACE COURIER SERVICES	14271800	FINNING WB# A2449496	27.32	27.32	
029975	20-Mar-06	ACME SUPPLIES	906776	URINAL/CLEANING PRODUCTS	93.67	93.67	
029976	20-Mar-06	AGS BUSINESS SYSTEMS INC	61211 245817	COPIER USAGE 12/29/2019-01/28/2020 COPIER USAGE 01/29-02/28/2020	658.87 903.52	1562.39	
029977	20-Mar-06	ALBERNI COMMUNICATIONS & ELECTRONICS LTD	28427	TSUNAMI WARNING SYSTEM	9507.24	9507.24	
029978	20-Mar-06	ALLES HOLDINGS INC	46	FEB 24-MAR 6/20 CONTRACT SERVICES	630	630	
029979	20-Mar-06	ANDREW SHERET LIMITED	03-066263	CURB STOP KEYS	486.39	486.39	
029980	20-Mar-06	BC RECREATION AND PARKS ASSOCIATION	01-66082	REFUND PYMT OF INV14538	367.5	367.5	
029981	20-Mar-06	BLACK & WHITE PARTY RENTALS LTD	01-15641-1	50%DEP TENT RENTAL	1698.38	1698.38	
029982	20-Mar-06	BUREAU VERITAS CANADA (2019) INC.	VA10069889 VA10070935 VA10075137	SEWER TESTING C009643 WATER TESTING C011612 WATER TESTING C013197	324.14 263.55 263.55	851.24	
029983	20-Mar-06	BUSTON, TONI	123009 123011	YOUTH CO FEB/20 YOUTH FOOD INIT FEB/20	920 261.65	1181.65	
029984	20-Mar-06	CITY OF NANAIMO	122992	UVFB EXAM #7 X9	1086.75	1086.75	
029985	20-Mar-06	CIVIC INFO BC	2020-0316	PARKS FOREMAN JOB POSTING	357	357	
029986	20-Mar-06	CLAYOQUOT BIOSPHERE TRUST	122993	2020 GRANT IN AID	1000	1000	
029987	20-Mar-06	CONNECT ROCKET COMMUNICATIONS INC.	3748 3716	MAR/20 MONTHLY SUBSCRIPTION Q1-2020 QUARTERLY SUBSCRIPTION	228.83 134.4	363.23	
029988	20-Mar-06	CUPE LOCAL #118	02/20	FEB/20 DUES	1246.76	1246.76	
029989	20-Mar-06	DOGWASTE SOLUTIONS	1504	DOG WASTE BAGS(X5 CASES)	666.4	666.4	
029990	20-Mar-06	DRAESEKE JAN	123005	CHI GONG-FEB/20	172.93	172.93	
029991	20-Mar-06	DUNCAN ELECTRIC MOTOR LTD.	P4064	START RELAY-NORAH TRAILER PARK	166.62	166.62	
029992	20-Mar-06	E.B. HORSMAN & SON	12329096 12366567 12374090 12363353	FUSUES-UVFB BOTTLE FILL PARTS CREDIT RTRND ITEMS (INV 12272149) PW HEATERS YARD PROJECT MATERIALS	5.79 -833.37 688.89 466.07	327.38	
029993	20-Mar-06	EMCO CORPORATION	87100113-00 87100082-00	PARTS RETURNED PW YARD STRAW MATS	-58.15 380.8	322.65	
029994	20-Mar-06	FINNING (CANADA)	946644805 946646360	YELLOW PAINT SPRING/ROD END	217.06 77.87	294.93	
029995	20-Mar-06	FOOD BANK ON THE EDGE SOCIETY	122994	2020 GRANT IN AID	2000	2000	

Appendix A

District of Ucluelet  
AP Cheque Listing

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
FOUR STAR COMMUNICATIONS							
029996	20-Mar-06	INC	53877	FEB/20 ANSWERING SERVICES	138.92	138.92	
029997	20-Mar-06	FRECHEVILLE MARYLISE	123006	AFTERSCHOOL FEB/20	400	400	
029998	20-Mar-06	GRAY WHALE DELICATESSEN	178553	SNACKS-UEN/ESS MEETINGS	173.25	173.25	
029999	20-Mar-06	GREGG DISTRIBUTORS LTD	011-754771	SCH ABSORBANT PADS/BOOMS	866.17	866.17	
030000	20-Mar-06	GUILLEVIN INTERNATIONAL CO	0428-535474	UVFB ADAPTER/FILTERS	164.9	164.9	
030001	20-Mar-06	HARTWELL KEVIN	123003	TIGER CHI GUNG FEB/20	21.86	21.86	
030002	20-Mar-06	HOGAN, SARAH	123004	DANCE FIT FEB/20	103	103	
HOLISTIC EMERGENCY							
030003	20-Mar-06	PREPAREDNESS	2657	EOC TRAINING EXERCISE	3545.95	3545.95	
030004	20-Mar-06	KASSLYN CONTRACTING	D707 D708	D707 D708	1273.73 931.09	2204.82	
030005	20-Mar-06	KERDMAN LINDSAY	123007	JAN-FEB/20 ADULT GYM	117.15	117.15	
KOERS & ASSOCIATES							
030006	20-Mar-06	ENGINEERING LTD.	1956-004 1863-013 1750-012	1956 STORM DRAINAGE MASTER PLAN 1863 SANITARY MASTER PLAN 1750 BAY ST SANITARY SEWER	1543.5 2381.4 5431.44	9356.34	
030007	20-Mar-06	MARTIN CRIS	123008	CTM FEB/20	18.38	18.38	
030008	20-Mar-06	MEC PROJECTS LTD	2229 2217	SCADA POWER MODULE/ELECTRICAL CONT BC COURT SRVCS NETWORK UPGRADE	21082.1 2591.67	23673.77	
MID-ISLAND FIRE EQUIPMENT							
030009	20-Mar-06	LTD	35317B	VISUAL TANK INSPECTION UVFB	235.2	235.2	
030010	20-Mar-06	PORT BOAT HOUSE	156611	GENERATOR PARTS	19.02	19.02	
030011	20-Mar-06	NRGWISE CONSULTING	UCL 2002	COLLECTIVE BARGAINING	7061.53	7061.53	
030012	20-Mar-06	PACIFIC RIM ARTS SOCIETY	122995	2020 GRANT IN AID	2500	2500	
030013	20-Mar-06	PACIFIC RIM HOSPICE SOCIETY	122996	2020 GRANT IN AID	3000	3000	
030014	20-Mar-06	PAUL DAVIS CVI	CVI200028	ASBESTOS TESTING 1293 PENINSULA	1745.1	1745.1	
030015	20-Mar-06	PRAIRIE COAST EQUIPMENT	P25187	TRAILER	803.43	803.43	
030016	20-Mar-06	PUROLATOR INC	443843296	BV LABS	148.32	148.32	
RAINCOAST EDUCATION							
030017	20-Mar-06	SOCIETY	122997	2020 GRANT IN AID	2000	2000	
RECEIVER GENERAL FOR							
030018	20-Mar-06	CANADA	20200004578	RADIO LICENSES RENEWAL 2020	2317.86	2317.86	
030019	20-Mar-06	ROSENE KAT	123010	ROSENE-FAMILY DAY 2020	200	200	
SEA VIEW SENIORS HOUSING							
030020	20-Mar-06	SOCIETY	123001	2020 GRANT IN AID	3000	3000	

Appendix A

District of Ucluelet  
AP Cheque Listing

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
SONBIRD REFUSE & RECYCLING							
030021	20-Mar-06	LTD.	38102	PW YARD GARBAGE JAN/20	974.52	3728.61	
			38099	SCH GARBAGE JAN/20	1643.65		
			38100	52 STEPS GARBAGE JAN/20	429.61		
			38101	WHISKEY DOCK GARBAGE JAN/20	680.83		
030022	20-Mar-06	STANTEC CONSULTING LTD.	1467712	PEER REVIEW-FORMER BULK FUEL	3170.38	3170.38	
SUN LIFE ASSURANCE							
030023	20-Mar-06	COMPANY OF CANADA	77515	MAR/20 EAP PROGRAM	117.6	117.6	
TRANSPARENT SOLUTIONS							
030024	20-Mar-06	CORP	11113	CLEARMAIL SPAM FILTER APR/20	20.95	20.95	
030025	20-Mar-06	UCLUELET PETRO-CANADA	7160	BACKHOE REPAIR	39.69	688.36	
			3775	#4 REPAIRS	325.33		
			5606	#4 TOWING FEE	89.25		
			7797	BACKHOE TOGGLE SWITCH	118.18		
			7713	2004 FORD RANGER TAILGATE HANDLE	76.98		
			7578	2004 FORD RANGER WIPER BLADE	38.93		
030026	20-Mar-06	UKEE INFO TECH	12017	IT SUPPORT JAN/20	8897.56	10462.1	
			12034	IT SUPPORT FEB/20	1564.54		
030027	20-Mar-06	UKEE PUBLIC MARKET SOCIETY	122998	2020 GRANT IN AID	2000	2000	
030028	20-Mar-06	UPS CANADA	512225555	CUSTOMS/DUTY FEES-UVFB	85.2	85.2	
WESTCOAST COMMUNITY							
030029	20-Mar-06	RESOURCES SOCIETY	122999	2020 GRANT IN AID	2000	2000	
030030	20-Mar-06	WESTCOAST CONNECT	3537	DOG BAGS	61.93	61.93	
WFR WHOLESALE FIRE &							
030031	20-Mar-06	RESCUE LTD.	119402	UVFB COVERALLS	2665.24	2665.24	
030032	20-Mar-06	WILD PACIFIC TRAIL SOCIETY	123000	2020 GRANT IN AID	2000	2000	
030033	20-Mar-06	WILLIAMSON ASHLEY	123002	YOGA FEB/20	168.69	168.69	
030034	20-Mar-06	WURTH CANADA LTD	23819833	PW YARD SUPPLIES	1260.19	1260.19	
030035	20-Mar-06	YOUNG ANDERSON	117610	1190134	92.41	3634.79	
			117609	1190080	449.02		
			117611	1190167	2122.92		
			117612	1190170	970.44		
030036	20-Mar-13	KERDMAN LINDSAY	123012	KERDMAN-GYMNASTICS	5389.2	5389.2	
030037	20-Mar-20	ACRD	10612	COMMERCIAL GARBAGE FEB/20	44.2	44.2	
030038	20-Mar-20	ADDY POWER LTD.	20-12971	TSUNAMI SIREN POLES W/INSTALL	24150	24150	
030039	20-Mar-20	BLACK PRESS GROUP LTD.	33844818	JAN/20 ADS	712.19	712.19	
BUREAU VERITAS CANADA							
030040	20-Mar-20	(2019) INC.	VA10083592	WATER TESTING C017729	263.55	861.74	
			VA10080661	WATER TESTING C015952	263.55		
			VA10082345	SEWER TESTING C015911	334.64		
030041	20-Mar-20	BUSTON, TONI	123020	YOUTH MAR/20	920	920	

Appendix A

District of Ucluelet  
AP Cheque Listing

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
		CHERNOFF THOMPSON					
030042	20-Mar-20	ARCHITECTS	15456	PROJ 39038.1 HEALTH CENTRE STUDY	5497.8	5497.8	
030043	20-Mar-20	CITY OF NANAIMO	123028	UVFB TEXTBOOKS X6	1008	1008	
		COMMUNITY ENERGY					
030044	20-Mar-20	ASSOCIATION	MEM-2020-041	CEA MEMBERSHIP 2020	1300	1300	
030045	20-Mar-20	CONTROL SOLUTIONS	C003530	UCC HEAT MNTE-1ST QTRLY BILL	895.78	895.78	
030046	20-Mar-20	COOPER, DAYE	123029	STARGAZING/MENTAL HEALTH	879.4	879.4	
		CORPORATE EXPRESS CANADA					
030047	20-Mar-20	INC	52551331	PRINT CALCULATOR-UCC	77.77	477.87	
			52600812	POST-IT DRY ERASE	79.96		
			52500196	UCC OFFICE SUPPLIES	320.14		
030048	20-Mar-20	DOLAN'S CONCRETE LTD.	UK49088	CONCRETE-GARDEN ST	1367.77	1367.77	
030049	20-Mar-20	DUMAS FREIGHT COMPANY	68120	CLEARTECH	194.25	278.24	
			66491	EMCO(FOUR STAR)	83.99		
030050	20-Mar-20	E.B. HORSMAN & SON	12407226	LIFT STATION HOUR METER	85.08	85.08	
030051	20-Mar-20	EBBWATER CONSULTING INC.	328	FLOOD MODELLING CONTRACT	26744.81	26744.81	
030052	20-Mar-20	ERIK LARSEN DIESEL CO. LTD.	717678	BACKHOE REPAIRS-HYDRAULIC SYSTEM	122.27	122.27	
030053	20-Mar-20	FAR WEST DISTRIBUTORS LTD	333236	SCH BATHROOM SUPPLIES	283.09	283.09	
030054	20-Mar-20	GUILLEVIN INTERNATIONAL CO	0428-536339	COVID19 ISOLATION PPE-UVFB	267.68	373.52	
			0428-536334	COVID19 ISOLATION PPE-UVFB	105.84		
030055	20-Mar-20	HARTWELL KEVIN	123022	E CHI GUNG WINTER/20	288	288	
030056	20-Mar-20	HINDER SANDRA	123021	DANCE WINTER/20	2163.2	2163.2	
030057	20-Mar-20	HOAR JENNIFER	122991	HOAR-LGLA VANCOUVER	706.84	706.84	
030058	20-Mar-20	ICBC	2020 ICBC-INS	2020-21 FLEET INSURANCE	19503	19503	
030059	20-Mar-20	INFOSAT COMMUNICATIONS	420997	SAT PHONE MAR/20	106.7	106.7	
		J. ROBBINS CONSTRUCTION					
030060	20-Mar-20	LTD	4319	TUGWELL/BLVDS SAND	423.4	423.4	
030061	20-Mar-20	KASSLYN CONTRACTING	D709	D709	1123.96	2733.26	
			D710	D710	1609.3		
030062	20-Mar-20	KEMPS, LARA	123013	KEMPS-SMALL BUSINESS BC	296.56	296.56	
030063	20-Mar-20	L'HOMME SOPHIE	123026	CHOIR PYMT A WINTER/20	3177.5	3177.5	
		LAND TITLE & SURVEY					
030064	20-Mar-20	AUTHORITY OF BC	TUP19-02	TUP19-02 NOTICE ON TITLE	29.66	29.66	
		LAND TITLE & SURVEY					
030065	20-Mar-20	AUTHORITY OF BC	TUP19-03	TUP19-03 NOTICE ON TITLE	29.66	29.66	
		LAND TITLE & SURVEY					
030066	20-Mar-20	AUTHORITY OF BC	TUP19-04	TUP19-04 NOTICE ON TITLE	29.66	29.66	

Appendix A

District of Ucluelet  
AP Cheque Listing

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
		LAND TITLE & SURVEY					
030067	20-Mar-20	AUTHORITY OF BC	TUP19-05	TUP19-05 NOTICE ON TITLE	29.66	29.66	
		LAND TITLE & SURVEY					
030068	20-Mar-20	AUTHORITY OF BC	TUP19-06	TUP19-06 NOTICE ON TITLE	29.66	29.66	
030069	20-Mar-20	LGMA	E-2684	ROTENBERG-LGMA RECORDS MGMT FILE P	5	5	
030070	20-Mar-20	MEC PROJECTS LTD	1987	MARINE DR LIFT STATION	294	2200.52	
			2117	STREETLIGHT FUSE REPLACEMENT	514.94		
			2256	STREETLIGHT REPAIRS	677.58		
			2270	VFD ELECTRICAL	714		
030071	20-Mar-20	MINISTER OF FINANCE	94516427	UVFB-NITRILE GLOVES	122.05	122.05	
		TOFINO COMMUNITY FOOD					
030072	20-Mar-20	INITIATIVE	123017	WINTER/20	284	284	
030073	20-Mar-20	CITY OF FERNIE	47931	RESORT COMMUNITY COLLABORATIVE MEI	202.76	202.76	
030074	20-Mar-20		BP18-46	BP18-46 DMG DEP RETURN	1000	1000	
030075	20-Mar-20	MUSSELL JASON	123027	MUSSELL-BCRPA SPRING TRNG-LANGLEY	1112.77	1112.77	
030076	20-Mar-20	NOEL MAYCO	123014	NOEL-FISHERIES FOR COMMUNITIES	238.76	356.96	
			123015	NOEL-JOINT COUNCIL MEETING	49.56		
			123016	NOEL-ACRD BOARD MEETING PORT ALBERI	68.64		
		ON THE EDGE ROOFING &					
030077	20-Mar-20	CONTRACTING	614	UCC EAVESTROUGH MAINTENANCE	215.25	215.25	
030078	20-Mar-20	PBX ENGINEERING LTD	8243	14282-01 UCLUELET SCADA	2221.46	2221.46	
030079	20-Mar-20	PIONEER BOAT WORKS	79205	RAIN JACKET/PANTS	287.7	287.7	
		PUBLIC SECTOR DIGEST INC					
030080	20-Mar-20	(THE)	13276	CITYWIDE ANNUAL RENEWAL 2020-21	10797.95	10797.95	
030081	20-Mar-20	ROCKY MOUNTAIN PHOENIX	IN0121374	UVFB XZAM ANALYSIS	380.8	380.8	
030082	20-Mar-20	SHARE CANADA	19187	NATRAKLENE DEGREASER	2367.7	2367.7	
030083	20-Mar-20	SHU IAN	123025	PD PYMT B WINTER/20	2575.76	2575.76	
030084	20-Mar-20	SIGMUND, NORANND	123023	G.F. YOGA WINTER/20	321	321	
		SONBIRD REFUSE & RECYCLING					
030085	20-Mar-20	LTD.	38215	UCC GARBAGE FEB/20	152.95	3304.04	
			38214	PW YARD GARBAGE FEB/20	725.88		
			38104	UVFB/UAC HALL GARBAGE JAN/20	100.32		
			38216	UVFB/UAC HALL GARBAGE FEB/20	85.31		
			38211	SCH GARBAGE FEB/20	1414.98		
			38213	WHISKEY DOCK GARBAGE FEB/20	537.42		
			38212	52 STEPS GARBAGE FEB/20	287.18		
030086	20-Mar-20	STRICKLAND KARLA	123018	SCULPTURE WINTER/20	1014	5862	
			123019	SCULPTURE-WINTER/20	4848		
030087	20-Mar-20	SUPERIOR PROPANE	29101554	UCC-PROPANE REFILL	1442.88	1442.88	
030088	20-Mar-20	UBCM	D-5086	2020 UBCM MEMBER DUES	1345.17	1345.17	



Appendix A

District of Ucluelet  
AP Cheque Listing

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
		UCLUELET CONSUMER'S CO-					
030089	20-Mar-20	OPERATIVE ASSN	71318531	#2 PREM FUEL	83.07	2875.98	
			71322297	#2 PREM FUEL	84.72		
			11FEB2020#8178	PW COFFEE SUPPLIES	43.2		
			14FEB2020#8128	DS PRO CYLNR PW	30.21		
			06FEB2020#5851	AFTERSCHOOL PROGRAM	27.15		
			19FEB2020#9777	YOUTH ROOM	36.64		
			19FEB2020#9809	TEA/COFFEE SUPPLIES UCC	17.26		
			20FEB2020#6259	AFTERSCHOOL PROGRAM	25.52		
			24FEB2020#1397	COFFEE SUPPLIES PW	13.5		
			26FEB2020#2129	AFTERSCHOOL PROGRAM	31.1		
			6375	CARDLOCK FEB/20	2483.61		
		UCLUELET CONSUMER'S CO-					
030090	20-Mar-20	OPERATIVE ASSN	71325183	#2 PREM FUEL	55	121.01	
			71328112	#2 PREM FUEL	66.01		
		UCLUELET CONSUMERS CO-					
030091	20-Mar-20	OPERATIVE ASSN	04/20	APR/20 LEASE	250	250	
030092	20-Mar-20	UCLUELET PETRO-CANADA	7923	2012 FORD F150 REPAIRS	68.5	68.5	
030093	20-Mar-20	UCLUELET RENT-IT CENTER LTD	36502	PORTABLES FEB/20	1545.6	1545.6	
030094	20-Mar-20	WILLIAMSON ASHLEY	123024	YOGA WINTER/20	855	855	
		WINDSOR PLYWOOD -					
030095	20-Mar-20	UCLUELET DIV.	16551A	PW SHOP SUPPLIES	615.04	1148.15	
			16198A	SCH LUMBER FOR DECKING	246.58		
			15473A	ALDER PARK FLOWER BED	286.53		
030096	20-Mar-20	WURTH CANADA LTD	23846214	RESPIRATORS/CARTRIDGES-PW	614.27	1214.11	
			23845872	EYEWASH STATIONS-PW	247.21		
			23851743	PAINT/EAR PLUGS-PW	352.63		
		XPLORNET COMMUNICATIONS					
030097	20-Mar-20	INC	INV30950422	EMRGNCY INTERNET FIREHALL MAR/20	70.55	70.55	
030098	20-Mar-20	YOUNG ANDERSON	118095	1190172	406.96	3022.73	
			118094	1190170	941.08		
			118093	1190167	236.89		
			118092	1190080	1437.8		





## STAFF REPORT TO COUNCIL

Council Meeting: April 14, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING –MARCH 2020

**REPORT NO:** 20-28

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

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

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

### **PURPOSE:**

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

### **BACKGROUND:**

The resolution follow-up status categories are:

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

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

### **OPTIONS REVIEW:**

1. There is no recommendation. This report is provided for information only. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

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

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

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	26-Nov-19	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council encourage the applicant to provide further detail and / or clarification on the following: a. the proposed construction method, quality, energy efficiency and exterior materials of the housing units; b. details of the mechanism and legal instruments which would define and ensure the ongoing affordability of the units, for both rental and ownership models; c. detailed landscape preservation and stream corridor mitigation plans; and, d. analysis of servicing requirements and potential efficiencies with municipal utility networks and for connections through the site.	Staff to follow up with the applicant and prepare report for Council.	Planning	Complete
Regular Council	26-Nov-19	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council approve recommendation 2 of report item "Lot 13 Marine Drive - Proposed Affordable Housing" which states: 2. THAT Council direct staff to prepare a zoning amendment bylaw to accommodate the use and density of the proposed affordable housing development on Lot 13, for introduction at a future Council meeting.	Staff to prepare zoning amendment bylaw.	Planning	Complete
Regular Council	26-Nov-19	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council indicate it is prepared to support one or more of the following concessions sought by the developer of the proposed 33-unit micro-lot affordable housing development on Lot 13: consider adopting a DCC Cost Reduction and Waiver Bylaw for affordable housing and/or other categories of qualifying development and, if so, direct staff to prepare a draft bylaw and report on funding options for initial consideration and public input; and accept that purchase or rent by households earning the median income or less is deemed as meeting the intent of the District's policies for affordable housing, rather than households earning 80% of median income or less for this project.	Staff to prepare a draft bylaw and report, once applicant has provided details of their proposal	Planning	Complete
Regular Council	10-Dec-19		THAT Staff provide Council with options for rejuvenating the Frank Jones Memorial site.	Staff to provide Council with options for rejuvenating the Frank Jones Memorial site	Recreation	In Progress - This will be part of overall master plan for Tugwell Field Area - Planning 2020

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	10-Dec-19	Temporary Use Permit - 1861 Peninsula Road	THAT Council provide an opportunity for public comment on this item; and, THAT, subject to public comment, Council authorize issuance of Temporary Use Permit 19-06 to allow residential and seasonal accommodation for up to three years in the Thornton Motel located at 1861 Peninsula Road.	Staff to issue permit - sign, scan, file.	Planning	In Progress - awaiting signature of second party
Regular Council	14-Jan-20		THAT Staff work with Black Rock Oceanfront Resort & Spa to identify unique solutions for navigation to the resort.	A.) Staff to incorporate options for directional landmarks in designs for Peninsula Road B.) Staff to follow up with Black Rock to discuss options for appropriate directional signs	Planning & Public Works	Assigned
Regular Council	14-Jan-20	Zoning Bylaw Amendment for 2100 Peninsula Road	That staff prepare a report that identifies options for the regulation of odor and noise, including a covenant.	Staff to prepare a report	Planning	In Progress - awaiting information from applicant
Regular Council	28-Jan-20	Building Infractions and Zoning Bylaw Amendment for 2088 Peninsula Road (RAVEN LODGE)	THAT District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020, be given first and second reading and advanced to a public hearing.	Staff to bring the item to public hearing	Corporate Services	In Progress: Public hearings will not be scheduled until large gatherings are deemed safe by the Public Health Officer or until inteirm COVID 19 Public Hearing Rules are introduced by the province
Regular Council	28-Jan-20	Building Infractions and Zoning Bylaw Amendment for 2088 Peninsula Road	THAT a Notice pursuant to the authority of Section 57 of the Community Charter be filed in the Land Titles Office against the Title of Lot 8, District Lot 284, Clayoquot Land District, Plan VIP58757; PID 018-743-668; having a civic address of 2088 Peninsula Road.	Staff to file Section 57 on title	Administration	Complete

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	11-Feb-20	West Coast Multi-Use Path Extension Bruce Greig, Manager of Community Planning	THAT the District of Ucluelet make application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to expand Licence of Occupation File 1407317, to allow for the extension of the West Coast Multi Use Path and other associated utility uses, between the existing Multi Use Path and Pacific Rim National Park Reserve.	Apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development	Planning / Public Works	In Progress - ACRD staff submitting application
Regular Council	25-Feb-20	Ucluelet Economic Development Corporation	THAT Council direct Staff to take the steps necessary to: a. Update the Directors of the Ucluelet Economic Development Corporation (UEDC) to Mayco Noel, Lara Kempfs, Rachelle Cole, Marilyn McEwen and Jennifer Hoar; b. Update the Officer of the IEDC to Mayor Noel and Marilyn McEwen; and, c. file the 2019 IEDC annual report.	Update directors, officer and file 2019 annual report	Administration	In Progress - awaiting resignation letters from former directors
Special Council	12-Mar-20	February 20, Special Budget Meeting Minutes	That Council adopts the February 20, 2020 Special Budget Meeting Minutes as amended.	Amend, sign, post, file	Administration	In Progress
Special Council	12-Mar-20	Mayor's Announcements	THAT Council allocates up to \$25,000 from the surplus reserve fund as COVID-19 emergency funds.	Allocate \$25,000 from surplus reserves for COVID-19 emergency uses	Finance	Complete
Special Council	12-Mar-20	Reporting and Request for Funding Letter from the Ucluelet Chamber of Commerce	THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet.	Draft report regarding future locations for Tourism Ucluelet	Planning	Assigned
Special Council	12-Mar-20	Amended Single-Use Item Regulation Bylaw No. 1266, 2029	1. THAT third reading of "District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020" be rescinded. 4. THAT a copy of the amended Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be sent to the Minister of Environment and Climate Change Strategy for approval.	1. Update Bylaw and Tracker 4. Send copy of Bylaw to Minister and upon approval bring back for Council adoption	Administration	In Progress: awaiting ministerial approval
Special Council	12-Mar-20	Community Emergency Preparedness Fund - EOC Program Grant	1. THAT Council supports the activities outlined in the District of Ucluelet's UBCM Emergency Operations Centres & Training Grant Application. 2. THAT Council provides overall grant management if the District of Ucluelet is awarded the UBCM Emergency Operations Centres & Training 2020 Grant.	Submit Grant with certified resolution	Fire	Complete
Special Council	12-Mar-20	Short Term Loan Authorization for Fleet Vehicle Purchase	1. THAT the Council of the District of Ucluelet authorizes up to \$200,000 be borrowed, under Section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of obtaining an equipment financing loan to purchase fleet vehicles; and 2. THAT the loan be repaid within 5 years, with no rights to renew.	Apply for Loan	Finance	Assigned

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Special Council	12-Mar-20	Operating and Project Review - Draft 5 Year Financial Plan	That Council direct Staff to provide a report on options for investing the remaining Community Forest Funds that have not been allocated for the 2020 budget.	Draft report	Finance	Assigned
Regular Council	17-Mar-20	February 25, 2020 Regular Minutes	THAT Council approve the February 25, 2020 Regular Minutes as amended.	Amend, sign, post, file	Administration	Assigned
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council authorize the District to enter into a Master Partnering Memorandum of Understanding for the development of Affordable Home Ownership Program (AHOP) units in the District of Ucluelet with the British Columbia Housing Management Commission (BC Housing).	Staff to work with BC Housing to prepare MoU	Planning	in progress
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 12 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 12. THAT Council approve funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households, subject to the following: a. the funds being released to the developer once the 33-lot subdivision has been registered; and, b. a mortgage charge being registered in favour of the District equal to \$14,545.45 in priority on the title of the 22 ownership lots, with the understanding that those mortgage charges will be discharged from each lot once an Occupancy Permit has been obtained for a dwelling unit on the lot.	Staff to work with applicant	Planning	in progress
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 10 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 10. THAT Council indicate the following additional information should be provided with a future Development Permit application for the proposed 33-lot subdivision: a. grading plans showing the existing and proposed site grades, limits of disturbance and proposed erosion protection measures during construction; b. runoff calculations and detailed drainage design, with review and recommendation by a Qualified Environmental Professional on measures for protection water quality and habitat downstream; c. servicing plans based on the site grading; and, d. detailed landscape plans for road frontages, pathways and park spaces, including tree protection measures and proposed relocation measures for the existing gazebo adjacent to Marine Drive in the vicinity of proposed lots 4 and 5.	Advise applicant.	Administration	Complete



Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 9 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 9. THAT Council indicate support to consider the following at the time that more detailed plans and studies are provided by the developer when applying for a Development Permit for the proposed 33-lot subdivision: a. approval for the proposed greenspace buffer setback of 8m from the east property line of Lot 13 as it would apply to proposed lots 5 through 19, despite the terms of Restrictive Covenant FB154853 currently registered on title which stipulate a 10m greenspace buffer on that side, subject to submission of an acceptable replacement greenspace covenant with buffer specifications and maintenance restrictions for the future owners of the proposed lots; and, b. approval to discharge Restrictive Covenant FB154877 from the title of Lot 13 which restricts development on site within the riparian areas defined next to streams "AB" and "AC", subject to submission of an acceptable rain water management plan for the quantity and quality of runoff discharged to the adjacent stream "1" from the proposed development on Lot 13.	Advise applicant	Planning	Complete
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 8 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 8. THAT Council indicate that it is prepared to authorize the following, once the "No Subdivision Covenant" has been registered on the title of Lot 13: a. discharge of "No Build" covenant FB154873 currently registered on the title of Lot 13; and, b. approval for the future modification of Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered, to document that 33 affordable units have been created for future consideration and calculation of the development potential on other lands currently owned by Weyerhaeuser Company Ltd.	Staff to work with lawyer to modify Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered	Planning	In progress - draft with applicant for review
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 7 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 7. THAT Council indicate that final approval of the Zoning Amendment Bylaw would be subject to the applicant providing a registerable copy of the "No Subdivision" Covenant executed by all owners and charge holders.	Obtain from applicant a registerable copy of the "No Subdivision" Covenant once it is executed by all owners and charge holders	Planning	In progress - draft with applicant for review & execution

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 5 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 5. THAT, subject to public input, Council indicate support for Development Variance Permit No. 3090-20-DVP20-02 which would vary the following:  a. vary the Ucluelet Subdivision Control Bylaw No. 521, 1989, to allow development of a compact residential road and services within a 10m dedicated road right-of-way (instead of a 15m minimum road dedication) as proposed in the cross section by Park City Engineering Ltd. dated February 14, 2020; and,  b. for proposed Lots 1, 2 and 5, vary section R-5.6.2 of District of Ucluelet Zoning Bylaw No. 1160, 2013, to permit access to a parking space to be located between the front face of the principal building and the adjacent road	Staff to bring forward DVP20-02 to future Council meeting during consideration of a Development Permit for the project	Administration / Planning	Assigned
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 5 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 5. THAT, subject to public input, Council indicate support for Development Variance Permit No. 3090-20-DVP20-02 which would vary the following:  a. vary the Ucluelet Subdivision Control Bylaw No. 521, 1989, to allow development of a compact residential road and services within a 10m dedicated road right-of-way (instead of a 15m minimum road dedication) as proposed in the cross section by Park City Engineering Ltd. dated February 14, 2020; and,  b. for proposed Lots 1, 2 and 5, vary section R-5.6.2 of District of Ucluelet Zoning Bylaw No. 1160, 2013, to permit access to a parking space to be located between the front face of the principal building and the adjacent road	Staff to prepare DVP20-02 to bring forward to Council at a future date	Planning	Assigned
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 4 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 4. THAT Council give first, second and third reading to Ucluelet Housing Agreement Bylaw No. 1270, 2020.	Update the bylaw tracker and the bylaw with the first, second and third reading dates	Administration	Complete

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 3 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 3. THAT staff be directed to: a. advertise, in conjunction with the notice of waiving a public hearing, a mechanism and a time period for community members to provide written comment to Council on this application; and, b. organize an online public information portal to provide all of the background material and details of the proposed affordable housing development, so that community members can access the information and inform themselves of the proposal during the advertised public comment period;	Include information about Lot 13 Marine Drive Affordable Housing - Public Input page in the newspaper notice	Administration	Complete
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 3 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 3. THAT staff be directed to: a. advertise, in conjunction with the notice of waiving a public hearing, a mechanism and a time period for community members to provide written comment to Council on this application; and, b. organize an online public information portal to provide all of the background material and details of the proposed affordable housing development, so that community members can access the information and inform themselves of the proposal during the advertised public comment period;	Set up with help of Nicky Ling, Lot-13 Marine Drive Affordable Housing - Public Input page on ucluelet.ca	Administration	Complete
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 2 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 2. THAT Council give notice of its decision, under Section 464(2) of the Local Government Act, to waive the holding of a public hearing on Zoning Amendment Bylaw No. 1269, 2020, in response to community health concerns over the potential spread of the COVID-19 virus.	Prepare newspaper notice, submit to lawyers for review, and send to Westerly	Planning	Complete
Regular Council - 17 Mar 2020	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 1. THAT Council give first and second reading to Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020.	Adjust the bylaw tracker and bylaw with first and second reading dates	Administration	Complete
Regular Council	17-Mar-20	Water Treatment Loan Authorization Donna Monteith, Chief Financial Officer	That Council approve recommendation 3 of report item, "Water Treatment Loan Authorization" which states: 3. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given third reading and referred to the Inspector of Municipalities for approval.	Staff to refer bylaw to the Inspector for Municipalities for approval	Administration	Assigned

Meeting	Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	17-Mar-20	Water Treatment Loan Authorization Donna Monteith, Chief Financial Officer	That Council approve recommendation 3 of report item, "Water Treatment Loan Authorization" which states: 3. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given third reading and referred to the Inspector of Municipalities for approval.	Staff to update the bylaw with readings	Administration	Complete



## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 14, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 4020-20-COVID19

**SUBJECT:** COVID-19 BYLAW EDUCATION AND ENFORCEMENT

**REPORT NO:** 20-31

**ATTACHMENT(S):** APPENDIX 'A' – *District of Ucluelet Bylaw Enforcement Priorities During COVID-19*  
APPENDIX 'B' – *Compliance and Enforcement Guidance about Public Health Orders with respect to Physical Distancing, BC CDC, March 31, 2020*  
APPENDIX 'C' – *Urgent Appeal to Visitors and Second Home Owners Not to Travel to the West Coast Region for Easter Weekend, April 9, 2020*

### RECOMMENDATION(S):

1. **THAT** Council formally endorse the *District of Ucluelet Bylaw Enforcement Priorities During COVID-19* policy; and,
2. **THAT** Council provide direction on what further advocacy, education and/or enforcement steps should be pursued, if any, at this time.

### PURPOSE:

To provide Council with an update of Bylaw education and enforcement priorities during the COVID-19 provincial state of emergency, and discuss options for Council to consider.

### DISCUSSION:

On March 31, 2020, the Provincial Centre for Disease Control and Ministry of Health published a Guidance document (see Appendix 'B'), for compliance and enforcement officials (C&EO's) following the issuance of the Bylaw Enforcement Officer (COVID-19) Order pursuant to the *Emergency Program Act*.

These Orders enable C&EOs to provide assistance for compliance and enforcement of public health through monitoring and providing warnings, information and advice. The province has adopted and implemented a graduated compliance and enforcement approach that generally starts with providing information, education and advice as the first step, with escalating measured enforcement only as required.

The attached policy clarifies that the bylaw enforcement priority is currently *Education* and *Monitoring for Compliance* to assist enforcement of Provincial Health Officer and General Provincial Orders. The responsibility for enforcement proceedings remains with the Province.

In addition, numerous strongly-worded **recommendations** from Federal, Provincial and local leaders and medical professionals have called on the public to halt all non-essential travel. Despite this, some individuals have ignored these urgings and continue to travel to this community from other towns and provinces. A high level of concern has been expressed from local medical professionals and leaders for the risks posed to the community (and its limited health resources) by ill-advised and ill-timed tourist travel to the west coast (see Appendix 'C').

Council could – alone or in partnership with other neighbouring jurisdictions - seek an Order from the Health Authority to curtail tourist travel to the west coast at this time. The legal responsibility for enforcement would, in that case, rest with the Province. Just this week, The Medical Health Officer for Island Health issued an order to shut Fitness Facilities. A similar order applying to Tourist Travel and Accommodation on the West Coast may be an appropriate tool at this time.

Another option, should local businesses be found to be ignoring the recommendations of the provincial and federal Health Officers by continuing to provide recreation services or accommodation to tourists, would be for Council to suspend a business licence under Section 60(2) of the *Community Charter*:

**“60 Business licence authority**

- (1) An application for a business licence may be refused in any specific case, but
  - (a) the application must not be unreasonably refused, and
  - (b) on request, the person or body making the decision must give written reasons for the refusal.
- (2) In addition to the authority under section 15 (1) (e) [*licences, permits and approvals — suspension and cancellation*], a business licence may be suspended or cancelled **for reasonable cause**.
- (3) Before suspending or cancelling a business licence, the council must give the licence holder notice of the proposed action and an opportunity to be heard.
- (4) Despite section 155 (2) (b) [*restriction on delegation of hearings*], a council may, by bylaw under section 154 [*delegation of council authority*], authorize a municipal officer or employee to suspend or cancel a business licence.
- (5) If a municipal officer or employee exercises authority to grant, refuse, suspend or cancel a business licence, the applicant or licence holder who is subject to the decision is entitled to have the council reconsider the matter.”

There may be some risk associated with suspension of a business licence, in that the decision could be challenged. Whether or not such suit proved successful, the District would incur legal costs.

The risk of legal challenge may be reduced if the approach were in step with other jurisdictions. At this time staff are not aware of any other municipalities suspending business licences to seek compliance with provincial COVID-19 orders or recommendations. Should Council direct that staff pursue this direction of enforcement, it is recommended that specific legal guidance be sought to ensure the process is fair, reasonable and defensible. Staff also recommend that a joint approach consistent with other neighbouring jurisdictions would be advisable.

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

Monitoring and Education related to COVID-19 orders, and responding to questions and complaints from the public, is expected to demand the majority of Bylaw Services staff time for the foreseeable future.

Should additional resources be necessary, staff from other departments may be deployed to assist with Bylaw Services.

**FINANCIAL IMPACTS:**

If additional costs are incurred to support the education and monitoring of provincial Orders, including additional materials or wages, those costs could be recovered under Emergency Management BC and the Provincial Regional Emergency Operations Centre (PREOC).

**OPTIONS REVIEW:**

This is an appropriate opportunity for Council to endorse the *Bylaw Enforcement Priorities During COVID-19* policy. It would be timely for Council to also provide direction on whether to pursue either of the following:

- A. **THAT** Council engage the Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht and Yuułu?ił?ath governments, District of Tofino and Alberni-Clayoquot Regional District to discuss a coordinated approach for the West Coast to:
  - i. lobby Island Health and/or the Government of BC to pass an order restricting tourist and other non-essential travel to the West Coast at this time; and,
  - ii. take a consistent approach when exercising legislated local government and/or treaty powers to curtail businesses and activities which are not complying with recommendations of the Public Health Officers to stop the spread of COVID-19.

**or;**

- B. **THAT**, given the extraordinary steps being taken by local residents and businesses to avoid the spread of COVID-19 coupled with the direct statements from Federal and Provincial governments that now is NOT the time for non-essential travel, Council indicate that providing tourist recreation services or accommodation for out-of-town tourists will be considered reasonable cause for suspension of a business licence under Section 60 of the *Community Charter*, at this time.

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



## District of Ucluelet – Bylaw Enforcement Priorities During COVID-19

### High Priority

The highest priority at this time is *Education and Monitoring for Compliance* to assist enforcement of Provincial Health Officer and General Provincial Orders.

The relevant orders encountered in the District of Ucluelet relate to:

[“Owners and Operators of Nightclubs and Food & Drink Establishments”](#);  
[“Travellers”](#); and,  
[“Mass Gatherings”](#);

- Health Officers (Island Health staff) will focus on regulated establishments such as food premises (restaurants, grocery stores, mobiles) and personal service establishments (barber shops, tattoo parlors, massage therapy, etc.).
- Municipalities have been asked to focus on unregulated establishments which are not frequented by Health Officers, and to monitor closed public facilities and businesses.
- Those establishments which are not directly monitored by Health Officers will be monitored by municipal staff. Any concerns will be communicated to provincial Health Authorities, who retain responsibility for enforcement of all Provincial Health Orders.

In addition, municipalities have been asked to assist with education and enforcement of the health **recommendations** issued by the Public Health officers.

#### What does this look like in Ucluelet?

If non-compliance is observed or reported, municipal Bylaw Services staff will investigate. As requested by the Provincial Health Officer, our staff will:

- educate individuals and business operators on Health Orders and Recommendations;
- provide formal warnings; and,
- provide evidence and other support for provincial Enforcement measures if necessary.

#### A. Short-Term Accommodation:

Provincial and Federal health officers are recommending that all non-essential travel be suspended. To date it appears that *voluntary compliance of short-term accommodation providers has been extremely high in Ucluelet*, and the community thanks you for doing the right thing at this difficult time.



Any business providing either **short-term accommodation for individuals who are sheltering while self-isolating or who need to be housed in the community in order to provide an essential service**, is asked to contact the municipal Licence Inspector at [bylaw@ucluelet.ca](mailto:bylaw@ucluelet.ca) with details of the location and duration of that stay.

The ongoing success of voluntary compliance will be monitored. Non-essential short-term accommodation activity may be deemed to be misconduct of a business in contravention to the Provincial and Federal health recommendations and could result in Business Licence suspension, fines, and further bylaw enforcement steps.

## B. Construction Sites:

The Province has determined that construction work, in accordance with Public Health Officer direction - including construction firms, skilled trades and professionals, and construction and light industrial machinery and equipment rental - are considered non-health essential services and may proceed if they can adapt their services and workplace to the orders and recommendations of the PHO. Many construction sites have already scaled back or shut down in order to comply with the urgent call for social distancing to remove opportunities for the transmission of the COVID-19 virus. In addition, local health professionals are calling for the temporary suspension of any work or leisure activity which carries a risk of injury that might demand health resources at this time. The District thanks businesses and workers for the sacrifices being made to protect the community's health and wellbeing.

A summary of recommended practices follows in this document for convenience. Employers should reassess their work environment every day and keep updated with the information posted on the Province's website: [www.gov.bc.ca/COVID19](http://www.gov.bc.ca/COVID19)

Non-compliance may result in business licence suspension, fines, and further bylaw enforcement steps.

## Other Priorities

Other bylaw complaints and issues will be investigated and followed up as staff time and availability allows.

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### COVID-19 Practices for Construction Sites

#### Contractors:

This summary of recommended practices is pulled from provincial sources and is provided for convenience. Employers should reassess their work environment every day and keep updated with the information posted on the Province's website: [www.gov.bc.ca/COVID19](http://www.gov.bc.ca/COVID19)

The Public Health Officer is directing employers to take all necessary precautions to minimize the risks of COVID-19 transmission and illness to themselves and their employees. On construction sites this includes:

- There should be no more than 50 people in the same space in any circumstances.
- Where possible, employees should maintain a distance of two metres apart from each other.
- Reduce in-person meetings and other gatherings and hold site meetings in open spaces or outside.
- Sanitize vehicles and machines each shift.
- No carpooling.
- Increase the number of handwashing stations and post signage that identifies their location.
- Maintain a list of employees that are currently working on sites and update this list daily.
- All common areas and surfaces should be cleaned at the end of each day. Examples include washrooms, shared offices, common tables, desks, light switches and door handles.
- Job-specific distancing and limiting staff distance for any still required toolbox safety discussions etc. (using radio when possible).
- Safety meetings still occur and include increased instructions and ID of COVID health hazards (touch points and exposure risk discussions).
- Crews are accountable to each other practicing safe distancing and hygiene.
- BC COVID-19 self-assessment tool questions to be answered prior to each shift by workers. If any workers answer yes, they are to immediately return home.

Section 4.85 of the Occupational Health and Safety Regulation does provide for a minimum standard around the provision of washrooms and hand washing facilities. Where plumbed facilities are impracticable, employers must provide access to portable washroom and hand-washing facilities. Those facilities must be maintained in good working order and must be provided with the supplies necessary for their use.

## COVID-19 Practices for Workers

### Workers:

- As directed by the Ministry of Health, please utilize the self assessment tool. It can be found here <https://covid19.thrive.health/>
- If you answer “yes” to any of the following questions, employees must abide by the recommends of the Ministry of Health found at <https://covid19.thrive.health/>
  - Are you experiencing any of the following?
    - Fever
    - Cough
    - Sneezing
    - Sore throat
    - Difficulty breathing
  - Have you travelled to any countries outside Canada (including the United States) within the last 14 days?
  - Did you provide care or have close contact with a person with COVID-19 (probable or confirmed) while they were ill (cough, fever, sneezing, or sore throat)?
  - Did you have close contact with a person who travelled outside of Canada in the last 14 days who has become ill (cough, fever, sneezing, or sore throat)?
- If per the Ministry of Health’s recommendation you are required to self-isolate, you should not attend a work site until the prescribed self-isolation period is complete.
- Self-isolation can end 14 days after the last contact or return to Canada if you have not developed symptoms.
- With or without a history of travel, if you have respiratory symptoms that can be managed at home, **self-isolate at home for at least 10 days after onset of symptoms**. After 10 days, if your temperature is normal and you feel better, you can return to your routine activities.
- Coughing may persist for several weeks, so a cough alone does not mean you need to continue to self-isolate for more than 10 days.

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Public Health Officer of BC Orders - <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

General Provincial Orders - <http://www.bclaws.ca/civix/content/mo/mo/1115649140/?xsl=/templates/browse.xsl>



# Coronavirus COVID-19

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## HOW YOU CAN SLOW THE SPREAD OF COVID-19

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Stay at Home and Physically Distance

Stay at home whenever you can. Maintain 2 meters distance from those outside of your household.

## Compliance and Enforcement Guidance about Public Health Orders with respect to Physical Distancing

This document is accurate as of March 31, 2020 and is subject to change.

### Purpose

This document is to provide guidance to compliance and enforcement officials (C&EOs) such as bylaw enforcement officers and other provincial compliance officers i.e. liquor and cannabis control and licencing inspectors, gambling enforcement and investigations officers, and community safety personnel with respect to the implementation of COVID-19 public health orders.

**NOTE: Police officers and C&EOs are not empowered to enforce (i.e. ticket or detain) with respect to public health orders. Their role is to provide assistance only when called upon by a health officer pursuant to section 90 of the *Public Health Act* (see Appendix 1)**

### Introduction

The transmission of the SARS-CoV-2 virus, the coronavirus which is causes COVID-19, is a serious threat to life, health, wellbeing and society.

The SARS-CoV-2 virus is transmitted via liquid droplets when an infected person coughs or sneezes. The droplets fall on people and objects close to the sneezing or coughing person.

Direct transmission happens when the virus is carried in these droplets and deposits on the eyes, nose or mouth if someone is in close contact with an infected person. It can also be transmitted by personal contact, such as touching or shaking contaminated hands such as happens when someone uses their hands to cover their mouth or nose when they cough or sneeze. Hence the recommendation that people cough or sneeze into their arm and wash their hands regularly.

Indirect transmission (via objects/surfaces) can also occur by touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands.

Airborne transmission of the virus (i.e. transmitted through the particles floating in the air) is not a factor in spread through the population and it is not something that enters through the skin.

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Promoting physical distancing of people from one another to prevent droplet and personal contact transmission is a key tactic to preventing infections with the virus. Physical distancing of 2 metres between people is recommended to reduce the risk of these modes of transmission.

### Context

On March 25, 2020 the Minister of Public Safety and Solicitor General made the Bylaw Enforcement Officer (COVID-19) Order, and on March 31, 2020 made the Provincial Compliance Officer (COVID-19) Order), both pursuant to the *Emergency Program Act* (Appendix 1).

These Orders enable C&EOs to provide assistance for compliance and enforcement of public health through monitoring and providing warnings, information and advice.

The province has adopted and implemented a graduated compliance and enforcement approach that generally starts with providing information, education and advice as the first step, with escalating measured enforcement only as required.

### Role of Compliance and Enforcement Officers

- In assisting with the compliance and enforcement of public health orders, C&EOs are to be guided by policy direction from the Provincial Health Officer.
- C&EOs officers are not authorized to detain an individual as a result of a contravention or suspected contravention of a public health order.
- C&EOs are also not authorised to exercise any authority to issue a fine or penalty.
- Nothing in the Minister's Orders or this guide limit any powers or duties of a C&EOs.

### Provincial Health Officer Orders

In addition to frequent public statements, interviews and other communications by the Provincial Health Officer (PHO), actions by PHO under the *Public Health Act* to control the impact of the pandemic include issuing PHO Class Orders i.e. Orders to a class of people or organizations. It is important to refer to the published Orders and guidance documents for additional detail ([Provincial Health Officer Orders](#)). In addition, it is important to note that oral Orders are in force pursuant to health officer powers under the *Public Health Act* and may also be subject to compliance and enforcement measures. The documents related to oral PHO Orders will be posted to the PHO website once available. The PHO Orders are:

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- *Mass gatherings Order* prohibiting **events** that would result in the gathering of more than 50 people in close contact with one another to promote physical distancing and limit the number of people who could be infected at a single event. This Order does not apply to worksites unless a mass gathering event is held at a worksite, or public places such as grocery stores or malls, unless an event is held in those spaces; does not apply to food banks and homeless shelters. (March 16, 2020).
- *Public health emergency declared* by providing notice under the *Public Health Act* to enable the exercise of the emergency powers in Part 5 of the Act (March 17, 2020).
- *Order to travellers returning to Canada* requiring self-isolation for 14 days (March 17, 2020).
- *Order to Owners, Operators of places at which food and/or drink are prepared and served:* holders of liquor licences who do not provide meal service are ordered to close; places where food and drink are prepared and served are required to restrict themselves to take out or delivery and limit the number of people present to 50 as long as sufficient space available to enable them to maintain a physical distance of 2 metres from one another (March 20, 2020 - the "Food and Drink Order")
- *Oral Order to personal service establishments* to close until further notice. These include but are not limited to barbershops, nail salons, tattoo parlours, beauty parlours, health spas and massage parlours. These services require direct, personal contact with other people. (March 21, 2020 - the "Personal Services Establishment Order- <https://news.gov.bc.ca/releases/2020HLTH0102-000540>).
- *Oral Order to episodic vending markets:* All episodic vending markets (also known as "farmers markets" or "community markets") must only allow vendors to sell food at these events. Vendors of all other merchandise are prohibited at these events. (March 27, 2020 - <https://news.gov.bc.ca/releases/2020EMBC0014-000582>).

A summary of the Orders is in Appendix 2 and copies of the Orders documents in force are at the following link:

[\*Provincial Health Officer Orders and Notices\*](#)



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## General Expectations of Compliance and Enforcement Officers in Supporting Implementation of Public Health Orders

The aim of public health orders is to manage and reduce the spread of COVID-19 by encouraging physical distancing.

C&EOs are to provide assistance with *Public Health Act* orders with the following principles in mind:

- Public education and voluntary compliance without the need for law enforcement interventions.
- A balanced approach to maintain public trust to ensure essential services can operate while following public health Orders.

Following these principles support people coming forward for testing and treatment and to enable COVID-19 case monitoring and contact tracing.

### A. Individuals and self-isolation

There are **no** public health Orders addressed to the general public requiring them to maintain physical distancing outside their own homes, with the exception of inside food premises. The public has been provided with strong recommendations and guidance in this regard.

Expected C&EO actions (none of which prevents the exercise of existing powers and authorities):

Vigilance and awareness

- In general, C&EOs are not expected to monitor individual behaviour or have a role when it comes to individuals and self-isolation measures.
- This failure to follow self-isolation measures may be:
  - intentional (i.e. a preference for individualistic behaviour no matter the risk to self or others or other reasons)

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- due to limitations or external barriers which do not enable the individual to comply, even if they would like to. These include for example, the surrounding environment such as physical space of the premises, the way that services are designed or offered, or some other assistance is required.
- inadvertent – the failure to follow is temporary and the individual self corrects

### Issuing Information, Advice (Public education efforts)

- C&EOs you may receive information or complaints from individuals, based on their beliefs, worries or knowledge of others not practicing self-isolation. This may be in part, based on lack of understanding or information on the difference between self-isolation, quarantine and who should be self-isolating. To the extent that it is feasible, share the resources below on self-isolation. In addition, conveying the following messaging to the complainant may be helpful. It is not necessary to refer these situations to a health officer:

“Thank you for notifying us of your concerns. It is our strong expectation that people who are required to self-isolate will do so. Compliance is very important to reduce the spread of COVID-19. If the person you are concerned about is unwell, call 8-1-1 and they will provide advice about helping the person get assistance and they can ensure your family can stay safe and well during this time. Or call 9-1-1 if the person is in distress. If the person you are calling about appears well do not engage or interact with that person. We appreciate you letting us know about your concerns. If you have additional questions that are not health related you can call 1-888 COVID19.”

Self-isolation information is available at:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

Note that federal legislation and orders may also apply to returning travellers:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse.html#acb>



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### B. Businesses, facilities, that have been ordered to close

The businesses and facilities that have been ordered to close are bars and nightclubs that do not provide meal services, and personal service establishments which include businesses such as barbershops, salons, tattoo parlours, tanning salons etc. In some area of the province health officers have connected with their bylaw enforcement departments and established protocols for dealing regulated facilities.

Expected C&EO actions (none of which prevents the exercise of existing powers and authorities):

Vigilance and awareness

- Further to orders that are currently in force, be aware of what facilities or businesses should be closed

Assistance with Issuing Information, Advice and Warnings (Interventions)

- On receipt of information or notice that a business is open that should not be:
  - Ensure that a responsible person for the business or business premises receives information about the Order
  - Provide information on what the Order is and why it needs to be complied with
  - Provide information that the situation could be escalated for enforcement if the Order is ignored or not followed
  - A warning may also be given which outlines next steps with an expected timeline, i.e. that you will monitor the business further for compliance with the Order, and in the event of further non-compliance escalated action may be warranted.
- A “responsible person” includes a store manager, an operator, a business owner, a director of the company, or any person that is able to close the business in compliance with the Order

Assistance with Monitoring for compliance with the Order after interventions

- Monitor whether the business has complied with the Order, after receiving your information and advice and based on the timeline of expectations
- If there is ongoing non-compliance with the Order, contact the relevant health officer and provide information on non-compliance, and actions taken.

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### C. Businesses, facilities that may remain open

In some area of the province health officers have connected with their bylaw enforcement departments and have established protocols for dealing regulated facilities.

Expected C&EO actions (none of which prevents the exercise of existing powers and authorities):

Vigilance and awareness

- Further to orders that are currently in force, be aware of what facilities or businesses in your areas may remain open.

Different tactics will be required to monitor food establishments. This may include:

- Attending premises as part of other duties or monitoring activities
- Attendance may be prioritised based on a preliminary risk analysis (e.g. a high potential for non-compliance and existing, known barriers that do not facilitate physical distancing)
- Receiving and acting on information from the public on a specific establishment

Assistance with Issuing Information, Advice and Warnings (Interventions)

- If you receive information or notice that a business is not adhering to the take-out or delivery provisions and physical distancing requirements applicable to restaurants or food serving establishments, ensure that a responsible person for the business or business premises receives information about the Order. A "responsible person" includes a store manager, an operator, a business owner, a director of the company, or any person that is able to close the business in compliance with the Order
- A warning may also be given which outlines next steps with an expected timeline, i.e. that you will monitor the business further for compliance with the Order, and in the event of further non-compliance that you may notify a health officer.

Assistance with Monitoring for compliance with the Order after interventions

- Monitor whether the business has complied with the Order, after receiving your information and advice and based on the timeline of expectations
- If there is ongoing non-compliance with the Order, contact the relevant health officer and provide information on non-compliance, and actions taken.

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- D. Mass Gatherings (events): Gathering in groups of over 50 people close together at events** (does **not** apply to worksites unless there is an event at a worksite, or public places such as grocery stores or malls unless an event is held in those spaces; does **not** apply food banks, homeless shelters)

The Mass Gathering Order is intended to prevent periodic (episodic) or regular events where groups of people gather in close quarters with one another. These gatherings may be unplanned or unstructured, but usually involve people gathering for a common purpose. This Order prohibits gathering in groups of over 50 people close together at events, to prevent transmission of the virus by increasing physical distancing.

The Order applies to indoor and outdoor sporting events, conferences, meetings, religious gatherings and other similar events on public and private property. The Mass Gatherings Order does not apply to customers of businesses waiting for services, however the physical distancing required under the Food and Beverage Order does apply.

Those who are responsible for indoor and outdoor gathering sites to whom this Order applies includes individuals, societies, corporations, municipalities, regional districts, school boards, universities, colleges and religious organizations.

Expected C&EOs (none of which prevents the exercise of existing powers and authorities):

Vigilance and awareness

- Different tactics will be required according to the type of entity and associated public gathering. Likely actions will entail completing a risk analysis and or conducting site visits based on:
  - information from the public and others on public gatherings taking place or scheduled to take place
  - Reliance on existing knowledge of facilities or premises with physical spaces that have a capacity of more than 50 people
  - Existing knowledge of potential sites likely to engender groups of more than 50 and a lack of physical distancing practices (does not include worksites unless there is an event at a worksite, or public places such as grocery stores or malls, unless an event is held in those spaces; does not apply to food banks, homeless shelters)
  - Observations made as an ancillary action in the course of other duties

Assistance with Issuing Information, Advice and Warnings (Interventions)

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- The focus is on knowledge and information sharing and actions needed to be tailored based on whether the non-compliance is:
  - A unique instance of that has occurred and is unlikely to be repeated, or
  - Whether there is a likelihood that the non-compliance could be repeated multiple times.
- When more than 50 people have gathered closely together, information, advice, and warnings can be utilised. Information, advice as to expectations of the timelines for compliance, and warnings if needed, can all be directed to the persons responsible for the facility and premises.
- While gatherings of groups of people in excess of two or three people are strongly discouraged at this time, it is not unlawful for an entity to hold an event of fewer than 50 people. For organisers of public gatherings of less than 50 people– determine whether information sharing or advice would reduce the risk of the gathering. For example, sharing advice, information warnings to encourage physical distancing practices.
- For all other ad-hoc public gatherings of groups more than 50 people that may be self-organised or unplanned – consider whether general announcements may be made to the group.

### Assistance with Monitoring for compliance with the Order after your interventions

- For the businesses, institutions, facilities that have not changed their practices based on any information, advice, notify the local health officer.

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## APPENDIX 1 - MINISTERS ORDERS

### BYLAW ENFORCEMENT OFFICER (COVID-19) ORDER

#### Definitions

1 In this order:

“**bylaw enforcement officer**” means the following:

- (a) a person in a class of persons described in section 3 (c), (d) or (f) of the Community Charter Bylaw Enforcement Ticket Regulation, B.C. Reg. 425/2003, who is designated as a bylaw enforcement officer under
  - (i) section 264 (1) (b) of the *Community Charter*, or
  - (ii) section 264 (1) (b) of the *Community Charter* as that section applies to a regional district for the purposes of section 414 of the *Local Government Act*;
- (b) a person in a class of persons described in section 3 (d) of the Vancouver Charter Bylaw Enforcement Ticket Regulation, B.C. Reg. 189/2007, who is designated as a bylaw enforcement officer under section 482.1 (1) (b) of the *Vancouver Charter*;

“**health officer**” means the provincial health officer or a medical health officer within the meaning of the *Public Health Act*;

“**public health order**” means an order made by a health officer under the *Public Health Act* in respect of the COVID-19 pandemic.

#### Application

2 This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act*, and any extension of the duration of that declaration, is in effect.

#### Bylaw enforcement officers to provide assistance

3 (1) To the greatest extent possible without unduly compromising any other bylaw enforcement objectives of the local authority, each local authority must ensure that the local authority's bylaw enforcement officers provide such assistance as may be required for the purposes of enforcing public health orders, including, without limitation, the following:

- (a) monitoring facilities and areas closed to the public by a public health order;

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- (b) providing warnings, information and advice to members of the public in respect of public health orders, including warnings to members of the public who may be acting in contravention of a public health order;
  - (c) providing health officers with information in respect of potential contraventions of a public health order.
- (2) In providing assistance under this section, a bylaw enforcement officer is not authorized to
- (a) detain an individual as a result of a contravention or suspected contravention of a public health order, or
  - (b) issue a fine or penalty, including an administrative penalty, under the *Public Health Act*.
- (3) Nothing in this section is to be construed as limiting any powers or duties of a bylaw enforcement officer under the *Community Charter*, *Local Government Act*, *Vancouver Charter* and related regulations or local authority bylaws, as the case may be.

## PROVINCIAL COMPLIANCE OFFICER (COVID-19) ORDER

### Definitions

1 In this order:

“**health officer**” means the provincial health officer, an environmental health officer or a medical health officer, within the meaning of the *Public Health Act*;

“**provincial compliance officer**” means the following:

- (a) a person authorised to conduct an inspection under section 23, 84 or 89 of the *Cannabis Control and Licencing Act*;
- (b) a person authorised to conduct an inspection under section 13 or 42 of the *Liquor Control and Licencing Act*;
- (c) a person authorised to conduct an audit, inspection or investigation under Division 1 of Part 9 of the *Gaming Control Act*;

“**public health order**” means an order made by a health officer under the *Public Health Act* in respect of the COVID-19 pandemic.

### Application

2 This order applies during the period that starts on the date this order is made and ends on the date on which the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the

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Act expires or is cancelled or, if there is an extension under section 9 (4) of the Act, the date on which the last extension of that declaration expires or is cancelled.

### Provincial compliance officers to provide assistance

3 (1) In accordance with any direction given by the minister, provincial compliance officers must provide such assistance as may be required for the purposes of enforcing public health orders, including, without limitation, the following:

- (a) monitoring facilities and areas closed to the public, or to which public access is restricted, by a public health order;
- (b) providing warnings, information and advice to persons in respect of public health orders, including warnings to persons who may be acting in contravention of a public health order;
- (c) providing health officers with information in respect of potential contraventions of a public health order.

(2) In providing assistance under this section, a provincial compliance officer is not authorized to

- (a) detain an individual as a result of a contravention or suspected contravention of a public health order, or
- (b) issue an order, fine or penalty, including an administrative penalty, under the *Public Health Act*.

## *Public Health Act*

### Peace officer assistance

90 (1) A health officer may call on the assistance of a peace officer for the purposes of taking an action authorized under this or any other enactment, including, without limitation, either of the following purposes:

- (a) making or enforcing an order or carrying out an inspection;
- (b) assisting a person to comply with an order of the health officer.

(2) If any person disobeys, or fails to comply with, an order or a direction of a commissioner under Division 1 [Inquiries], the commissioner may call on the assistance of a peace officer to enforce the order or direction.

(3) A peace officer called on under this section must take any action that is necessary for a purpose described in subsection (1) or (2), and may use such force as is reasonably required for that purpose.

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## Appendix 2 – Provincial Health Officer Orders

### PROVISO:

This document is not intended to comprise legal advice.

In the event of an ambiguity between this document, and the *Public Health Act*, regulations under the *Public Health Act* or orders under the *Public Health Act*, the Act, regulations and orders prevail.

**This document is accurate as of March 31, 2020, and is subject to change.**

### Summary of Orders as of the date of this publication

The following table provides a summary of the Provincial Health Officer Orders. Given the change in emergency tactics and measures needed, C&EOs should check the following websites for the latest orders:

- 1) Ministerial Orders available at BC Laws website
- 2) Provincial Health Officer Orders available at:

### [Link to Provincial Health Officer Orders and Notices](#)

Note that early orders can become outdated and succeeded by other orders.

Title	AUTHORISING OFFICIAL	DATE	SUMMARY
Mass gathering (events)	Provincial Health Officer	March 16, 2020	Prohibits gathering of people at events in close contact with one another in excess of 50 people.  Does not include worksites unless there is an event at a worksite, or public places such as grocery stores or malls, unless an event is held in those spaces; or food banks, homeless shelters.



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## HOW YOU CAN SLOW THE SPREAD OF COVID-19

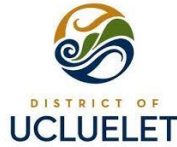
Take care of others by taking care of yourself.

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Returning Travellers	Provincial Health Officer	March 17, 2020	Requires self-isolation if you have traveled outside of Canada
Owners and Operators of nightclubs and food and drink service ("Food and Drink Order")	Provincial Health Officer	March 17, 2020	Bars and night clubs must close.  Requires restaurants to only provide take out or delivery options with specific instructions on physical distancing.
Closure of personal service establishments (oral order)	Provincial Health Officer	March 21, 2020	Requires personal service establishments to close until further notice
Episodic vending markets (oral order)	Provincial Health Officer	March 27, 2020	Requirement that only food and beverage vendors (includes liquor) be allowed to enable access to essential food such as fruits and vegetables and access to processed food, such as cooked meals for takeout.  Vendors of all other merchandise are prohibited at these events.



## URGENT APPEAL TO VISITORS AND SECOND HOME OWNERS NOT TO TRAVEL TO THE WEST COAST REGION FOR EASTER WEEKEND

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April 9, 2020

**PACIFIC RIM, B.C.** – The First Nations, municipalities and communities of the West Coast send an urgent appeal to all potential day-trippers, visitors and second home owners to stay at home for the Easter long weekend and not visit Tofino, Ucluelet or the West Coast region.

In keeping with recommendations from every level of government and every public health official, now is not the time to travel for tourism or recreation purposes. Now is not the time to visit your second home or permit your friends to use your empty vacation rental. Now is not the time for a surfing, fishing or camping trip.

**Now is the time to stay home and bend the curve – not bend the rules.**

We remind Vancouver Islanders and other British Columbians who may be tempted to travel to the West Coast this weekend that:

- Pacific Rim National Park Reserve is closed.
- All Provincial parks are closed, including Maquinna Marine Provincial Park (aka Hot Springs Cove) and Kennedy Lake.
- First Nations communities – housing some of the most vulnerable residents of the West Coast – are completely locked down to visitors.
- Virtually every accommodation operator, small and large, is closed to travelers.
- Wildlife watching business, tour operators, and surfing rental businesses are all closed.
- Bars, pubs, and spas are closed.
- The few restaurants open to take-out are providing meals for local residents, essential workers, and health care staff.

Show your love and respect for our small communities, for our treasured elders and senior citizens, for our limited health care resources, and for our frontline workers who are sacrificing time from their own families this Easter weekend.

Let our public works employees, social services, health care workers and first responders focus on delivering services and protecting the region's most vulnerable residents.

We look forward to welcoming you later when it is safe for you, and safe for us - **but that's not this weekend.**

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Chief Joshua Charleson  
**Hesquiaht First Nation**

Chief Greg Louie  
**Ahousaht First Nation**

Elmer Frank, EOC Chairman  
**Tla-o-qui-aht First Nations**

Mayor Josie Osborne  
**District of Tofino**

Mayor Mayco Noël  
**District of Ucluelet**

President Chuck McCarthy  
**Yuułu?if?atḥ Government**

Chief Anne Mack  
**Toquaht Nation**

Kel Roberts  
**Area "C" Director, ACRD**



# DISTRICT OF UCLUELET

## COVID-19 RESPONSE AND IMPACTS

APRIL 14, 2020



## COVID-19 District Response

	Key Moments Timeline
March 9	District issues first COVID notice to public.
March 11	WHO declares global pandemic.
March 13-16	District Municipal Office and facilities are closed to the public.
March 17	Provincial Public Health Emergency declared.
March 18	Provincial State of Emergency declared.
March 19	District issues joint statement to request visitors delay visit. EOC activated to a Level 2.
March 21	District sees high level of business compliance with recommendations.
March 27	Province extends powers of municipal bylaw officers.



# COVID-19 District Impacts

MUNICIPAL GOVERNMENT	PROVINCIAL GOVERNMENT
 UTILITIES (WATER, WASTE WATER)	 SCHOOLS
 GARBAGE COLLECTION	 HOSPITALS
 TRANSIT	 SOCIAL SERVICES
 PARKING	 SUPPORTS FOR EMPLOYEES AND EMPLOYERS
 RECREATION CENTRES	 COVID-19 TESTING
 FIRE	 JUSTICE
 CITY HALL	 POST SECONDARY
 PROPERTY TAXES (MUNICIPAL PORTION)	 HIGHWAYS
 PARKS & PLAYGROUNDS (EXCEPT SCHOOL SITES)	 PROPERTY TAXES (PROVINCIAL PORTION)

Adapted from City of Beaumont, AB

## Operational Impacts for District

- EOC activated and significant amount of time focussed on communications.
- Facilities closed to public, including playgrounds.
- No immediate layoffs, staffing adjustments.
- Focussed cleaning plan.
- Decreased revenues require revised financial plan.
- Adjust bylaw priorities.



## COVID-19 District Impacts

### Proposed Revised Budget Summary

- To support our residents and businesses during this challenging time, property tax increase scenarios of 2% and 0% are being reviewed by staff.
- No fees for Business Licenses in 2020 are also being considered.
- Decreased sewer, water, recreation, and development revenues are a significant concern, but utilizing surpluses and operational and project cuts to the original draft budget (March 12, 2020) will make these taxpayer cost reductions possible.
- Almost all projects are funded by non-tax funds and therefore will still be included in the budget.

**April 14<sup>th</sup> 3:30pm** – Regular Council meeting (with new online features)

**April 28<sup>th</sup> 3:30pm** – 1<sup>st</sup> and 2<sup>nd</sup> reading of bylaws with public online engagement immediately after.







## STAFF REPORT TO COUNCIL

Council Meeting: April 14, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 3900-25 BYLAW 1273

**SUBJECT: REVENUE ANTICIPATION BYLAW NO. 1273, 2020**

**REPORT NO:** 20-30

**ATTACHMENT(S):** APPENDIX A: BYLAW NO. 1273, 2020

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

1. **THAT** District of Ucluelet Revenue Anticipation Bylaw No. 1273, 2020 be given first reading.
2. **THAT** District of Ucluelet Revenue Anticipation Bylaw No. 1273, 2020 be given second reading.
3. **THAT** District of Ucluelet Revenue Anticipation Bylaw No. 1273, 2020 be given third reading.
4. **THAT** District of Ucluelet Revenue Anticipation Bylaw No. 1273, 2020 be adopted.

### **PURPOSE OUTCOME:**

The purpose of this report is to introduce District of Ucluelet Revenue Anticipation Bylaw No. 1273, 2020 (the "Bylaw") for Council consideration.

### **BACKGROUND:**

The District is facing several unusual risk circumstances that require different approaches to financial matters. The fiscal year starts January 1, and taxes are not collected until July of each year. Typically, municipalities collect the bulk of their taxation revenue from mid-May to early July. If the COVID-19 pandemic results in delays receiving these property taxes, there could be a cash flow issue to fund operations.

### **DISCUSSION:**

The *Community Charter* under Section 177 provides for municipalities to borrow money that may be necessary to meet current lawful expenditures, and pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body. This allows municipalities to ensure sufficient cash flow for operations should collection of property revenues be delayed due to the COVID-19 pandemic.

Section 177 of the Community Charter authorizes municipalities to borrow in anticipation of the current year's revenue as follows:

- 177** (1) A council may, by bylaw, provide for the borrowing of money that may be necessary to
- (a) meet current lawful expenditures, and

(b) pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body.

(2) The debt outstanding under this section must not exceed the total of

(a) the unpaid taxes for all purposes imposed during the current year, and

(b) the money remaining due from other governments.

(3) Before the adoption of the annual property tax bylaw in any year, the taxes in that year are deemed to be 75% of all property taxes imposed for all purposes in the preceding year.

(4) When collected, revenue from property taxes must be used as necessary to repay money borrowed under this section.

The Bylaw, as currently drafted, seeks authorization for the District to borrow up to \$3,945,921 from the Municipal Finance Authority (MFA). This is the maximum amount permitted due to section 177(3) of the *Community Charter*. Funds that are borrowed under the authorization provided by this bylaw will be repaid when revenue from property taxes is collected as prescribed in section 177(4) of the *Community Charter*.

**POLICY OR LEGISLATIVE IMPACTS:**

Enacting this Bylaw will ensure that the District can access funds for cash flow purposes in the event the collection of taxes becomes problematic due to the COVID-19 pandemic or there are changes to the deadlines imposed.

The revenue anticipation borrowing amount is not subject to electoral approval and does not require approval by the Inspector of Municipalities.

This Bylaw may be adopted at the same meeting that it received first through third readings because Ministerial Order No. M083 permits Council to "...adopt a bylaw on the same day that a bylaw has been given third reading."

**STAFF/ELECTED OFFICIAL TIME:**

Staff time will be required to obtain the loan, as well as to administer the payments back to MFA.

**OPTIONS REVIEW:**

1. **THAT** District of Ucluelet Revenue Anticipation Bylaw No. 1273, 2020 be given first reading. **(Recommended)**
2. **THAT** District of Ucluelet Revenue Anticipation Bylaw No. 1273, 2020 be given second reading. **(Recommended)**
3. **THAT** District of Ucluelet Revenue Anticipation Bylaw No. 1273, 2020 be given third reading. **(Recommended)**
4. **THAT** District of Ucluelet Revenue Anticipation Bylaw No. 1273, 2020 be adopted. **(Recommended)**
5. **THAT** Council provides alternative direction to Staff.

**Respectfully submitted:** DONNA MONTEITH, CHIEF FINANCIAL OFFICER

**DISTRICT OF UCLUELET**  
**Bylaw No. 1273, 2020**

A bylaw to provide for the borrowing of money in anticipation of revenue

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**WHEREAS** the District of Ucluelet does not have sufficient money on hand to meet the current lawful expenditures of the municipality;

**AND WHEREAS** it is provided by Section 177 of the Community Charter that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year; and
- b) The whole amount of any sums of money remaining due from other governments;

**AND WHEREAS** the total amount of liability that Council may incur is three million nine hundred forty-five thousand nine hundred twenty-one dollars (\$3,945,921) being 75% of the whole amount of the taxes levied for all purposes in prior year, and zero dollars (\$0), being the whole amount of the sum of money remaining due from other governments;

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

- 1. This bylaw may be cited as “Revenue Anticipation Borrowing Bylaw No. 1273, 2020.”
- 2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of three million nine hundred forty-five thousand nine hundred twenty-one dollars (\$3,945,921).
- 3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Financial Administrator.

4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

**READ A FIRST TIME** this    day of    , 2020.

**READ A SECOND TIME** this    day of    , 2020.

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

**ADOPTED** this    day of    , 2020.

**CERTIFIED A TRUE AND CORRECT COPY** of the “Revenue Anticipation Borrowing Bylaw No. 1273, 2020.”

\_\_\_\_\_  
Mayco Noël  
Mayor

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

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

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