



**REGULAR MEETING OF COUNCIL**  
**Tuesday, June 9, 2020 @ 3:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY Council would like to acknowledge the Yuułuʔiłʔatḥ First Nation, on whose traditional territories the District of Ucluelet operates.	
3. NOTICE OF VIDEO RECORDING 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.	
4. ADDITIONS TO AGENDA	
5. APPROVAL OF AGENDA	
6. ADOPTION OF MINUTES	
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7. UNFINISHED BUSINESS	
8. MAYOR'S ANNOUNCEMENTS	
9. PUBLIC INPUT, DELEGATIONS & PETITIONS	
9.1 Public Input	
• Public input received via email during the Council Meeting.	
9.2 Delegations	
• Ron Clayton, The Primera Re: Big Beach Concerns <a href="#">The Primera - Big Beach Concerns</a>	11 - 12
• Bob Hansen, WildSafeBC Re: Wildlife Attractants - Feeding People Not Wildlife <a href="#">WildSafeBC - Wildlife Attractants</a>	13 - 19
10. CORRESPONDENCE	
10.1 Animal Control Bylaw	21 - 22

*Safety Solutions for Ucluelet Dogs and Owners group members*

[C-1 Letter Animal Control Bylaw](#)

- 10.2 Animal Control Bylaw No. 803 - Unofficial Consolidation 23 - 39  
[C-2 Animal Control Bylaw 803-Unofficial Consolidation](#)

11. COUNCIL COMMITTEE REPORTS

- 11.1 Councillor Marilyn McEwen  
*Deputy Mayor January - March 2020*
- 11.2 Councillor Lara Kemps  
*Deputy Mayor April - June 2020*
- 11.3 Councillor Jennifer Hoar  
*Deputy Mayor July - September 2020*
- 11.4 Councillor Rachelle Cole  
*Deputy Mayor October - December 2020*
- 11.5 Mayor Mayco Noël

12. REPORTS

- 12.1 Council Policy on "Wildlife Attractants" for Bylaw Education & Enforcement 41 - 47  
*Bruce Greig, Manager of Corporate Services*  
[R-1 Wildlife Attractants Policy](#)
- 12.2 S.219 Covenant Modification for 2108 Peninsula Road 49 - 78  
*John Towgood, Planner 1*  
[R-2 2108 Peninsula Road Covenant Modification](#)
- 12.3 Quarterly Projects Update - Q1 2020 79 - 81  
*Mark Boysen, Chief Administrative*  
[R-3 Quarterly Progress Report Q1 2020](#)
- 12.4 COVID-19 Task Force Update (Verbal Report)  
*Mark Boysen, Chief Administrative Officer*
- 12.5 Resolution Tracker - May 2020 83 - 88  
*Nicole Morin, Corporate/Planning Clerk*  
[R-5 Resolution Tracker May 2020](#)
- 12.6 Cheque Listing - May 2020 89 - 97  
*Nicole Morin, Corporate/Planning Clerk*  
[R-6 Cheque Listing May 2020](#)
- 12.7 Holding Public Hearings via Zoom Webinar 99 - 100  
*Joseph Rotenberg, Manager of Corporate Services*  
[R-7 Report Virtual Public Hearings](#)

13. OTHER BUSINESS

14. QUESTION PERIOD

Questions received via email during this Council Meeting.

15. ADJOURNMENT

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, May 26, 2020 at 3:30 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Hoar, Kemps, and McEwen (all Councillors attended electronically)  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Bruce Greig, Manager of Community Planning  
                          Abby Fortune, Manager of Tourism and Recreation  
                          Donna Monteith, Chief Financial Officer  
                          Joey Rotenberg, Manager of Corporate Services  
                          Nicole Morin, Corporate / Planning Clerk

Regrets:

**1. CALL TO ORDER**

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

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. NOTICE OF VIDEO RECORDING**

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

**4. ADDITIONS TO AGENDA**

**4.1 Streamlined Temporary Approval for Expanded Outdoor Seating Areas**

*Bruce Greig, Manager of Community Planning*

- **Add the report "Streamlined Temporary Approval for Expanded Outdoor Seating Areas" having the report number 20-45 as item 12.5. after page 36 of the MAY 26, 2020 Regular Council Meeting Agenda.**

**5. APPROVAL OF AGENDA**

**5.1 May 26, 2020 Regular Council Agenda**

2020.097.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve the May 26, 2020 as amended.*

CARRIED.

**6. ADOPTION OF MINUTES****6.1 May 12, 2020 Regular Minutes**

2020.098.REGULAR **It was moved by Councillor Cole and seconded by Councillor Kemp**

*THAT Council adopt the May 12, 2020 Regular Meeting Agenda as presented.*

CARRIED.

**7. UNFINISHED BUSINESS****8. MAYOR'S ANNOUNCEMENTS**

The Mayor acknowledged that it is paramedic services week and thanked local paramedics for their contribution to Ucluelet. He also explained that the tsunami warning system will be tested on the third Wednesday of every month at noon.

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

## 9.1 Public Input

There was no public input.

**10. INFORMATION ITEMS****10.1 Affordable Housing in BC**

**The Honourable Selena Robinson, Ministry of Municipal Affairs and Housing**

**10.2 BC's Child and Youth in Care Week**

***Katrine Conroy, Minister of Children and Family Development***

**11. COUNCIL COMMITTEE REPORTS****11.1 Councillor Marilyn McEwen**

***Deputy Mayor January - March 2020***

- May 13 Wild Pacific Trail Board Meeting.
- Wild Pacific Trail AGM has been rescheduled to a date that has not been determined.
- Will attend the Vancouver Island Regional Library meeting on May 30.
- May 19 Harbour Authority Meeting.

**11.2 Councillor Lara Kemp**

***Deputy Mayor April - June 2020***

- May 20 Tourism Ucluelet Board Meeting - PRVC will open June

5th or 6th and the information centre at the Chamber will be closed this summer.

- BCEDA weekly meetings and attended sector round tables.
- May 19 Harbour Authority Meeting.

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

- May 13 Wild Pacific Trail Board Meeting. Recommended that everyone view the Wild Pacific Trail Love Where You Live videos.
- As of June 7th, hours at the CO-OP will return to 9 AM - 7 PM, seven days a week.
- May 19 Harbour Authority Meeting.

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

- May 19 Harbour Authority Meeting.
- ACRD Meetings.

**11.5 Mayor Mayco Noël**

- Weekly meetings with MLA Fraser.
- May 19 Harbour Authority Meeting.

**12. REPORTS**

**12.1 COVID-19 Task Force Update (Verbal Report)**  
***Mark Boysen, Chief Administrative Officer***

Mr. Boysen provided an update about the Task Force's activities. Their focus has been communications and the capacity of the local healthcare system. Mr. Boysen also noted the importance of using the Co-Op grocery delivery service.

**12.2 Reserved Berth Fees Information**  
***Abby Fortune, Manager of Tourism and Recreation***

Ms. Fortune presented this report and Council discussed options for providing financial relief for charter operators and recreation fishermen that use the Ucluelet Harbour.

2020.099.REGULAR **It was moved by Mayor Noël and seconded by Councillor Cole**

*THAT Council direct Staff to provide a report about amending the Ucluelet Harbour Regulation Bylaw No. 1134, 2011 to allow for monthly reserved berths.*

CARRIED.

**12.3 Application for Liquor License Changes - Black Rock Resort Lobby**

**and Foyer**  
**John Towgood, Planner 1**

Bruce Greig, Manager of Community Planning, presented this report and explained that Black Rock Resort is applying to change their liquor license to serve alcohol in lobby and foyer of the resort. The recommended motion waives Council's option to receive public input and provide comments about the application.

2020.100.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve recommendation 1 of report item "Application for Liquor License Changes - Black rock Resort Lobby and Foyer" which states:*

*1. THAT Council indicate that it does not wish to provide comments to the Liquor and Cannabis Regulation Branch on an application for changes to the liquor primary license for the Black Rock Oceanfront Resort lobby and foyer.*

CARRIED.

**12.4 Grad Banner Request**  
**Abby Fortune, Manager of Tourism and Recreation**

Mark Boysen, Chief Administrative Officer, introduced this report. He explained the project and Council funding options. Ms. Fortune explained that the banners will be installed by a qualified volunteer because specific specialties and equipment are required for the installation.

2020.101.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**  
*1. THAT Council contribute \$1,000 towards the cost of 2020 Ucluelet Secondary School graduation banners.*

CARRIED.

2020.102.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approve recommendation 2 of report item "Grad Banner Request" which states:*

*2. THAT Council support installation of the temporary banners and the graduation parade scheduled for Saturday, June 20, 2020.*

CARRIED.

**12.5 Streamlined Temporary Approval for Expanded Outdoor Seating Areas**  
**Bruce Greig, Manager of Community Planning**

Bruce Greig presented this report. He noted some sidewalks along Peninsula Road fall within the Ministry of Transportation and Infrastructure's right-of-way and the proposal would allow existing liquor

licenses holders to expand the area of their existing licenses within a defined service area. The proposal would not permit the consumption of alcohol in parks or other public spaces.

Council discussed the proposed June 1, 2020 deadline, substance abuse issues, public seating near the entrance to town and parking issues that could result from these recommendations.

**2020.103.REGULAR It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 of report item “Streamlined Temporary Approval for Expanding Outdoor Seating Areas” which states:*

*1. THAT Council direct Staff to prepare, as a District initiative, Development Permits valid from June 1, 2020, through October 31, 2020, for expanded outdoor seating areas in the locations generally shown in Appendix ‘A’ to the staff report dated May 26, 2020, for any adjacent business requesting such expansion;*

CARRIED.

**2020.104.REGULAR It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve recommendation 2 of report item “Streamlined Temporary Approval for Expanding Outdoor Seating Areas” which states:*

*2. THAT Council direct Staff to explore options for a streamlined approval process for utilizing District road right-of-way areas for expanded outdoor seating, including confirmation of insurance;*

CARRIED.

**2020.105.REGULAR It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approve recommendation 3 of report item “Streamlined Temporary Approval for Expanding Outdoor Seating Areas” which states:*

*3. THAT Council direct Staff to contact the Ministry of Transportation and Infrastructure (MoTI) to seek approval for temporary encroachment within those areas of Peninsula Road under MoTI jurisdiction where adjacent restaurants wish to temporarily expand their outdoor seating;*

CARRIED.

**2020.106.REGULAR It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approve recommendation 4 of report item “Streamlined Temporary Approval for Expanding Outdoor Seating Areas” which states:*

*4. THAT Council direct Staff to make physical changes to outdoor spaces to increase public outdoor seating opportunities, as generally shown in Appendix ‘A’ to the staff report dated May 26, 2020, and report back to Council as necessary if such works exceed existing operational budgets;*

CARRIED.

2020.107.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approve recommendation 5 of report item “Streamlined Temporary Approval for Expanding Outdoor Seating Areas” which states:*

*5. THAT Council request that the Ucluelet Chamber of Commerce assist in reaching out to all food and beverage operators located in the centre of town, to spread the message that any businesses wishing to expand their outdoor seating to enable safe distancing of patrons during the COVID-19 pandemic should contact the District by June 1st to discuss their plans and the streamlined process for obtaining their Development Permit and, if necessary, approvals for use of public space; and,*

CARRIED.

2020.108.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approve recommendation 6 of report item “Streamlined Temporary Approval for Expanding Outdoor Seating Areas” which states:*

*6. THAT Council direct Staff to share the staff report dated May 26, 2020, with the Liquor and Cannabis Regulation Branch (LCRB) and indicate that the District expresses pre-approval for any liquor primary and manufacturer establishments who may apply for an expanded service area per LCRB Policy Directive 20-13.*

CARRIED.

### 13. LEGISLATION

#### 13.1 Council Procedure Bylaw Update *Joseph Rotenberg, Manager of Corporate Services*

Mr. Rotenberg presented this report and outlined some of the changes proposed in the new Council Procedure Bylaw.

2020.109.REGULAR **It was moved by Councillor Cole and seconded by Councillor Kemp**  
*THAT Council approve recommendation 1 of report item “Council Procedure Bylaw Update” which states:*

*1. THAT Council give “District of Ucluelet Council Procedures Bylaw No. 1264, 2020” first reading.*

CARRIED.

2020.110.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**  
*THAT Council approve recommendation 2 of report item “Council Procedure Bylaw Update” which states:*

*2. THAT Council give “District of Ucluelet Council Procedures Bylaw No. 1264, 2020” second reading and direct Staff to provide notice of the*



*proposed bylaw.*

CARRIED.

**14. OTHER BUSINESS**

**14.1 Council discussed the reopening of District owned playground equipment and the after school daycare program.**

**15. QUESTION PERIOD**

There were no questions from the public.

**16. ADJOURNMENT**

The meeting was adjourned at 5:08 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, May 26, 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  
**UCLUELET**

**DISTRICT OF UCLUELET**

Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 11:00 a.m. the Wednesday preceding the subsequent Council meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

All correspondence submitted to the District of Ucluelet in response to this notice will form part of the public record and will be published in a meeting agenda. Delegations shall limit their presentation to ten minutes, except by prior arrangement or resolution of Council.

Please arrive 10 minutes early and be prepared for the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor Noël.

The District Office will advise you of which Council meeting you will be scheduled for if you cannot be accommodated on your requested date. For more information contact the District Office at 250-726-7744 or email [info@ucluelet.ca](mailto:info@ucluelet.ca).

Requested Council Meeting Date: June 9, 2020

Organization Name: VIS 5917 The Primera

Name of person(s) to make presentation: Ron Clayton

Topic: Big Beach Concerns

- Purpose of Presentation:
- Information only
  - Requesting a letter of support
  - Other (provide details below)

Please describe:

The Strata Council on behalf of Primera Owners requests a curfew be implemented at Big Beach.

Contact person (if different from above): Christine Brice

Telephone Number and Email: 250 619 1672 christine.brice@ardentproperties.com

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

- Handout(s)
- PowerPoint Presentation

Note: Any presentations requiring a computer and projector/screen must be provided prior to your appearance date. The District cannot accommodate personal laptops.



May 5, 2020

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

**Attention: Mayor Noel and Councilors Cole, Hoar, Kemp and McEwen**

**RE: Primera VIS 5917  
554 Marine Drive, Ucluelet  
Big Beach Concerns**

We write on behalf of the Council of Owners, Strata Plan VIS4490

The Strata Corporation of Primera held their Annual General Meeting on March 21, 2020. At that meeting; multiple Owners expressed concerns about unregulated activities at Big Beach that not only impacted Owners enjoyment of their property but had safety implications for all users of Big Beach.

Owners have noted an increasing number of late-night gatherings. Along with noise disrupting the sleep of Primera residents, the next morning, still burning fires, broken glass bottles and, in a few cases, needles are left behind with other debris. These items create safety concerns for the families that then come to use the beach during the day.

The Owners of Primera recommend that the District of Ucluelet implement a curfew at Big Beach of 11:00 PM. This would empower Bylaw staff to ensure the park is empty at 11:00 PM as well as give the RCMP tools for enforcement not reliant on complaints.

Yours truly,  
ARDENT Properties Inc.

A handwritten signature in black ink, appearing to read 'Brice', is written over a white background.

Christine Brice  
Strata Manager

Cb



DISTRICT OF  
**UCLUELET**

## DISTRICT OF UCLUELET

### Request to Appear as a Delegation

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Requested Council Meeting Date: June 9, 2020

Organization Name: WildSafeBC

Name of person(s) to make presentation: Bob Hansen

Topic: Wildlife Attractants

Purpose of Presentation:

- Information only
- Requesting a letter of support
- Other (provide details below)

Please describe:

To provide information to Council about effective techniques for avoiding wildlife attractants outside the home and in the garden

Contact person (if different from above): \_\_\_\_\_

Telephone Number and Email: pacrim@wildsafebc.com (250) 266 0311

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

- Handout(s)
- PowerPoint Presentation

Note: Any presentations requiring a computer and projector/screen must be provided prior to your appearance date. The District cannot accommodate personal laptops.

## WildSafeBC: Feeding People Not Wildlife

### Who We Are

WildSafeBC is the provincial leader in preventing conflict with wildlife through collaboration, education and community solutions. We are a program delivered by the BC Conservation Foundation – a registered not-for-profit. We work collaboratively with municipalities, regional districts, First Nations, academia, other organizations and community members in finding solutions to mitigate our impact on wildlife while also increasing the safety in our communities.

### By the Numbers

British Columbia has some of the highest biological diversity in Canada. We also have a quarter of the grizzly bears in North America and some of the highest populations of black bear, wolf, and cougar. It is estimated that there are over 140,000 black bears in BC.

Every year, there are an average of 25,000 reports to the Conservation Officer Service regarding wildlife. Black bears are responsible for an average of 57% of those calls. The most *reported* attractants are garbage and fruit trees. However, it is suspected that many bear sightings and interactions with fruit trees are never reported until a bear is highly food-conditioned.

Food conditioning is a learned behavior where bears begin to associate people and their property with a food reward. These bears can become increasingly bold as they require high numbers of calories to sustain themselves. These bears may damage out buildings, damage fruit tree branches, destroy apiaries, and come into conflict with people. When the space between bears and people decreases, the chances of negative encounters has the potential to increase. Highly food-motivated bears that are a risk to the public are often either lethally removed by the Conservation Officer Service or by landowners protecting livestock and property. Relocation is not an effective solution as bears will travel great distances to return to known food sources.

Attractants also draw in other potentially dangerous predators such as cougars and wolves. When these animals lose their natural wariness of people and become human habituated, human safety becomes a serious concern for local residents. Conservation Officers may be required to dispatch animals that have become too comfortable in communities. It is best for our safety and the safety of the animal that they maintain their natural wariness and avoid human activity.

### Commercial versus Local Food Production

We recognize and respect the growing need to have all forms of agriculture to support our growing needs and to also have a more resilient food system. However, with that comes the potential for high levels of conflict with wildlife and safety concerns for community members if steps are not taken to prevent food-conditioning and human habituation of wildlife. There is a significant difference in safety risk between a bear accessing an orchard that is sparsely populated compared to a fruit tree in a backyard shared with children and pets.



### Food Policy Considerations

When promoting or planning for local food production it is best for everyone to consider the wildlife implications and potential implications at the onset. For example, incorporating wildlife deterrents such as electric fencing into the layout and design of a garden plot and chicken coop will help prevent the potential costs of a bear damaging structures. It also increases the community's safety as a bear that is unsuccessful in finding food is not as likely to linger.

### Local Wildlife Conflicts

In 2019, the Pacific Rim had a substantial increase in wildlife activity with an increase in bear and wolf reports as well as ongoing cougar sightings. Bears were seen foraging on fruit trees in all communities in the region over several weeks in late summer. At one point there were 4 bears in Tofino and 3 bears in Ucluelet focused on fruit trees. They were also attracted by compost, unsecured garbage and outdoor freezers. As a result of human-wildlife conflicts and the threat to public safety, 14 bears were destroyed by the Conservation Officer Service. As well, two free-ranging dogs were attacked by wolves. One of the dogs had to be euthanized. This season, there have been several reports of cougar and wolf sightings in residential areas and near community gardens.



Cougar and wolf sightings in Tofino, May 2020 (credit: Tofino Trading Post submissions)

### Local and Effective Solutions

WildSafeBC has been working with the ACRD to provide cost-share support to residents looking to install wildlife conflict reduction materials such as electric fencing, bear-resistant composters and bear-resistant garbage receptacles. This has been made possible through collaborations and electric fencing expertise with Margo Supplies and their extensive outreach by WildSafeBC Pacific Rim coordinator Bob Hansen. Bob has been working closely with local governments, First Nations, ACRD, Tofino Community Food Initiative and other local organizations to promote the adoption of human-wildlife conflict reduction strategies.

In 2018, 14 chickens were taken by repeated visits by a bear in Ucluelet. An electric fence was installed and there were no further issues. In that same year in Tofino, a bear killed chickens in several locations and subsequently had to be destroyed by the Conservation Officer Service.



In 2019, WildSafeBC received funding from the ACRD to offer cost-sharing support for the purchase of predator exclusion materials. A total of 5 electric fences were installed in high conflict areas. As a result, no further conflicts were reported. However, the amount of unsecured attractants remained high and there was a bountiful harvest of fruit which resulted in 14 bears being destroyed.

WildSafeBC is pleased to have received additional funding for 2020 in order to support cost-sharing initiatives for both the WildSafeBC Pacific Rim Program and the WildSafeBC ʕichuuł: Hitacu-Macoah Program. In addition, funding has been made available to support the WildSafeBC Bamfield Program which supports the community with loaner electric fencing and installation advice. In addition, ACRD funding has made it possible to establish a new WildSafeBC Alberni Valley Program. This is in addition to confirmed program funding from the Clayoquot Biosphere Trust, Ministry of Environment and Climate Change Strategy, and Ocean Outfitters.

The surge in gardening, composting and raising chickens has shown a sharp increasing in 2020. As a result of the cost-share availability and education efforts, there have been 6 requests for electric fencing for residents seeking to have chickens to date. There are also plans in place to electrify another community garden that has been experiencing repeat visits by bears and other wildlife. WildSafeBC has been asked to speak to the Ucluelet Mayor and Council on the topics of residential chickens, bees, goats, electric fencing and bylaw changes. The coordinator will suggest local governments work on the harmonization of local bylaws in the Pacific Rim. WildSafeBC will also continue to support and collaborate with local groups such as Tofino Community Food Initiative with a priority on gleaning fruit, predator exclusion strategies and electric fencing advice.

**Please refer to Appendix for local examples of recent predator exclusion strategies.**

### Summary

WildSafeBC works with leading experts to provide best practices in conflict reduction strategies around food production including composting, fencing (both physical and electric) and fruit tree management. We are continually adding and refining the information on our website [www.wildsafebc.com](http://www.wildsafebc.com). We will be seeking input as we produce a brochure on this topic for the public.

WildSafeBC also recommends that bylaws are used to support best practices by requiring the use of electric fencing for strong attractants such as beehives and chickens especially in residentially zoned areas where population densities are higher. In addition, developing bear-resistant solid waste systems and providing incentives for people to better manage fruit trees are all highly recommended.

Living sustainably is not just about food security but human safety and mitigating our collective impacts on local wildlife. Let's work together to ensure we are feeding people and not wildlife.





### Appendix – Local Examples of Predator Exclusion Strategies



A mobile, sturdy, fully enclosed chicken co-op and pen was still having bear issues. A bear had been digging under pen by the chicken feed. An electric netting perimeter was set up around everything. There have been no further issues with bears.



Electrified chicken coop in Tofino. The owner waited until the coop was electrified before introducing chicks. No issues with multiple wildlife reports nearby.

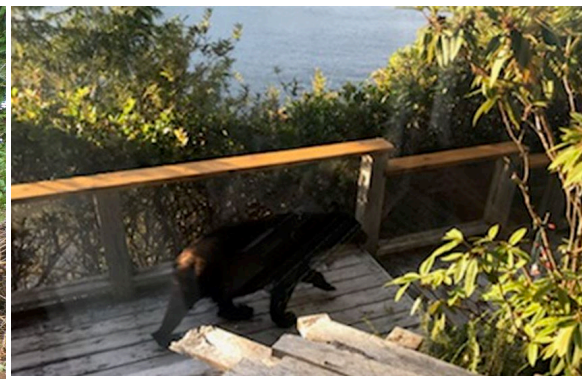


Electrified garden, permanent installation.





Temporary electric mesh fence around a fruit tree. These are quick and easy to install and come in a kit.



Compost was on private property next to a wildlife corridor frequented by bears resulting in conflict. Once the certified bear-resistant composter and electric fence were installed, bears were seen passing by but they avoided the compost.





**Subject:**  
**Date:**



Letter re: Animal Control Bylaw  
June 3, 2020 2:30:59 PM

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**From:** Autumn Murray Author [REDACTED] >  
**Date:** June 3, 2020 at 9:29:24 AM PDT  
**To:** Mayco Noël <[mnoel@ucluelet.ca](mailto:mnoel@ucluelet.ca)>  
**Subject:** Letter re: Animal Control Bylaw

Dear Mayor & Council,

Many of our community members wish to have the freedom to have their dogs in public places and residential areas without restraint.

At the same time, people and restrained animals are frequently being ambushed or attacked to the point that Ucluelet has become an unsafe enough of a place to walk one's dog, ride a bike, go for a run or for children to play on a playground to require the creation of this letter.

After consulting with multiple RCMP Bylaw and Animal Control Officers throughout our island, we suggest the following:

A trial during the month of July wherein community members are permitted to bring their dogs to public places and residential areas unrestrained by leash or tether provided they do not violate the following laws:

"Animal ownership has its rewards and responsibilities. All dogs must be supervised and kept within two meters of you anywhere in Ucluelet that is not within your property boundary.

You cannot allow your dog to approach, within two meters, a person or animal without obtaining verbal consent from the person or animal owner or handler.

If your dog chases wildlife, you can be subject to a municipal, provincial or federal penalty.

Owners are required to meet the standards of the animal control bylaws. There may be legal consequences for non compliance. Your dog can be impounded and you can be fined if you violate any of the above laws."

We also suggest that fines be increased immediately to allow the surplus amount to go toward increasing the budget for regular patrolling as well as regular educational workshops on our animal control bylaws.

If the safety of our town increases significantly by July thirtieth, extending this bylaw could be considered however if it remains the same or becomes even less safe, we request the introduction of all the above laws with a replacement of the first clause with the following clause, taking effect on the first day of August:

"Animal ownership has its rewards and responsibilities. All dogs must be supervised and firmly held on a leash not exceeding two meters by a person competent to restrain a dog anywhere in Ucluelet except for our designated off leash area. All dogs on your property must be restrained by a fence or tether to keep them within your property boundary."

In this case, we would need to have a clearly marked designated off leash dog area that is fully and properly enclosed.

Temporary signage needs to be displayed throughout town and residential areas to ensure the public is aware of this month long trial, the bylaws (responsibilities and consequences) and how to report violations. If this trial doesn't make our community safer, solid, weather proof signage describing our animal control bylaws should be securely posted all over Ucluelet, in town and residential areas so tourists and community members are aware of responsibilities and consequences.

Our group has been told by community members that they don't report violations because the bylaw isn't clear, and therefore they don't know if something is a violation or not. And the fact that the bylaw isn't posted anywhere in town, means that tourists have no idea what is expected of them as dog owners while they are here.

The standard for Vancouver Island municipalities is to enforce restraint laws and to have at least one properly enclosed designated off leash area.

In Ucluelet, we have the same wildlife laws as other municipalities and, in most cases, more prevalence of wildlife presence including bears, wolves and cougars which all pose a safety threat to unsupervised dogs.

Supervision with restraint will help increase safety for bikers, runners, children on playgrounds as well as for dogs from moving vehicles in parking lots and roads.

We appreciate your consideration and look forward to seeing our town become a safer place for all of its residents, humans and animals alike.

Sincerely,

Safety Solutions for Ucluelet Dogs and Owners group members.

## DISTRICT OF UCLUELET

### BYLAW NO. 803, 1999 (CONSOLIDATED)

Consolidated for convenience to include Bylaw Nos. 803, 842, 950 & 1038

A bylaw to provide for the control, licensing and impounding  
of animals within the District of Ucluelet

WHEREAS it is deemed expedient to regulate the keeping of dogs and other animals and to fix, impose and provide for the collection of license fees from and the issuance of licenses to any person who owns, possesses or harbours any dog;

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

#### **INTERPRETATION:**

1. In this Bylaw:

“**Animal**” includes cats, dogs, horses, mules, donkeys, swine, sheep, goats, turkeys, geese, ducks or other poultry, pigeons, as well as any cattle or fur-bearing animal or other animal by whatever technical or familiar name known.

“**Animal Control Officer**” means

- a) a municipal employee, officer or agent designated by the Council as an animal control officer for the purposes of this bylaw, or
- b) a peace officer. (Bylaw No. 842)

“**At large**”, “**run at large**” and “**running at large**” means being unleashed and being elsewhere than on the premises of the owner or person having the custody, care or control of any animal; or not being under immediate control of some competent person.

“**Authorized Representative of the District**” means the Bylaw Enforcement Officer of the District, or such other person as the District may appoint to administer the provisions of this Bylaw.

“**Bylaw Enforcement Officer**” means a person appointed by the District of Ucluelet Council to enforce the District of Ucluelet Bylaws. (Bylaw No. 950)

“**Companion animal**” means an animal kept as a pet or as a guide animal. (Bylaw No. 842)

“**Competent Person**” means a person who is physically able to exercise control over an animal.”

“**Council**” means the Mayor and Council of the District of Ucluelet.

**“Dangerous dog”** means a dog that

- a) has killed or seriously injured a person,
- b) an animal control officer has reasonable grounds to believe is likely to kill or seriously injure a person, or
- c) while in a public place or while on private property, other than property owned or occupied by the person responsible for the dog, has killed or seriously injured a companion animal or a domestic animal. (Bylaw No. 842)

**“District”** means the District of Ucluelet.

**“District Clerk”** means the appointed Clerk of the District of Ucluelet.

**“Domestic animal”** means a domestic animal as defined in the *Livestock Protection Act*. (Bylaw No. 842)

**“Harbourer”** means a person who has in his care or control, or has been entrusted with the care and control of an animal.

**“Highway”** includes all the meanings of that word as specified in the Motor Vehicle Act.

**“Kennel”** means a place where dogs are bred, reared, trained or boarded.

**“License”** means a license for a dog issued by the District of Ucluelet.

**“Municipality”** means the area being governed by the District of Ucluelet lying within the corporate limits of the District.

**“Owner”** means any person who owns or has in his custody or under his control, or harbours any animal within the municipality, and/or any person in whose name a license is issued pursuant to this Bylaw, or who has made application for a license for a dog.

**“Persistent Barking or Howling”** means the sound made by a dog barking or howling or creating any kind of noise continually or sporadically, erratically for any period in excess of ten (10) minutes.

**“Person”** means a person, family, household, corporation, firm, partnership or society.

**“Seize”** includes impound and detain. (Bylaw No. 842)

**“Temporary Boarding Permit”** means a special permit as outlined in Schedule “C” attached hereto and forming a part of this Bylaw.



**“Unlicensed Dog”** means any dog for which the license fee for the current year has not been paid to the District, or which does not have attached to its collar or harness a current metal tag issued pursuant to this Bylaw.

**“Under Control”** means in direct and continuous charge of a competent person who is directly exercising control over it by ensuring that the dog(s) is/are leashed at all times.

**“Vicious Dog”** means:

- a) any dog with a known propensity, tendency or disposition to attack, without provocation, other domestic animals or humans; or
- b) any dog which has bitten another domestic animal or a human without provocation.

## **REGULATIONS:**

### **2. General:**

- a) The Clerk, being an officer, or the Bylaw Enforcement Officer, Animal Control Officer or other persons so designated by resolution, being hereby designated to act in the place of the Clerk for the purposes of this section, are authorized at all reasonable times to enter on property that is subject to regulation under this Bylaw to ascertain whether the regulation or directions under this Bylaw are being observed.
- b) No license fee shall be payable for a dog which is trained for and used in assisting:
  - (i) law enforcement agencies in the carrying out of their duties; or
  - (ii) persons suffering from a disability which necessitates such assistance, including blindness, deafness and paralysis.
- c) Dogs, which are exempt from license fees under this section, shall nevertheless be registered and shall wear a collar with a metal license tag attached thereto pursuant to Section 3.

### **3. Dog Licenses**

- a) Every person who owns, possesses or harbours any dog apparently over the age of two (2) months within the Municipality shall hold a valid license for each such dog.
- b) The owner shall obtain a License on or before February 1<sup>st</sup> of each year and shall pay the License fee payable to the District for each License in accordance with Schedule “A” attached hereto, provided however that if she/he becomes the owner of a dog after the 1<sup>st</sup> day of February in any year, she/he shall obtain a License forthwith.

- c) Upon request, the owner shall provide proof of age for any dog claimed to be under two (2) months of age.
- d) Prior to issuance of a License for a spayed female dog or a neutered male dog, the Municipality will require the owner to furnish proof that the dog has been spayed or neutered. Proof that a dog has been spayed or neutered shall be by a certificate from a registered Veterinarian Surgeon.
- e) Every License issued under this Bylaw shall be for the calendar year in which the license is issued and shall expire on the 31<sup>st</sup> day of December next following the date on which the license is issued.
- f) With each license, the District shall issue a metal license tag which shall be impressed or stamped with a number corresponding to the number of the license and with figures denoting the year in which the license expires.
- g) Every owner of a dog licensed under this Bylaw shall provide and keep on the dog, a suitable collar or harness to which shall be fastened at all times, the dog license tag issued in connection with the licensing of such dog, except where a qualified Veterinary Surgeon certifies that a dog cannot, due to sickness, injury or disease, comfortably wear a collar or harness.
- h) No person except the owner of a dog or the Animal Control Officer or Authorized Representative of the District shall remove a license tag from a dog.
- i) Every license issued under this section shall be for one (1) animal only, and such license is not transferable to any other dog.
- j) Where the owner of a dog in respect of which a current license has been issued under this Bylaw, sells or otherwise ceases to be the owner of the dog, he shall, within seven (7) days of ceasing to be the owner of such dog, notify the Municipality of the name and address of the new owner.
- k) Where the ownership of a dog in respect of which a current license has been issued under this Bylaw changes, the license may be transferred to the new owner without charge upon making application to the Municipality.
- l) The District may, upon being satisfied that a license tag issued hereunder has been lost or stolen, issue a replacement thereof on payment of a fee as in accordance with Schedule "A" attached hereto.
- m) Upon request, the District may issue a temporary boarding permit that allows a dog handler or breeder to board one additional dog for a

maximum of seven (7) days, notwithstanding that the dog is subject to the provisions of this Bylaw.

#### **4. Control of Animals**

The owner of a dog or other animal shall ensure that:

- a) Any animal owned, possessed or harboured by him/her does not run at large or trespass in or upon any private lands or premises.
- b) Any animal owned, possessed or harboured by him/her is not on a highway or any public place unless such animal is under the control of a person who is competent to control the animal.
- c) The owner of every dog shall, at all times when such dog is not on a leash and under the control of a person who is competent to control the dog, keep such dog securely confined on the premises owned or controlled by the owner, by keeping the dog indoors, within a fenced area sufficient to prevent the escape of the dog or securely tethered in such a manner as to prevent the dog from leaving the premises.
- d) No owner of an unspayed female dog shall permit such dog to leave the premises of the owner during such female dog's ovulatory period except to convey the dog directly to a veterinarian or kennel.
- e) The Animal Control Officer and every other person empowered to administer this bylaw may impound a female dog in heat found running at large and shall detain such dog at the expense of the owner while the dog is in heat; Section 10 of this bylaw shall not apply until the expiration of such period.
- f) The owner of every dog shall, at all times when such dog is off the premises of the owner, immediately remove or cause to be removed any feces deposited by such dog in a public or private area and dispose of the feces in a sanitary manner.

#### **5. Noise Complaints**

- a) No person shall own, possess or harbour any dog that disturbs or tends to disturb the peace, quiet, rest, enjoyment, comfort or convenience of the neighbourhood by its persistent barking or howling.
- b) A complaint concerning a dog alleging a disturbance contrary to section 5(a) of this bylaw shall be made in writing to the Clerk.
- c) Upon receipt of a complaint in writing that a dog has caused a disturbance and the owner of the dog can be ascertained, the Animal Control Officer or Authorized Representative of the District shall notify the owner of the dog, in person, of the complaint. If the owner of the dog

cannot be ascertained, the Animal Control Officer or Authorized Representative shall investigate.

- d) Upon receipt of a complaint in writing of a second offence by the same dog and the owner of the dog can be ascertained, the Animal Control Officer or Authorized Representative shall notify the owner of the dog, in person, of the complaint. If the owner of the dog cannot be ascertained, the Animal Control Officer or Authorized Representative shall issue a "Notice of Bylaw Violation", as set out in Section 11 of this bylaw. The Animal Control Officer or Authorized Representative of the District may also request the owner of the dog, in writing, to effectively muzzle or restrain the dog.

**6. Vicious or Diseased Animals and Dangerous Dogs (Bylaw No. 842)**

- a) The owner of a vicious dog shall ensure that such dog is not on a highway or any public place unless effectively muzzled so as to prevent it from endangering the safety of any person or other animal, including a person lawfully entering upon premises where the animal is located. When such dog is not effectively muzzled, on a leash and under the control of a person who is competent to control the dog, such dog shall be kept indoors or within a securely closed and locked enclosure.
- b) No person shall keep, harbour or have in his possession any animal suffering from any infectious or communicable disease, unless such animal is in isolation and is undergoing treatment for the cure of such disease.
- c) The Animal Control Officer or Authorized Representative of the District may, at any time, and at his/her sole discretion, destroy or cause to be destroyed, any animal suffering from any incurable disease, injury or mutilation, to prevent cruel suffering or the spread of disease.
- d) Section 707.1 of the *Local Government Act* provides additional authority that an animal control officer may seize a dog if the officer believes on reasonable grounds that the dog is a dangerous dog. Application and exercise of that authority is subject to the requirements of that section. (Bylaw No. 842)
- e) Section 8 of the *Livestock Protection Act* provides additional authority that, in relation to a dog that the animal control officer has reasonable grounds to believe is a dangerous dog, the animal control officer may apply to the Provincial Court for an order that the dog be destroyed in the manner specified in the order. (Bylaw No. 842)
- f) Limitations to the length of impoundment of a dog that has been seized under this section is provided for in Section 707.1 of the *Local Government Act*. (Bylaw No. 842)

## 7. Kennels

- a) Every person wishing to operate a kennel for the purposes of breeding, training or boarding dogs, must obtain a Kennel License from the District of Ucluelet. A Kennel license is not a substitute for a license required by the Municipality's Business License bylaw and does not relieve an owner of a kennel from compliance with that bylaw or any other bylaw of the municipality. **(Bylaw No. 1038)**
- b) Every person operating a kennel must ensure that each dog bred, trained, boarded or cared for in the kennel possesses a valid and subsisting dog license from the District of Ucluelet. **(Bylaw No. 1038)**
- c) Kennel and dog licenses may be obtained by applying to the District and paying the prescribed kennel/dog license fee set out in Schedule "A". **(Bylaw No. 1038)**
- d) No person shall:
  - i) have or keep more than ten (10) dogs in a kennel;
  - ii) permit or cause a dog to be unattended or uncontrolled in an open air run in a kennel between the hours of 9:00 p.m. and 7:00 a.m.
  - iii) allow a dog to run loose in a kennel except in an adequately fenced area;
  - iv) permit or cause barking, yelping, howling or other frequent noise to emanate from a kennel. **(Bylaw No. 1038)**
- e) The owner or operator of a kennel shall:
  - i) ensure that all animals in the kennel are under control and are restrained from frequent barking, yelping, howling or making other noises;
  - ii) keep the kennel in good repair at all times;
  - iii) keep the kennel and the yard surrounding it at all times in a clean and sanitary condition and free of vermin and rodents;
  - iv) collect all uneaten food from the kennel daily, wrap it and place it in a bear proof garbage receptacle for collection;
  - v) dispose of all manure, dung or refuse and all liquid wastes from the kennel in a manner which meets the approval of the Medical Health Officer and the Municipality;
  - vi) dispose of all hair clippings and waste paper in a sanitary manner;

- vii) keep the kennel regularly cleaned and disinfected and free from any offensive or objectionable odours to the satisfaction of the Medical Health Officer and the Municipality. (Bylaw No. 1038)
- f) No kennel shall be permitted unless:
  - i) 24 square feet of floor space is provided for each dog;
  - ii) a dog exercise area is provided that is fenced in such a manner that the dog or dogs cannot escape the confines of the exercise area;
  - iii) the kennel complies with all laws and regulations in force in the Province of British Columbia and all municipal bylaws, regulations and policies. (Bylaw No. 1038)
- g) A kennel license issued may be suspended or revoked at any time by the Animal Control Officer or the Authorized Representative of the District if the licensee does not observe the provisions of this bylaw. (Bylaw No. 1038)
- h) Every licensee shall, at all reasonable times, permit the Animal Control Officer or the Authorized Representative of the District to enter and inspect any kennel for the purposes of ascertaining whether the provisions of this bylaw are being observed. (Bylaw No. 1038)
- i) Every kennel license issued under this bylaw:
  - i) expires on the 31st day of December of the year in which it is issued;
  - ii) is valid only in respect of the kennel for which it is issued; and
  - iii) shall be renewed not later than the 1<sup>st</sup> day of February in the following calendar year. (Bylaw No. 1038)
- j) The municipality shall maintain a record of all kennel licenses issued for a period of two (2) years from the date a license is issued, showing the name and address of the owner, the date of the license, a description and kennel license number of the kennel and the license fee paid. (Bylaw No. 1038)

## 8. Impounding

- a) The Animal Control Officer, Authorized Representative of the District or police officer may impound any animal that is running at large within the Municipality.
- b) The owner, possessor or harbourer of any animal impounded under this bylaw may redeem the same upon application to the Animal Control

Officer or Authorized Representative of the District with proof of ownership and payment of the following fees:

- i) In the case of such animal not being licensed for current calendar year, prescribed license fees as set out in Schedule "A" attached hereto and forming part of this bylaw.
- ii) Pound fees for seizing and impounding such animal as set out in Schedule "B" attached hereto and forming a part of this bylaw.
- iii) An additional \$5.00 per day for every day or portion thereof during which it shall have been impounded, plus any additional expenses incurred in conveying, impounding and maintaining such animal.
- c) Any person who in any way interferes, resists, or willfully obstructs the Animal Control Officer or any other person lawfully engaged in impounding any animal or carrying out any other duty pursuant to the provisions of this bylaw, is guilty of an offence against this bylaw.
- d) Any person who, without lawful authority and not having paid the fees and expenses imposed under the provisions of this bylaw, is guilty of an offence against this bylaw.
- e) The Pound shall be open for all purposes during the hours of 8:00 a.m. – 12:00 p.m. and 1:00 p.m. to 4:30 p.m. on the days during which the offices of the District are open to the public, unless otherwise designated by the District Clerk.

#### **9. Cat Regulation, Identification and Cat Breeding Permits**

- a) No person may be or become an owner of any cat that is actually or apparently over the age of six (6) months unless:
  - i) the cat has been spayed or neutered, as the case may be, by a veterinarian; or
  - ii) the person holds a valid cat breeding permit for an unspayed or unneutered cat as provided for in this bylaw; or
  - iv) the person is not normally resident in the Municipality and while in the Municipality for any temporary period or periods ensures that his or her cat, if unspayed or unneutered, is not permitted to be running at large in the Municipality.
- b) Every owner of a cat must ensure that the cat, if it is unspayed or unneutered, whether pursuant to a cat breeding permit issued under this bylaw or otherwise, is not permitted to be running at large within the Municipality.

- c) Any person finding a cat running at large that he or she believes to be unspayed or unneutered and takes into his or her possession must immediately notify the Animal Control Officer and either deliver the cat to the Animal Control Officer or, upon request, release the cat to the Animal Control Officer.
- d) Every owner of a cat is responsible for ensuring that his or her cat bears sufficient identification to allow any person finding the cat running at large to identify and contact the owner. For clarity, but without limiting the identification options open to an owner, cat identification may take the form of a collar and tag worn by the cat, a traceable tattoo or microchip.
- e) It is unlawful for any person other than the owner of a cat or the Animal Control Officer to remove any identification worn by a cat pursuant to this bylaw.
- f) Any person who wishes to obtain a cat breeding permit that will exempt that person from the provisions of section 8(a)(i) during the life of the permit, must submit a completed application form to the Municipality.
- g) The Animal Control Officer may, upon receiving an appropriate application form and the fees for a cat breeding permit specified in section 8(i), issue a cat breeding permit which permit will be valid for a period of three years from the date of issuance.
- h) An owner who holds a cat breeding permit is responsible for ensuring that his or her cat to which the permit relates is not permitted to be running at large in the municipality.
- i) The fee for a cat breeding permit issued pursuant to this bylaw is \$60.00.

#### **10. Sale and Destruction**

- a) The Animal Control Officer or Authorized Representative of the District may, at his/her discretion, sell, destroy, cause to be destroyed or dispose of any animal which has been impounded where the prescribed fines, fees, and other charges are not paid within three (3) clear working days.
- b) Within two (2) working days after impounding of any animal pursuant to this bylaw, the Animal Control Officer or Authorized Representative of the District shall post a notice, setting out the particulars of the impounded animal, including the ownership, where known, and advise that the animal will be sold or destroyed after expiration of three clear working days from the date of the notice, unless, in the meantime, the animal is redeemed. The notice may itself fix the time and place where the impounded animal will be offered for sale by auction or private sale.



- c) The Animal Control Officer or Authorized Representative of the District may, after expiration of the time specified in the notice referred to in section 10(b), and where the animal has not been redeemed, offer the impounded animal for sale by public auction, at which he shall sell the animal to the highest cash bidder. Where the notice given itself fixes the time and place where the impounded animal will be offered for sale, no further or other notice shall be necessary, but the Animal Control Officer or Authorized Representative of the District may, at his/her discretion, give notice by newspaper advertisement or otherwise.
- d) The notice referred to in section 10(b) shall for all purposes be sufficient notice to the owner and shall be deemed to have been received by him or her on the date of posting.
- e) Where no bid is received for the sale of the animal and the animal is not redeemed at the time of sale, the Animal Control Officer or Authorized Representative of the District shall destroy, cause to be destroyed or dispose of such animal.
- f) The Municipality shall provide the Animal Control Officer or Authorized Representative of the District with a register book, within which he/she shall enter the number and description of every dog or animal impounded by him/her, the day and hour on which the same was received or redeemed, sold, destroyed or disposed of, and the amount of fines, fees, or licenses paid by the redeeming party, and the proceeds of the sale (if any). The Animal Control Officer or Authorized Representative of the District shall, on the first day of every week in the year, deliver to the Municipality, a copy of the records so made, in addition to any sums so received as fines and licenses recovered under the provisions of this bylaw.

#### **11. Designation of Bylaw Enforcement Officer**

For the purposes of this bylaw, the designated Bylaw Enforcement Officer means any of the following;

- 1. Bylaw Enforcement Officer for the District of Ucluelet
- 2. R.C.M.P. Officers and Auxiliary members (Bylaw No. 950)

#### **12. Penalties**

- a) Every person who violates any of the provisions of his bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw is liable on summary conviction to a fine of not more than two thousand dollars (\$2,000.00) and costs (including the costs of the committal and conveyance to the place of imprisonment) for each offense, and in default of payment therefore, to imprisonment of a term not exceeding six months in jail. Each day that such violation is permitted to continue shall be a separate offence. (Bylaw No. 950)

- b) The fines and penalties payable in respect of a breach of this bylaw are set out in Schedule “D”, attached hereto and forming part of this bylaw. (Bylaw No. 950)

### 13. Interpretation Act

In reckoning time for purposes of this bylaw, any period of time expressed in days shall be exclusive of any holiday as defined by the *Interpretation Act*. Where the time limit or the date under this bylaw for any proceeding falls due on a day when the offices of the District are not open to the public, the time so limited shall extend to (and such things may be done on) the day next following on which the offices are open to the public.

### 14. Administrative Provisions

- a) This bylaw hereby repeals the Corporation of the Village of Ucluelet “Animal Control and Licensing Bylaw No. 577, 1991” and amendments thereto in their entirety.
- b) This bylaw may be cited for all purposes as the “District of Ucluelet Animal Control and Licensing Bylaw No. 803, 1999”.

### 15. Severability

If any provision of this Bylaw is determined by a court of competent jurisdiction to be unlawful or unenforceable, that provision shall be severed from this Bylaw and shall not affect the validity of any remaining provision of this Bylaw. (Bylaw No. 950)

**READ A FIRST TIME** this 11<sup>th</sup> day of **May, 1999**.

**READ A SECOND TIME** this 11<sup>th</sup> day of **May, 1999**.

**READ A THIRD TIME** this 11<sup>th</sup> day of **May, 1999**.

**RECONSIDERED** and **FINALLY PASSED** and **ADOPTED** this 25<sup>th</sup> day of **May, 1999**.

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

**ORIGINAL SIGNED BY MAYOR**

**ORIGINAL SIGNED BY CLERK**

\_\_\_\_\_  
Bill Irving, Mayor

\_\_\_\_\_  
Ian Howat, A/Clerk Administrator

*District of Ucluelet Animal Control and Licensing Bylaw No. 803, 1999 (Consolidated to include Bylaw Nos. 842, 950 & 1038)*

**A CERTIFIED TRUE CONSOLIDATED COPY** of the “District of Ucluelet Animal Control and Licensing Bylaw No. 803, 1999”, which includes amending Bylaw No. 842.

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Cliff Strachan  
Chief Administrative Officer

## Schedule "A"

### License and Permit Fees

<b>License Fees</b>	
Spayed female dogs	\$15.00
Neutered male dogs	\$15.00
Unspayed female dogs	\$30.00
Unneutered male dogs	\$30.00
Kennel	\$100.00
Temporary Boarding Permit	\$10.00
<b>Licenses Purchased after July 1<sup>st</sup></b>	
Spayed female dogs	\$7.50
Neutered male dogs	\$7.50
Unspayed female dogs	\$15.00
Unneutered male dogs	\$15.00
<b>Replacement License Tag</b>	<b>\$2.50</b>
<b>Cat Breeding Permit</b>	<b>\$60.00</b>

*District of Ucluelet Animal Control and Licensing Bylaw No. 803, 1999 (Consolidated to include Bylaw Nos. 842, 950 & 1038)*

## Schedule “B”

### Schedule of Pound Fees

Seizing and impounding any licensed dog	\$30.00 <i>(plus \$5.00 per day)</i>
Seizing and impounding an unlicensed dog	\$60.00 <i>(plus \$5.00 per day)</i>
Seizing and impounding any dog a subsequent time within a three month period <i>(in addition to the above fee)</i>	\$60.00 <i>(plus \$5.00 per day)</i>
Seizing and impounding birds, reptiles, etc.	\$5.00 <i>(plus cost of food)</i>
Seizing and impounding a vicious dog <i>(for each time the dog is impounded)</i>	\$200.00
Seizing and impounding an unspayed or unneutered cat	\$25.00 <i>(plus \$5.00 per day)</i>

**Schedule "C"**  
**Temporary Boarding Permit**

Date: \_\_\_\_\_

Permit No: \_\_\_\_\_

The District of Ucluelet hereby authorizes:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

To board the following breeding and/or show dog:

Full description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In accordance with, and under the regulation of the District of Ucluelet Bylaw No. 803, 1999.

Permit Fee: \$10.00

\_\_\_\_\_  
Bylaw Enforcement Officer or  
Authorized Representative

## Schedule "D"

### Penalties

<b>Offense</b>	<b>Section</b>	<b>Fine – 1<sup>st</sup> Offense</b>	<b>Fine – 2<sup>nd</sup> &amp; Subsequent Offenses</b>
Unlicensed Dog	3A	\$50.00	\$100.00
License Not Affixed	3G	\$25.00	\$50.00
No Kennel License	7A	\$100.00	\$200.00
Animal at Large	4A	\$50.00	\$100.00
Failure to Dispose of Excrement	4F	\$25.00	\$50.00
Vicious Dog Not Muzzled or Leashed	6A	\$200.00	\$400.00
Vicious Dog Not Securely Confined	6A	\$200.00	\$400.00
Unlawful Keeping of Animals	6C	\$200.00	\$400.00
Disturbing the Peace/Noise	5A	\$100.00	\$200.00
Interfere with Animal Control/Bylaw Enforcement Officer	8C	\$250.00	\$500.00

(Bylaw No. 950)







## STAFF REPORT TO COUNCIL

Council Meeting: June 9, 2020

500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 4020-20-ANIMAL

**SUBJECT:** COUNCIL POLICY ON "WILDLIFE ATTRACTANTS" FOR  
BYLAW EDUCATION AND ENFORCEMENT

**REPORT NO:** 20-48

**ATTACHMENT(S):** APPENDIX A – WILD SAFE BC POSITION PAPER ON THE RAISING OF URBAN LIVESTOCK & ELECTRIC FENCING CONSIDERATIONS

### **RECOMMENDATION:**

1. **THAT** Council confirm that for the purpose of bylaw education and enforcement the following are deemed to be included in the definition of "Wildlife Attractants" in the District of Ucluelet unless secured in a building or an enclosure surrounded by an appropriate electric fence:
  - a. Chickens and other poultry;
  - b. Livestock;
  - c. Animal feed;
  - d. Compost piles and bins unless specifically designed and constructed to be bear-proof (except the composting of grass clippings, leaves and branches);
  - e. Beehives; and,
  - f. Un-picked ripe or fallen tree fruit.

### **PURPOSE:**

To clarify the definition of wildlife attractants to focus Staff education and enforcement measures, until such time as a comprehensive review of the *District of Ucluelet Animal Control and Licensing Bylaw No. 803, 1999*, and *District of Ucluelet Garbage Collection & Regulation Bylaw No. 960, 2004*, (including their respective subsequent amendments), can be completed.

### **BACKGROUND:**

One result of the COVID-19 pandemic and health orders has been a greater focus among west coast residents on producing food within home gardens. At the same time, reduced human activity and traffic around town may be contributing to increased wild animal activity near settled areas. The confluence of these factors has led to an increase in a number of issues encountered by Bylaw Services Staff. Of particular concern is the increase in the number of residential properties observed now housing chickens, goats, food gardens and new compost bins or piles without adequate protection to repel bears, wolves and cougars. Bylaw Staff have received a number of complaints regarding these activities.

While existing District bylaws touch on the areas of keeping animals in town and/or avoiding wildlife/human conflicts by properly managing wildlife attractants, the current education and enforcement efforts must rely on a certain amount of Staff interpretation of older bylaws. Staff have completed a review and gap analysis of existing bylaws and policies, and Bylaws No. 803 and 960 are two bylaws which require updating. At this time, the work to review and update these bylaws is a way off on departmental work plans.

The current Bylaw No. 960 includes the following:

**“10. Additional Provisions to Minimize Wildlife/Human Conflicts**

- 10.1 *No person shall knowingly or willingly feed wildlife, or provide in any manner access to garbage, food or other attractants to wildlife.*
- 10.2 *Bird feeders are allowed but must be inaccessible to wild animals.*
- 10.3 *No person shall fail to take remedial action to avoid contact or conflict with wildlife after being advised by the Bylaw Enforcement Officer that such action is necessary. Remedial action may include, but is not limited to securing, in a wildlife resistant enclosure, all garbage containers, removal of cooking grills, pet food, bird feeders or any other attractants.”*

*“Attractant means any substance, with or without an odour, which could attract wildlife or does attract wildlife, including but not limited to food products, pet food, feed or compost.”*

*“Wildlife includes any mammal that is not normally domesticated, including but not limited to bears, wolves, cougars and raccoons.”*

**DISCUSSION:**

Since “a fed bear is a dead bear”, the increased interest in raising chickens and other poultry or livestock in town has led Staff to prepare this report. In its guidelines for reducing wildlife conflict from raising urban livestock, WildSafe BC recommends that enclosures for raising domestic animals should have a properly installed and well-maintained electric perimeter fence (see **Appendix ‘A’**).

Bylaw Staff have recently observed livestock being raised on residential properties in unprotected enclosures, and free-ranging poultry wandering properties next to wildlife corridors frequented by bears. As stated by WildSafe BC in the attached June 2020 paper to the Coastal Communities Food Systems Planning Forum, “living sustainably is not just about food security but human safety and mitigating our collective impacts on local wildlife”.

The policy statement being recommended to Council would clarify what is deemed to be a “wildlife attractant” under our existing bylaws. This would assist in the ongoing education and enforcement efforts to avoid putting both people and wildlife at risk in local neighbourhoods. Staff always begin with investigating complaints and educating people about the community expectations and bylaw provisions; most people, once they are aware of the issues and the reason for local regulations, will voluntarily comply with the bylaws. Further enforcement such as ticketing may follow if education and awareness does not result in voluntary compliance.

For reference, non-compliance with section 10(1) of Bylaw No. 960 (Providing Attractants/Food to Wildlife) carries a fine of \$200 for a first offence and \$500 for second and subsequent offences.

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

Adopting the recommended policy statement would enable Staff to proceed with ongoing education and enforcement efforts more efficiently.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications of adopting the suggested policy statement.

**SUMMARY AND CONCLUSION:**

Ultimately, amendments to the Animal Control Bylaw and Garbage Collection Bylaw may be warranted to better reflect the community expectations and the evolving nature of the town. This might include clarifying the need to avoid creating a nuisance from the keeping of livestock and poultry (e.g., noise complaints regarding roosters). Amendments to clarify the responsible approaches to composting organic waste may also be needed. Any such amendments should be done with a degree of community consultation directed by Council. At this point, given current projects underway and workloads, Staff are suggesting that the existing bylaws are sufficient but would benefit from the additional clarity in the policy statement recommended at the outset of this report.

Alternatively, Council could consider the following:

2. **THAT** Council direct Staff to prioritize the review and update of *District of Ucluelet Animal Control and Licensing Bylaw No. 803, 1999*, and *District of Ucluelet Garbage Collection & Regulation Bylaw No. 960, 2004*.

However, if this direction is preferred then it is requested that Council provide direction on what current projects should be put on hold while this work is prioritized.

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

## *WildSafeBC position paper on the raising of urban livestock*

**WildSafeBC** understands and supports the concepts of local food security and we recognize that the raising of chickens and urban animal husbandry can be a part of a local food strategy. At the same time we would recommend that any production of food be done in a manner that is environmentally responsible and sustainable. Part of that responsibility lies in ensuring local food production does not create attractants for local wildlife.

**WildSafeBC** does not take a stance on whether or not animal husbandry (keeping of chickens, goats, pigs, bees, etc.) should be allowed in a municipal setting, but, if a municipality does allow for it then we encourage the adoption of bylaws that set out the following standards by which the practice can be undertaken. Please note that the recommendations are not meant to be exhaustive but only address those issues around reducing human/wildlife conflicts.

**Important: The following guidelines can only reduce conflict, not completely rid a community of the conflict that will be created by allowing an attractant such as chickens within their boundaries.**

If farm animals are to be kept in an urban setting, then the following minimum guidelines should be observed:

1. The raising of any domestic animals be conducted in such a manner as to not attract wildlife.
2. Specific measures that should be taken include:
  - a. The enclosure should have a properly installed and well maintained electric fence set up around its perimeter (see WildSafeBC's document called Electric Fence Guidelines)
  - b. The enclosure should be built in such a way as to exclude larger wildlife such as fox, coyote, cougar even without the application of electric fencing.
  - c. For chickens and small animals a coop or hutch within the enclosure should provide the animals with a safe roosting/nesting area and should be able to be closed for the night and be built so as to exclude small predators such as weasels, skunks or martens.
  - d. Enclosures should be located away from cover and within good sight lines for people approaching the enclosure.
  - e. Animals should be fed in such a manner as to ensure that no feed is left uneaten and available to wildlife. Feed which is not used by the animals should be cleaned out on a daily basis.
  - f. All feed should be stored in airtight, wildlife-resistant containers in locations that are not easily accessed by wildlife.
  - g. Any other wildlife attractants in close proximity to the enclosure must be managed so as not to attract wildlife to the enclosure.
3. In the event that the enclosure is breached by wildlife the incident should be reported immediately to the provincial hotline (1-877-952-7277).

## ***Electric Fencing Considerations***

The use of electric fences in urban areas requires some special consideration, but when properly constructed and maintained an electric fence is a safe and effective tool to keep predators and other potentially dangerous wildlife away from anthropogenic (human-related) food sources. Please note that in some instances, secondary exclusionary fencing may be required to keep out predators such as cougars or bobcats that can leap over electric fencing or smaller predators that may go through or under the fencing without touching a hot wire.

The use of electric fencing is only recommended when the attractant that the electric fence is protecting cannot be effectively dealt with in some other manner: e.g. if garbage can be removed from an area then that would be preferable to setting up an electric fence around the garbage.

It should be noted that having an electric fence in an urban setting will be less of a safety issue than having no electric fence and a bear or other predator accessing attractants in that setting.

There are many ways of constructing an electric fence and the choice of components ultimately depends upon a variety of factors. Please note that the suggestions given here are for small-scale electric fences designed to cover areas typically less than 20x20 meters, for larger applications, such as around garbage dumps or berry farms, other components and/or construction techniques may be required.

General considerations:

1. All fences must be constructed within the guidelines of municipal, regional, provincial or even federal regulations that may supersede the direction provided here.
2. Energizers and various components of the system must be installed and used as per the manufacturer's instructions.
3. Please note: It is the duty of the person installing the fence to ensure that all regulations regarding the deployment of an electric fence are being followed.

Fencing considerations: To create an effective predator electric fence designed to keep out grizzly bears, black bears, coyotes, and wolves the following points need to be considered:

1. Choice of energizer:
  - a. Should be able to deliver a minimum of 6,500 volts throughout the system (e.g. at a point furthest from the energizer).
  - b. Must have a rating of at least .75 joules. Upper limits can be set by appropriate authorities when developing regulations with regards to the deployment of electric fencing within your jurisdiction. Consideration should be given to the fact that too restrictive a range on output of the system could curtail the choice of units available.
  - c. Must be CSA or ULC approved.

## *Electric Fencing Considerations*

2. Fencing wire:
  - a. Either smooth steel/aluminum wire no less than 16 gauge, or
  - b. A poly braid wire with no fewer than 9 steel wires in the braid
  - c. At no time should barbed wire be used as this poses a great risk should an animal or human become entangled in the wire.
3. Wires and placement:
  - a. Because there are a variety of configurations for electric fences (e.g. all hot wires, alternating hot and ground wires, and electrified mesh – to name just a few) it is difficult to make hard and fast rules for the number and placement of wires.
  - b. The general rule should be that the fence must be constructed in such a way that the predators (as noted above) cannot pass through the fence without simultaneously touching a hot wire and the ground (or a ground wire).
  - c. For an all hot-wire fence the bottom wire should be no more than 25 cm. from the ground at any point along its length and the top wire should be no less than 1.20 meters from the ground and wire spacing should be no more than 25 cm apart.
4. Grounding: The grounding system (whether plate or rod) must be sufficient to complete the circuit throughout the length of the fence. If the dryness of the soil prevents the use of the ground as part of the circuit, grounding wires should be used instead of relying on the ground itself. Note: The bottom wire on any system should NOT be a ground wire (as this allows wildlife to dig under the fence, unimpeded).
5. Warning signs: Weather resistant signs stating the danger of electric shock need to clearly identify the fence and be visible at all points where people may contact the fence.
6. Fence construction:
  - a. Fence wires must be taut enough to deliver the shock from the fence to the animal (sometimes through a thick insulating coat of hair) without such deflection as to render the fence ineffective. This may require fence posts to be braced at intervals to allow sufficient tension to be applied to the system.
  - b. When constructed inside another fence (the perimeter fence) the electric fence needs to be a sufficient distance from the perimeter fence so that an animal cannot scale the perimeter fence and then cross over the electric fence without touching both a hotwire and the ground (or grounding wire).

## *Electric Fencing Considerations*

- c. When constructed within a perimeter fence, the electric fence should be such a distance that the perimeter fence cannot be pushed against the electric fence and thereby rendering it inoperable.
7. Maintenance:
- a. Fences must be maintained in such a way as to ensure that plants and/or other materials do not touch the fence and in turn “ground out” the fence.
  - b. Fences should be checked periodically with an appropriate voltmeter to ensure the fence is working appropriately.

### **General Safety considerations**

- a. Call “One Call” **1-800-474-6886** before starting construction on your electric fence. This service will tell you what underground services that you must avoid when placing grounding rods or fence posts into the ground.
- b. Do not construct electric fences within 75M of overhead electrical transmission lines (these are the large high-tension lines used for transmitting power from power generation sites to distribution sites). For fences within the 75M limit or on transmission right-of-ways please contact BC Hydro for their safety guidelines. Standard construction safety methods need to be exercised when working around household distribution lines (these are the lines that bring power from the distribution centers to a home).
- c. Do not locate your grounding system in such a way as to encroach on existing grounding systems.
- d. If you have neighbours nearby it is good practice to let them know about your planned construction of an electric fence. If they have pets that wander freely this will be a good reason for them to reconsider the practice. Children old enough to walk about without parental supervision should be old enough to be taught not to approach the electric fence.







## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 9, 2020

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 2450-20 2018 PENINSULA ROAD 181.122

**SUBJECT:** S.219 COVENANT MODIFICATION FOR 2108 PENINSULA ROAD

**REPORT NO:** 20- 50

**ATTACHMENT(S):** APPENDIX A – APPLICATION

APPENDIX B – SECTION 219 RESTRICTIVE COVENANT EH51473

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

1. **THAT** Council approve replacement of the Section 219 restrictive covenant EH51473 to allow a building to be built within 10m of a watercourse on Lot 22, District Lot 284, Clayoquot District Plan VIP76147(2108 Peninsula Road) subject to compliance with all the recommendations of the Biophysical Assessment prepared by Current Environmental dated January 10, 2020.

### **PURPOSE:**

The purpose of this report is to provide information on a request to modify a Section 219 restrictive covenant that currently restricts the placement of any buildings on 2108 Peninsula Road, Lot 22, District Lot 284, Clayoquot District Plan VIP76147 (the “**Subject Property**”) to within 15m of a watercourse.



Figure 1 – The Subject Property

**BACKGROUND:**

In 1994, as part of the subdivision process involving the parent parcel of the subject property, a restrictive covenant (EH51473) was placed on title of the property to protect the riparian area of a watercourse running from Tugwell Fields to the Ucluelet Inlet (see **Appendix “B”**).

In 2014 the applicant requested approval from Ucluelet’s Board of Variance to vary the Zoning Bylaw to allow a building to be placed within 15m of a watercourse whereas the zoning bylaw requires 30m. That variance was approved. The applicant has since revised their building plans and has now determined that they would need to build within 10m of the subject property’s watercourse.

Staff indicated to the applicant that the District of Ucluelet would need a full environmental assessment of the watercourse habitat supporting the 10m setback, before we could bring this request before Council. The applicant engaged Current Environmental to do this work and the applicant has supplied this report as part of this application (see **Appendix “A”**).

**DISCUSSION:**

Covenant EH51473 was registered to establish setbacks from the riparian area of the watercourse – not just located on the subject property but for the entire area of Forbes Road and Pacific Crescent when it was one larger parcel. The new environmental assessment by Current Environmental is a finer-grained look at the relationship of the watercourse to the specific land of the subject property and its ecological features. Based on the recommendations of the Professional Biologist, the reduction of the setback from 15m to 10m in this reach of the watercourse is supportable.

Staff recommend that a new restrictive covenant be registered on the property title, restricting construction within 10m of the watercourse subject to the owner adhering to all conditions and recommendations in the attached report by the Qualified Environmental Professional. Issuance of a building permit and construction of the proposed house would then be based on adherence to that new restrictive covenant.

**ZONING:**

A zoning variance is not required as per section 306.2 of the zoning bylaw as follows:

*306.2 In addition to minimum setback requirements of other parts of this Bylaw:*

*(1) No building or structure may be placed, constructed, sunk into, erected, moved, sited, altered or enlarged within*

*(a) 7.5 m (25 ft) on the upland side of the natural boundary of the ocean,*

*(b) 30 m (98.5 ft) of the natural boundary of any other natural watercourse or source of water supply,*

*except as expressly otherwise specified in a Zone, or in a registered covenant under section 219 of the Land Title Act in favour of the District or the Province. [Zoning Amendment Bylaw No. 1216, 2017]*

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

If this application is approved, Staff time will be required to process and prepare the covenant modification or replacement.

**FINANCIAL IMPACTS:**

The costs of the covenant modification will be the responsibility of the applicant.

**SUMMARY:**

The modification to the minimum watercourse setback supported by the Current Environmental assessment is consistent with the intent of the original covenant EH51473 to protect the riparian area of the watercourse on the subject property.

Alternatively, Council has the following options:

2. **THAT** Council defer consideration pending receipt of further information, to be identified.
3. **THAT** Council refuse the request.

**Respectfully submitted:** John Towgood, Planner1  
Bruce Greig, Manager of Community Planning  
Mark Boysen, Chief Administration Officer

Site Plan of:  
**Lot 22, District Lot 284**  
**Clayoquot District, Plan VIP76147**

Parcel Identifier: 025-926-861

**SCALE - 1 : 6 0 0**



All distances are in metres and decimals thereof

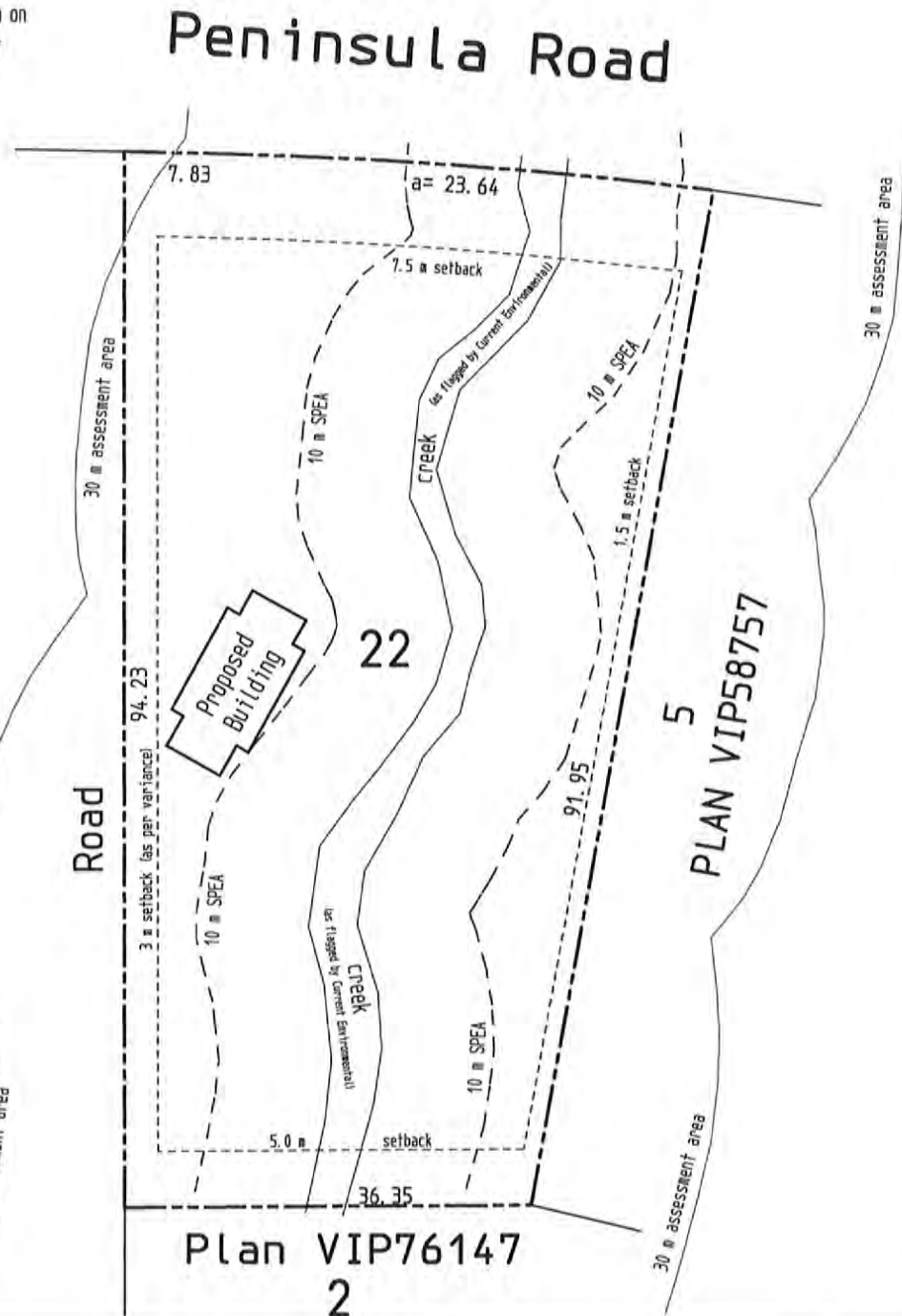
(plot on 8.5" x 11" sheet)

<b>FILE:</b> 116-Peninsula
DWG/DATE: 2020-05-03
<b>AG Surveys</b>
545 - 110 Marine Drive
Ucluelet, BC V0R 3A0
phone (250) 266-4536

The following non-financial charges are shown on the current title and may affect the property

- EHS1473 - Covenant
- EHS1474 - Covenant
- EG25117 - Covenant
- EX6444 - Statutory Building Scheme

Parcel dimensions shown hereon are derived from Land Title Office records.



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To:	Shane Hilder, Property Owner	Date:	January 10 <sup>th</sup> , 2020
From:	Caitlin O'Neill, Technologist Dusty Silvester, R.P.Bio.	Pages:	17
Cc:	District of Ucluelet	Project:	Biophysical Assessment: 2108 Peninsula Road, Ucluelet, BC

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## RE: BIOPHYSICAL ASSESSMENT – 2108 PENINSULA ROAD, UCLUELET, BC

This letter report prepared by Current Environmental Ltd. describes the outcomes of a reconnaissance-level survey to determine potential environmental effects of a new development proposed at 2108 Peninsula Road in Ucluelet, BC. The proposed development plans for this property are still in the design stage; however, the preliminary concept is to develop a single-family residential home on the property and to extend the existing driveway from Peninsula Road to the new dwelling. Specifically, this report satisfies the reporting requirements laid out in District of Ucluelet *Official Community Plan (2011) Appendix A: Riparian Area Regulations* as there is a fish bearing stream that runs along the side of the property, within 30 m of the proposed development.

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## 1 INTRODUCTION

The property owner at 2108 Peninsula Road in Ucluelet, BC is proposing to build a single-family residential dwelling on their lot within 30 m of an existing stream (unnamed). Other components of the proposed development will be tying in new services and establishing a driveway access to the new dwelling. As per the District of Ucluelet *Official Community Plan (2011) - Appendix A: Riparian Area Regulations*, a Qualified Environmental Professional must complete an Assessment Report for any development proposed within 30 m of a stream. This report, completed by Current Environmental Ltd., is intended to satisfy these requirements based on the following objectives:

1. Describe the current biophysical state of the subject property and information regarding: “streams, fish presence, fish habitat, animal presence, riparian vegetation and other ecosystem conditions that support fish life processes” (District of Ucluelet OCP, 2011);
2. Describe the proposed development and any potential environmental impacts, including (but not limited to) the removal of hazard trees, windthrow, drip zone and rooting strength, encroachment, sediment and erosion control issues, floodplain concerns, and on-site stormwater management;
3. Discuss mitigation options, design alternatives and evidence that the development will not result in a Harmful Alteration, Disruption, or Destruction (HADD) to fish or fish habitat.

### 1.1 STUDY AREA

The subject property is located at 2108 Peninsula Road in Ucluelet, BC (PID 025-926-861). The latitude/longitude coordinates at the center of the property are 48°56'46.9"N 125°34'02.7"W and the property is approximately 1.02 acres in size (Figure 1). The subject property is bordered by residential and commercial development to the east, and undeveloped land to the north, south, and west.

Existing development on the subject property includes a non-permanent residential dwelling, and a gravel driveway that extends approximately halfway into the property (Photos 1-2). The remaining areas of the property remain largely uncleared and forested, including the entire stream setback area (Figure 2).



Figure 1. Location of the subject property (District of Ucluelet Mapping 2019).

## 1.2 PROPOSED DEVELOPMENT

Proposed development on the subject property includes the construction of a new single-family residential dwelling within 30 m of an unnamed fish bearing stream. A small clearing would be required to accommodate a new dwelling, however, the property owner wishes to maintain a most of the mature trees on the lot. Other development associated with this new dwelling would include the installation of new services and the extension of the existing gravel driveway to the new dwelling from Peninsula Road.

## 2 METHODOLOGY

A desktop review using online mapping databases was completed as well as a site visit to the subject property on November 30<sup>th</sup>, 2019. The site visit was conducted by a Qualified Environmental Professional from Current Environmental Ltd. The following sub-sections describe the specific methodology that was used to delineate streams, fish habitat, terrestrial ecosystems, animal presence and any species at risk on the subject property.

General guidance for this report was obtained from the following resources:

1. Canadian Environmental Protection Act (CEPA, 1999);
2. Species at Risk Act (SARA, 2002);
3. Fisheries Act (DFO, 2019);
4. Measures to Avoid Causing Harm to Fish and Fish Habitat (DFO, 2013);
5. Develop with Care: Environmental Guidelines for Urban and Rural Land Development (MFLNRO, 2014);
6. Environmental Best Management Practices for Urban and Rural Land Development in British Columbia (MoE, 2004);



7. The District of Ucluelet Official Community Plan (2011); and
8. The experience of the project team.

## 2.1 WATERCOURSES

Any existing watercourses on or near the subject property were initially identified using the District of Ucluelet Mapping Database (Online GIS Portal), iMap BC (Data BC), and the Fish Inventories Data Query (FIDQ) database. With a lack of online information on the unnamed watercourse along the subject property, this watercourse was then delineated in the field during the site visit on November 30<sup>th</sup>, 2019.

Methodologies used to delineate watercourses in the field were based on the BC Riparian Areas Protection Regulation (RAPR) Assessment Methods (2019) and from the project biologist's previous experience with Federal and Provincial regulations. Geospatial delineation of watercourses was done using GPS software combined with Avenza Mapping on a tablet. Linework was then projected on maps using GIS software.

It is important to note that the District of Ucluelet does not require reports to be submitted and reviewed by the province through the *Riparian Areas Protection Regulation* (RAPR); however, the district requires that RAPR methodology be followed to determine appropriate stream setbacks and mitigation measures to avoid causing harm to fish and fish habitat. As per RAPR methodologies, watercourses were assumed fish bearing if they were connected via surface flow to known fish bearing waters downstream during bankfull conditions. Additionally, non-fish bearing (or unknown fish bearing) watercourses were given setbacks as per the RAPR methodologies if they flow into fish bearing waters downstream.

## 2.2 WETLANDS

Methodologies employed for the classification and delineation of wetlands were based primarily on standards adapted from the BC *Riparian Areas Protection Regulation* (2019), *Wetlands of British Columbia – A Guide to Identification* (MacKenzie, 2004), *The Canadian Wetland Classification System* (Warner, 1997), *Indicator Plants of Coastal British Columbia* (Klinka, 1989), and the Resources Inventory Committee of British Columbia Reconnaissance (1:20,000) Fish and Fish Habitat Inventory: Standards and Procedures Version 1.1 (March 1999).

A wetland is defined as "land that is saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, hydrophytic vegetation and various kinds of biological activity which are adapted to a wet environment" (Warner, 1997). Wetlands with a direct surface flow connection to fish bearing watercourses are afforded protection under the BC *Riparian Areas Protection Regulation* (RAPR), whereas isolated wetlands are not always afforded protection depending on how rare an ecosystem may be. As previously mentioned, the RAPR does not apply in the District of Ucluelet; however, this methodology was still used as a guideline to determine appropriate setbacks for watercourses and wetlands during this assessment.

## 2.3 TERRESTRIAL ECOSYSTEMS

Terrestrial ecosystems on the subject property were delineated based on the Biogeoclimatic Ecosystem Classification system (BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development). The BC Ecosystems Explorer database (BC Ministry of the Environment, Conservation Data Center, 2019) was then used to determine whether an ecosystem is provincially or federally listed. The subject property was also surveyed for the presence of any invasive plants that may be present, especially those that can spread readily into disturbed areas.

## 2.4 SPECIES AT RISK/FOCAL SPECIES

Species at Risk are presented exclusively in this report due to the potential for mandated regulation measures that may impact the site design. An office-based assessment of Species at Risk occurrences on the subject property was completed using the online District of Ucluelet Mapping Database (GIS Portal), iMap BC (Data BC), BC Species and Ecosystems Explorer (BC Ministry of the Environment, Conservation Data Center, 2019), and the Federal Species at Risk Public Registry. Additionally, the occurrence of any known raptor or Great Blue Heron nest on or near the subject property was identified using the Wildlife Tree Stewardship Atlas (2019) and the Great Blue Heron Community Mapping Network database (2019).

In addition to Species at Risk, several focal animals were included in this assessment because of their cultural and ecological significance in the coastal environment, and the regulations surrounding their protection. These focal species include Bald Eagles and Black Bears, both of which are common in Ucluelet. The on-site assessment of Species at Risk and Focal Species was completed concurrent with other inventory initiatives mentioned above and was based primarily on methods outlined in Best Management Practices for Urban and Rural Land Development.<sup>1</sup>

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## 3 RESULTS AND DISCUSSION

The following sections describe the streams, fish habitat, terrestrial ecosystems, animal presence and any species at risk on the subject property.

### 3.1 HAPIFISH CREEK (STREAM 1)

There is one stream that flows south to north along the eastern edge of the subject property (Figure 2, Photos 3-4). This stream is unnamed according to the available online databases, however it is locally known as Hapifish Creek.

Hapifish Creek appears to originate in a wetland approximately 500 m upstream of the subject property and flows into the ocean at Ucluelet Inlet approximately 150 m downstream from the subject property. Hapifish Creek along the subject property is characterized as having defined banks with a relatively steep gradient (~3%) and substrates that consist primarily of cobble, gravel and sand. There are several Large Woody Debris complexes overhanging Hapifish Creek which provide shade and refuge habitat for fish. Additionally, the general stream profile has a natural riffle/pool sequence and meandering flow path that suggest it has been subject to minimal disturbance in the past. With a relatively steep gradient and banks that slope away from the stream, there are no concerns with an active floodplain or active meandering channel at this location.

The riparian area of Hapifish Creek on the subject property consists of mature forest vegetation, with a thick shrub layer and mature trees. Dominant shrub species include salal, sword fern, and evergreen huckleberry, and dominant tree species include western hemlock, western red cedar and Sitka spruce. Overall, the riparian vegetation on the subject property is of excellent quality, with mature forest, overhanging vegetation for nutrient inputs and shade, plenty of large woody debris, a thick shrub layer, and well-established root networks.

The instream habitat along the subject property consists of both rearing and spawning habitat, making it of high value for fish. There are local reports of both cutthroat trout and Coho salmon utilizing this stream; however, fish presence is not documented on the available online resources and no fish sampling was completed as part of this assessment. During the site visit in November 2019, a Coho salmon redd was found on the reach of Hapifish Creek on the subject property, and the eggs

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<sup>1</sup> BC Government. 2004. Ministry of Water, Land and Air Protection. *Best Management Practices for Urban and Rural Land Development*. Accessed from: <https://www.for.gov.bc.ca/hfd/library/documents/bib96812.pdf>.

that were visible appeared to be healthy (Photos 5-6). The owner was made aware of the location of the redd and was informed of the importance of protecting this sensitive habitat, especially in the winter months.

Finally, Hapifish Creek crosses under Peninsula Road through a 900 mm culvert that outlets north of the road. This culvert outlet was observed for issues with fish passage, and there appeared to be none; the culvert was partially embedded and the outlet pool backwatered about 1/3 into the culvert (Photo 7).

### 3.1.1 Hapifish Creek Setbacks

The *Riparian Areas Protection Regulation* (RAPR) methodology was used to determine the stream setbacks on the subject property, referred to as the Streamside Protection and Enhancement Area (SPEA). According to RAPR methodology, 11 stream width measurements were taken along the reach of Hapifish Creek on the subject property (using bankful width), and an average width was obtained using 9 width measurements (11 minus the highest and lowest). The average width was multiplied by 3 to determine the Streamside Protection and Enhancement Area (SPEA) that was appropriate for this stream reach (as per RAPR methodologies for a stream with riffle/pool channel form, and site potential vegetation being trees). The resulting calculation was 5.46 m, and therefore was prescribed the minimum SPEA of 10 m. Measurements and calculations are shown in Table 1 below and are represented in the site plan in Figure 2.

Table 1. Hapifish Creek RAPR Measurements and SPEA Calculations

Width Measurement #	Width Measurement (m)	Highest or Lowest?
1	1.2	
2	1.85	
3	2.3	
4	1.2	Lowest
5	1.45	
6	1.3	
7	2.5	
8	2.9	Highest
9	1.3	
10	2.2	
11	2.3	
Sum:	20.5	
Sum (minus high/low):	16.4	
Average:	1.82 m	
SPEA (stream) = 3 x channel width (min 10 m and max 30 m): = 1.82 m x 3 = 5.46 m = 10 m (min) SPEA for Hapifish Creek		



Figure 2. Site plan for 2108 Peninsula Road showing the 10 m SPEA for Hapifish Creek (Stream 1) and the proposed building location.

### 3.2 WETLANDS

Hapifish Creek originates in a wetland approximately 500 m upstream from the subject property; however, there are no wetlands that occur on the subject property. The property slopes down towards Hapifish Creek on the east side of the lot and does not contain any areas of standing water. There is also no floodplain associated with Hapifish Creek as the gradient is relatively steep (3%) and the stream is confined by its banks.

### 3.3 TERRESTRIAL ECOSYSTEMS

The subject property lies within the Coastal Western Hemlock biogeoclimatic zone, and the southern variant of the Very Wet Hyper Maritime sub-zone (CWHvh1). As described above, the majority of the property is forested, with the exception of a small clearing where a non-permanent dwelling is location, and a driveway access in the center of the lot. Much like the description for the Hapifish Creek riparian area above, the dominant shrub species on the property includes salal, sword fern, and evergreen huckleberry; and the dominant tree species include western hemlock, western red cedar and Sitka spruce (Photos 8-9).

Overall, there are no blue-listed ecosystems within the proposed development site on the subject property that are afforded regulated protection. However, with mature forest located throughout the majority of the lot, it would be valuable to keep as much forest intact as possible (even outside of the Hapifish Creek riparian area) during development resulting in the following benefits:

1. Maintaining wildlife corridors;
2. Maintaining roosting, foraging, and nesting habitat for birds;
3. Providing habitat for adult amphibians and terrestrial amphibians;
4. Absorbing runoff water and encouraging infiltration of water back into the soil; and
5. Preventing the spread of invasive species in newly cleared areas.

### 3.4 SPECIES AT RISK AND FOCAL SPECIES

The Wildlife Tree Stewardship Atlas and the Great Blue Heron Community Mapping Network did not identify any raptor or Great Blue Heron nests on, or near the subject property, nor was any direct use of the site by these species observed during the November 2019 site assessment. The BC Conservation Data Centre (CDC) Mapping Database did not indicate any identified occurrences of plant or rare animal species on, or nearby the subject property.

There are, however, potential occurrences of species at risk on the subject property based on the habitat present; potential occurrences are outlined in Table 2. While there is no mandated critical habitat or requirement to maintain the forested part of the property outside of the Hapifish Creek riparian area, this table indicates the value of maintaining as much forested areas as possible.

Table 2. List of potential Species at Risk utilizing the subject property at 2108 Peninsula Road.

Common Name	BC List Level	Habitat Suitability at 2108 Peninsula Road
Northern Goshawk, <i>laingi subspecies</i> (nesting)	Red listed	<b>Low</b> – Some trees large enough for nesting or roosting, however the proximity to a main road may deter potential nesters. Woody debris on the forest floor also provides habitat for small mammals and passerines – the primary prey of Northern Goshawks.
Keen's Long-eared Myotis (roosting)	Blue listed	<b>Low</b> – Some trees with peeling bark that could provide summer roosting habitat, and riparian areas on site have potential foraging, but no critical winter hibernation sites available.

Band-tailed Pigeon (nesting)	Blue listed	<b>Low to moderate</b> – Some trees large enough for nesting or roosting, however the proximity to a main road may deter potential nesters. Foraging potential is moderate as there are many berry producing shrubs present (primarily salal).
Western Screech-owl (nesting)	Blue listed	<b>Low to moderate</b> – As secondary cavity nesters, this species relies on larger excavations made by woodpeckers. While some of the trees are large enough to support nesting, there were no dead or dying snags with existing cavities identified on the property.
Northern Pygmy-owl (nesting)	Blue listed	<b>Low to moderate</b> – As with the Western Screech-owl, this species is a secondary cavity nester. While some of the trees are large enough to support nesting, there were no dead or dying snags with existing cavities identified on the property.
Great Blue Heron (nesting)	Blue listed	<b>Low to moderate</b> – Moderate potential for nesting as there are some tall mature trees, however there is less likelihood with the distance from the coast. No wetlands or open areas for foraging habitat.
Townsend's Big-eared Bat (roosting)	Blue listed	<b>Low</b> – Some trees with peeling bark that could provide summer roosting habitat, and riparian areas on site have potential foraging, but no critical winter hibernation sites available.
Red-legged Frog (adult life stages)	Blue listed	<b>Moderate</b> – Potential adult migration corridor towards the wetland upstream, and adult foraging/refuge habitat under coarse woody debris on the forest floor.
Bald Eagle (roosting/nesting)	Yellow listed	<b>Low to moderate</b> – Moderate potential for perching with the mature trees on the subject property, however no previous nesting site identified in this area, and bald eagles have high nesting site fidelity.
Black Bear (summer forage and denning)	Yellow listed	<b>Moderate</b> – Moderate likelihood of summer foraging with berry shrubs on the subject property, and moderate potential for denning – appropriate forest but too close to a main road.
Cutthroat Trout, <i>clarkii</i> subspecies	Blue listed	<b>Moderate</b> – There are no confirmed reports of coastal cutthroat trout within Hapifish Creek, however there are local reports of this species being present. This subspecies of cutthroat trout is blue listed and worth noting here. The reach of Hapifish Creek on the subject property has potential spawning and rearing habitat for cutthroat trout.

#### 4 POTENTIAL ENVIRONMENTAL IMPACTS

Potential environmental impacts that may occur as part of the proposed development at 2108 Peninsula Road are outlined in the following sections. Section 5 describes the mitigation strategies that should be followed to minimize any potential environmental impacts both during the design phase and during construction.

##### 4.1 IMPACTS TO HYDROLOGICAL FUNCTION AND WATER QUALITY

Increases in the total impervious surfaces and drainage networks (roof leaders and piping) associated with residential developments can impact the hydrological response of local areas. This can result in increased peak flows to downstream watercourses resulting in channel degradation such as increased erosion and channel aggradation, decreases in habitat complexity, channel widening, and flooding of terrestrial areas. As well, the decreased retention capabilities of soils and seasonally flooded areas can seriously impact the availability of wetted habitat during periods of drought.

Surface runoff from driveways, rooftops, and residential yards can result in negative impacts on aquatic resources as a result of increased pollution loading that typically includes hydrocarbon, metal, and fertilizer-based elements related to vehicle use and residential yard and house maintenance. With a relatively short flow path, and the majority of the riparian areas surrounding Hapifish Creek consisting of intact forest, these hydrological impacts are expected to be quite minimal, but are still a potential impact if proper setbacks and drainage plans are not implemented.

#### 4.2 CONSTRUCTION RELATED IMPACTS

Land clearing and other construction-related activities can cause serious degradation of habitat through the release of sediments to downstream habitats, destruction of trees, the spread of invasive plants, and the unnecessary encroachment into prescribed setback areas. Construction-related impacts to aquatic habitat and environmentally sensitive features on site can be managed through the effective implementation of the mitigation measures outlined in Section 5 of this report.

#### 4.3 LOSS OF WILDLIFE HABITAT AND SPECIES AT RISK

Although no occurrences of Species at Risk (SAR) have been confirmed on the subject property, there is still the potential for some SAR to exist on site. Additionally, with relatively intact forest on this property and the adjacent lots, this area is likely used by a wide variety of other non-listed animals as a migration route, foraging area, or a nesting/denning area. The proposed new dwelling and driveway extension will result in less than 10% of the intact forest on the property being disturbed, so the potential impact to wildlife habitat is expected to be minimal.

#### 4.4 INCREASED HUMAN INTERACTION WITH SENSITIVE HABITATS

A new dwelling on the subject property will bring more human/wildlife interaction, and the potential increased in foot traffic within the SPEA of Hapifish Creek. While no new walking trails are being proposed within the SPEA at this time, there is the chance of increased foot traffic in this area. Another potential impact is the interaction of pets (dogs and cats) on nesting birds and salmon habitat (especially spawning sites) in Hapifish Creek. With a single-family residence being proposed for the subject property (as opposed to higher density housing), and the thick shrub layer being left intact in the SPEA of Hapifish Creek creating a barrier to passage, this potential impact is expected to be minimal.

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## 5 MITIGATION STRATEGIES

Mitigation strategies with respect to the design and the construction of the new development at 2108 Peninsula Road will be implemented to minimize impacts to the identified sensitive habitats outlined in this report. These mitigation strategies are outlined below.

### 5.1 MITIGATION STRATEGIES – DESIGN

#### 5.1.1 Maintaining and Protecting the 10 m SPEA for Hapifish Creek

The effective implementation of the prescribed 10 m Streamside Protection and Enhancement Area (SPEA) of Hapifish Creek will help ensure ecosystem processes will remain largely intact after construction is completed. All proposed clearing, construction, storage of materials, and machine access during construction will be outside of the 10 m SPEA for Hapifish Creek. Additionally, with less than 10% of the forest on the subject property being cleared for the proposed development, and the majority of the mature trees being left intact, there are no anticipated issues with windthrow affecting the trees in the SPEA. If there is a concern with potential hazard trees in the SPEA in the future that may impact the new dwelling, the landowner should ensure that a certified arborist or danger tree assessor is retained to confirm that these trees are in fact

hazard trees, and efforts should be made to modify these into wildlife trees where possible by retaining the maximum portion of the tree stem that is structurally sound and does not pose a risk to property or human safety.

### 5.1.2 Stormwater Management

Efforts should be made to encourage roof and driveway runoff from the new development to infiltrate back into the soil and not discharge directly to Hapifish Creek to minimize cumulative hydrological impacts of increased urban density. In order to achieve this goal, drainage coming from the new structure should be directed through a drain rock pit or trench, or else through a natural depression in the forest that directs towards Hapifish Creek.

With such a thick forested buffer between Hapifish Creek and the new development site, the vegetation and forest floor will help to filter any runoff water that is released from the new dwelling, and no issues are anticipated with respects to the undermining of tree roots or sedimentation. No new ditches or pipes should be installed through the SPEA.

### 5.1.3 Moderating Use of Sensitive Habitats

While no vegetation or tree clearing is allowed within the 10 m SPEA for Hapifish Creek, it is still possible to establish low impact walking paths if desired. If any walking paths are established within the SPEA of Hapifish Creek, avoid having these paths cross right over the stream. Efforts should be made to maintain a thick shrub layer between any walking trails and the instream habitat to discourage access by humans and domestic pets. During the fall and winter when there are potential salmon eggs in the gravel within Hapifish Creek, the landowner should try to avoid the entire SPEA as much as possible.

### 5.1.4 Restoration Plan

As previously described, the subject property is mainly forested, and the SPEA for Hapifish Creek is in excellent condition. There are multiple layers of forest succession, and healthy mature trees and shrubs in the forest. As such, there are no recommendations for enhancement of the SPEA at this time.

### 5.1.5 Other Mitigation and Compensation Strategies

Additional mitigation and compensation strategies that should be considered to offset or minimize impacts to the sensitive habitats on the subject property include the following:

1. Where possible, do not remove downed logs and bark, especially large diameter pieces within the SPEA; downed wood in various stages of decay provide shelter and egg-laying sites for many terrestrial salamander species.
2. Wood removed during the clearing for the new dwelling and driveway extension can be cut into manageable sections and spread onto the forest floor (if not being used for other purposes), as long as native vegetation is not smothered. This would create additional habitat for amphibians and small mammals, and provide nutrients to the soil over time.



## 5.2 MITIGATION STRATEGIES – CONSTRUCTION PHASE

The following table (Table 3) outlines the general environmental mitigation measures that should be followed during construction of the proposed development at 2108 Peninsula Road to protect the sensitive habitats described in this report.

Table 3. Environmental mitigation measures that should be followed during construction to minimize impacts to Hapifish Creek.

5.2.1 Monitoring and Enforcement	
1)	As laid out in the District of Ucluelet Official Community Plan, monitoring and enforcement of a proposed development site should be a collaborative effort between Local Government, the QEP employed by the developer, landowners, non-government organizations (NGOs) such as stream keepers, and the general public. The general public or NGOs can inform the district of violations.
2)	The property owner should contact the QEP prior to commencing work on the proposed development, in order to review the requirements in this report and to ensure all the necessary mitigation measures are in place prior to starting work.
3)	As work is proposed outside of the SPEA for this property and the proposed development is of low risk to the adjacent aquatic habitat, there should be no requirement for a QEP site visit during construction, as long as the initial mitigation measures are established (sediment and erosion control measures, etc.).
4)	The QEP should be contacted if an unanticipated issue occurs during construction, such as a hydraulic spill into the SPEA or Hapifish Creek, and the QEP should follow up promptly with guidance and applicable reporting.
5)	A post construction monitoring site visit should be done by the QEP to ensure that the new development is in compliance with the measures in this report and that the SPEA remains intact.
5.2.2 Vegetation Management, Disturbance or Removal	
1)	Clearing limits should be flagged or clearly identified prior to construction, and areas outside of the limits should be protected from disturbance. This is particularly important with respect to the SPEA so that no unintentional encroachment into the protected area can occur during site clearing works.
2)	Some of the large woody debris (logs, stumps and roots) currently existing on the forest floor should be set aside and placed into the adjacent forest if possible, to create more habitat for amphibians and to add nutrients to the forest floor.
3)	Prevent the spread of invasive plant species that could be found on site by cleaning equipment before moving into new areas. Remove all weeds and suspect plants from equipment and vehicles to prevent spread of invasive species. If encountered, separate cleared material containing invasive species from other cleared material and perform disposal at an appropriate transfer facility (i.e. landfill).
4)	Restore bare soil as quickly as possible after disturbance using a native seed mix or native plants to prevent invasive species from establishing.

### 5.2.3 Wildlife Habitat Alteration, Disturbance, or Loss

- 1) Do not destroy, remove or clear any active bird nests.
- 2) All clearing activities should occur outside of the **migratory bird nesting window for this region, which is approximately March 15<sup>th</sup> to August 15<sup>th</sup>**. Although it is preferable to have clearing completed outside this nesting window, should any clearing be required to happen within this timeframe, a bird nest assessment must be undertaken no earlier than five days prior to the required clearing by a Qualified Environmental Professional with experience identified bird nests.
- 3) All wildlife attractants should be secured on the work-site. No food, food waste, cook stoves, garbage, drink containers (full or empty), recyclable materials will be left neither unattended nor accessible to wildlife.
- 4) There is a potential of amphibians (both adults and juveniles) migrating through the worksite, especially during heavy rainfall events throughout the fall, winter, and spring. If any salamanders or frogs are observed on the work site, care should be taken to isolate these animals from potential traps such as deep excavations by using silt fencing or poly as needed.

### 5.2.4 Sediment and Erosion Control

- 1) Erosion control measures that prevent sediment from entering Hapifish Creek will be an important element of construction. Sediment laden water being released into aquatic habitat can harm aquatic life stages of amphibians as well as fish.
- 2) Filter fabric dams, rock check dams, settling ponds, geotextiles, French drains, interception ditches, and silt fencing should be used as needed on a site-specific basis to control erosion. Filtration should be accomplished using filter fabric keyed into substrates and banks and elevated using stakes. Silt fencing is not an acceptable mitigation technique to control erosion in flowing ditches; however, it is useful for containing slumping areas of soil and for use as baffles to slow water velocities.
- 3) Excavation should be stopped during intense rainfall events or whenever surface erosion occurs affecting Hapifish Creek. Erosion and sediment control measures should be inspected within 24 hours after intense rainfall events.
- 4) Runoff and stormwater are to be managed and directed away from areas of exposed soils.
- 5) Wherever possible, soil stockpiles should be placed a minimum of 30 m from Hapifish Creek and in a location where erosion back into this stream cannot occur. Soil stockpiles with the potential to erode into Hapifish Creek should be covered with poly sheeting.
- 6) Clearing should take place immediately prior to excavation and earthworks to minimize the length of time that soils are exposed.

### 5.2.5 Fuels and Hazardous Materials

- 1) The accidental release of petroleum, oils, hydraulic fluids, lubricants, concrete additives, anti-freeze or other hazardous materials onto land surfaces or into waterbodies may result in degradation of habitat quality and could be a threat to human health. As such, it must be actively prevented.
- 2) Any contractor working on site must establish and follow a spill response plan in the event of any spill. The spill response plan should be reviewed by all crew members regularly during tailgate meetings, especially machine operators as they are often the first line of defense.

- 3) A large spill kit should be on hand at all times during construction. Spill response supplies must be capable of dealing with 110% of the largest potential spill and shall be maintained in good working order.
- 4) All identified spills will be cleaned up immediately, and contaminated soils and vegetation will be removed for appropriate disposal.
- 5) Refueling of equipment and maintenance of equipment with the potential for accidental spills (i.e. oil changes, lubrications) should occur only at designated fueling stations and located at least 30 m from all waterbodies. Tarps should be laid down prior commencement of work to facilitate clean up.
- 6) All fuel, chemicals, and hazardous materials will be clearly marked and stored a minimum of 30 m from any waterbody.
- 7) If accidental mixing of fuels, chemicals, and hazardous materials does occur, the waste product will need to be removed to an approved disposal/recycling facility.
- 8) Pumps, generators, and jerry cans are to be placed on poly sheeting and sorbent pads or drip trays to contain spills.
- 9) Used oil, filters, and grease cartridge lubrication containers, and other products of equipment maintenance should be collected and kept in a secure receptacle for later disposal.
- 10) In the event of a spill, the following general guidelines should be followed:
  - a. Stop work in the vicinity of the spill;
  - b. Deploy on-site personnel to build containment dykes or pump spilled contaminant into storage drums.
  - c. Apply sorbent pads and booms as necessary.
  - d. Dispose of all contaminated debris, cleaning materials, and absorbent material by placing in an approved disposal site.
  - e. Debrief all site personnel on the incident and take additional precautions to ensure that similar accidents will not recur.
  - f. Spills to the receiving environment are to be reported to the BC Provincial Emergency Program (1-800-663-3456) if they exceed the reportable limits (e.g. 100 liters of fuel or oil).

#### 5.2.6 Garbage and Waste

- 1) Work areas should be kept in a safe, clean, and sanitary condition. All waste, rubbish and debris will be kept in a centralized location within the work area and removed from the project site at the end of each day.
- 2) Waste containers should be wildlife and wind proof containers to prevent dispersal. Food or food waste should be stored in leak-proof storage containers or vehicles that will prevent access by wildlife throughout the work day.

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## 6 CLOSURE

If the proposed development plan and mitigation measures for 2108 Peninsula Road are effectively implemented as described in this report impacts to the environment and sensitive habitats will be minimized.

We trust that this report satisfies the requirement to provide an Assessment Report for proposed development at 2108 Peninsula Road within 30 m of a fish bearing watercourse. Should you have any questions or concerns about the material presented in this report, please don't hesitate to contact the undersigned.

Sincerely,



Caitlin O'Neill, Technologist,  
Current Environmental Ltd.

and



Dusty Silvester, R.P.Bio.  
Current Environmental Ltd.

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## 7 DISCLAIMER

This report was prepared exclusively for the property owner, Shane Hilder, by Current Environmental Ltd. The quality of information, conclusions and estimates contained herein is consistent with the level of effort expended and is based on: i) information available at the time of preparation; ii) data collected by the authors and/or supplied by outside sources; and iii) the assumptions, conditions and qualifications set forth in this report. This report is intended to be used by the property owner only, subject to the terms and conditions of its contract or understanding with Current Environmental Ltd. Other use or reliance on this report by any third party is at that party's sole risk.

**8 PHOTOS**

Photo 1. Existing driveway access and non-permanent infrastructure on the subject property.



Photo 2. Some trees cleared near the proposed location of the new dwelling (area surrounded by mature forest).



Photo 3. Hapifish Creek substrates.



Photo 4. Hapifish Creek large woody debris.



Photo 5. Coho salmon redd found in Hapifish Creek near Peninsula Road on the subject property.



Photo 6. Close up of the salmon redd showing some of the exposed eggs.



Photo 7. Culvert outlet of Hapifish Creek north of Peninsula Road showing no issues with fish passage.



Photo 8. Mature trees on the subject property.





Photo 9. Mature forest surrounding a small clearing on the subject property.

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RECEIVED  
LAND TITLE OFFICE  
VICTORIA

LAND TITLE ACT  
FORM C  
(Section 219.81)  
Province of British Columbia  
GENERAL INSTRUMENT - PART 1

①  
17 @ \$50.00 chg

PAGE 1 OF 5 PAGES

Reference No.: 2110wtr.COV

1. APPLICATION:

K.A. ROLLNER REGISTRY CO. LTD.

Richard D. Wright, BCLS, CLS, Notary Public  
715 Canada Avenue, Duncan, BC V9L 1V1  
Phone 748-5883

*W. Boutheiller*  
Signature of Applicant, Solicitor or Agent

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION OF LANDS:\*

000-016-888 DISTRICT LOT 284, CLAYOQUOT DISTRICT, EXCEPT THOSE PARTS IN  
PLANS 7983, 8540, 20323, 31490, 31565, 40069, 42747, 43293 AND  
VIP56071

EG25116

3. NATURE OF INTEREST:\*

Description	Document Reference	Person Entitled to Interest
COVENANT SEC 215	ENTIRE DOCUMENT Pages 3 & 4, Para. 4(a,b,c,d,)	TRANSFEEE  04/21/94 A5855a CHARGE

50.00  
*mf*

4. TERMS: Part 2 of this instrument consists of (select one only)

- (a) Filed Standard Charge Terms \_\_\_\_\_ D.F. No.
- (b) Express Charge Terms   X   Annexed as Part 2
- (c) Release \_\_\_\_\_ There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):\*

MACMILLAN BLOEDEL LIMITED (INC. NO. 247324) (Covenant)

6. TRANSFEEE(S):\*

HER MAJESTY THE QUEEN, in Right of the Province of British Columbia, care of the MINISTER OF ENVIRONMENT, LANDS AND PARKS, WATER MANAGEMENT BRANCH, having a branch office at 2569 Kenworth Road, Nanaimo, B.C., V9T 4P7 and THE VILLAGE OF UCLUELET, having its offices at 200 Main Street, P.O. Box 997 Ucluelet, BC VOR 3A0

7. ADDITIONAL OR MODIFIED TERMS:\* N/A

2

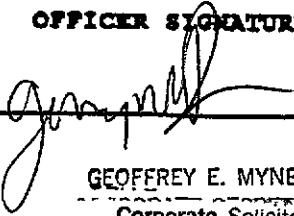
2

8. EXECUTIONS(S):\*\*This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

OFFICER SIGNATURES

EXECUTION DATE


PARTY(IES) SIGNATURE(S)

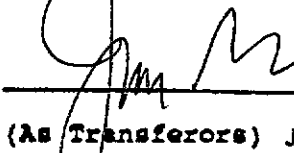
  
\_\_\_\_\_  
GEOFFREY E. MYNETT, <sup>L.L.B.</sup>  
Corporate Solicitor

94 / 04 / 08

MACMILLAN BLOEDEL LIMITED,  
(INC. NO. 247324) by its  
authorized signatory(ies):

CATHEDRAL PLACE  
925 WEST GEORGIA ST.  
VANCOUVER, B.C. V6C 3L2

  
\_\_\_\_\_  
JOHN L. HOWARD

  
\_\_\_\_\_  
(As Transferors) JAMES C. FINKBEINER

as to both signatures

**OFFICER CERTIFICATION:**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1979, c.116, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

3

**TERMS OF INSTRUMENT - PART 2  
COVENANT**

**WHEREAS:**

1. The Transferors are the registered owners of all and singular that certain piece, parcel, or tract of land and premises, situate, lying, and being in the Province of British Columbia and being more particularly known and described as:

P.I.D. 000-016-888  
District Lot 284  
Clayoquot District  
Except Those Parts In Plans 7983, 8540,  
20323, 31490, 31565, 40069, 42747, 43293 and VIP56071

(hereinafter referred to as the "Land")

2. The Transferors have requested approval to subdivide part of the Land, in a manner as shown on a Plan of Subdivision of Part of the Remainder of District Lot 284, Clayoquot District, prepared by Richard D. Wright, British Columbia Land Surveyor, completed and certified correct on the 8th day of March, 1994, a print of which is annexed hereto and as a condition of granting approval to the subdivision, the Transferee has requested that the Transferors enter into a covenant pursuant to Section 215 of the Land Title Act in the terms hereinafter set forth.

VIP58757

3. Section 215 of the Land Title Act provides that there may be annexed to any land a condition or covenant that the land, or any specified portion thereof, is not to be built upon or is not to be used in a particular manner.

4. **WITNESSETH THAT** in consideration of the sum of One Dollar (\$1.00) and other valuable consideration now paid by the Transferee to the Transferors (the receipt and sufficiency whereof is hereby acknowledged) the Transferors **COVENANT AND AGREE** to a Covenant on the following terms:

- a. Hereafter, excepting only simple structures for the storage of boats and ancillary equipment, no building shall be constructed, nor mobile home located within thirty (30.0) metres of the natural boundary of the sea, nor within fifteen (15.0) metres of the natural boundary of any nearby watercourse, whichever is greater.

over  
AM

4

4

- b. Hereafter, excepting only simple structures for the storage of boats and their ancillary equipment, no building shall be constructed, nor mobile home located, except on natural ground which is at an elevation of not less than four (4.0) metres above the natural boundary of the sea or less than one point five (1.5) metres of the natural boundary of any nearby watercourse, whichever is highest.
- c. The owner acknowledges that conditions (1) and (2) above are based on limited information from the 1964 tsunami event and that since the flood damage hazard from tsunamis varies with location and event, these conditions may not be adequate for possible extreme tsunami occurrences. Where possible, building sites with a greater setback and elevation should be chosen.
- d. The owner covenants and agrees not to claim damages from the Province or Village of Ucluelet or hold the Province or Village of Ucluelet responsible for damages caused by flooding or erosion to the land or to any building, improvement, or other structure built, constructed, or placed upon the said lands and any contents thereof.

5. **IT IS EXPRESSLY UNDERSTOOD AND AGREED** that the covenant herein contained shall run with the land and shall be binding upon the Transferors and all persons claiming through, under or in trust for it.

6. **WHEREVER** the singular or masculine are used throughout this Indenture the same shall be construed as meaning the plural, feminine, or body politic or corporate where the context or the parties hereto so require.

7. **THIS AGREEMENT** shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

5

END

5

8. **THIS IS THE** Instrument creating the condition or covenant entered into under Section 215 of the Land Title Act by the registered owner referred to herein and shown on the print of the plan annexed hereto and initialled by me.



\_\_\_\_\_  
Approving Officer  
Corporation of the Village of Ucluelet

END OF DOCUMENT



## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 9, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0640-30

**SUBJECT:** QUARTERLY PROJECTS UPDATE – Q1 2020

**REPORT NO:** 20-49

**ATTACHMENT(S):** APPENDIX A – 2020 QUARTERLY PROJECT STATUS REPORT TABLE  
APPENDIX B – STRATEGIC PLAN TRACKING FOR Q1 2020

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

1. THAT Council receives this Q1 2020 update on the progress of budgeted Staff projects.

### **PURPOSE:**

The purpose of this report is to provide a quarterly update to Council on the progress of key projects that were approved in the 2020 District of Ucluelet Financial Plan and to provide a check in on the status of 2019-2022 Strategic Plan projects that Council has set for their term in office.

### **BACKGROUND:**

Staff are pleased to provide this Q1 update on the status of departmental projects for 2020 (**Appendix A**). The current completion status to the end of Q1 is 31%.

Staff have also included Strategic Plan Tracking for 2020 (**Appendix B**) to provide Council with a progress update on actions listed in the 2019-2022 Strategic Plan.

**Table 1** below provides a summary of the 2020 projects which will indicate their status over the year.

**Table 1: Q1 2020 Status of Departmental Actions.**

Department	Recreation & Tourism	Community Planning	Administration	Fire-Emerg Services	Operations	Totals
<b>In-Progress</b>	5	8	1	3	6	<b>23</b>
<b>Completed</b>	0	0	0	0	0	<b>0</b>

**Respectfully submitted:**

Mark Boysen, Chief Administrative Officer

## Appendix A

### 2020 Strategic Plan Tracker Strategic Plan Actions Planned for 2020



Year	Focus Area	Strategy	Activity	Status
2019	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Development bylaw/policy enhancement and modernization	Complete bylaw/policy gap analysis	Gap Analysis initiated, report to Council in 2020.
2019	2 - COMMUNITY DEVELOPMENT	Development of Health Centre	Conduct feasibility study/business case with Island Health	Project Tracker Action #14.
2019	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Pursue grant for lighthouse/residence	Grant submitted for \$1.1M. Response expected in 2020.
2019	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Finalize operations agreement for lighthouse/residence	In discussions with DFO to finalize agreement.
2019	2 - COMMUNITY DEVELOPMENT	Complete Harbour Master Plan	Finalize and adopt HMP	Project Tracker Action #3.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Conduct facility and fleet review	Condition assessments have been completed for all facilities and vehicles.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Consultation with Ministry of Transportation and Infrastructure	Letter sent to Province to initiate discussions. Staff have had preliminary meetings with Ministry of Transportation staff in May 2020.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Public planning and engagement program	Project Tracker Action #7.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Development Cost Charges review	Project Tracker Action #11.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Complete Subdivision Bylaw update	Staff working with consultant (Urban Systems) to complete.
2019	4 - PARTNERSHIPS & COLLABORATION	Alignment of Strategic Plans	Formally share Strategic Plan with neighboring ACRD members and First Nations	Strategic Plan now approved. Plans will be shared this summer.
2020	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Development bylaw/policy enhancement and modernization	Update or develop new bylaws/policies to address gaps	Fall 2020.
2020	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Housing affordability strategy	Complete housing needs assessment	Project Tracker Action #10.
2020	2 - COMMUNITY DEVELOPMENT	Development of Health Centre	Finalize plan and funding for the Health Centre	Fall 2020.
2020	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Pursue transfer of Coast Guard facility from DFO	DFO has indicated access agreement is under development.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Complete all condition assessments	Condition assessments have been completed for all facilities and vehicles. Sewer and water systems to be completed in 2020.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Integrate into Annual Reporting Process	Under development.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Master Plan completed	Fall 2020
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Complete Storm and Sewer Master Plans	Project Tracker Action #21.
2020	4 - PARTNERSHIPS & COLLABORATION	Alignment of Strategic Plans	Host engagement event to highlight Strategic Plan alignments	Event was held at the UCC on Monday January 20, 2020.
2020	4 - PARTNERSHIPS & COLLABORATION	Alignment of Strategic Plans	Host collaboration scoping event with Mayors, Directors, Chiefs, and CAOS, eye an annual process for cooperation	It was generally agreed to meet in January of each year moving forward.



# 2020 Project Management Tracker

## Appendix B



Average Completion:

Project	Category	Project Manager	Planned Start	Estimated Finish	Estimated Budget	Budget Spent	Funding Source	Completion	Status
<b>Amphitrite House Project</b>	Recreation and Tourism	Abby Fortune	May-20	Spring 2021	\$1,300,000	\$0	Grant	10%	Funding to be confirmed, project initiation phase.
<b>Amphitrite Centre Project</b>	Recreation and Tourism	Abby Fortune	May-20	Dec-20	\$250,000	\$0	Community Forest Harbour Reserves	0%	Awaiting agreement with DFO.
<b>Harbour Projects</b>	Small Craft Harbour	Abby Fortune	Jan-20	Dec-20	\$126,000	\$0	Community Forest Harbour Reserves	10%	Projects have been reviewed & prioritized. Work initiated.
<b>Pathway Finding</b>	Recreation and Tourism	Abby Fortune	Mar-20	Dec-20	\$15,200	\$0	RMI	0%	Finalizing RMI approval.
<b>Heritage Signage</b>	Recreation and Tourism	Abby Fortune	Mar-20	Dec-20	\$3,000	\$0	RMI	0%	In discussion with consultant.
<b>Downtown Core Revitalization Design</b>	Community Planning	Bruce Greig	Apr-19	Dec-20	\$225,000	\$48,000	Gas Tax RMI	50%	Consultant work underway.
<b>Peninsula Road Revitalization Design</b>	Community Planning	Bruce Greig	Apr-19	Dec-20	\$200,000	\$29,000	Gas Tax	50%	Consultant work underway.
<b>Flood Risk Assessment &amp; Mapping</b>	Community Planning	Bruce Greig	Jan-20	May-20	\$150,000	\$123,000	Grant	90%	Project near completion.
<b>Land Use Demand Study</b>	Community Planning	Bruce Greig	Jan-20	Aug-20	\$120,000	\$0	Partnership	15%	Re-issuing RFP to align scope with grant.
<b>Affordable Housing Needs Assessment</b>	Community Planning	Bruce Greig	Sep-20	Jun-21	\$25,000	\$0	Past EcDev Funds	0%	Updated budget: shifted to 2021.
<b>DCC Bylaw Update</b>	Community Planning	Bruce Greig	Jan-20	Jun-21	\$18,500	\$0	General	20%	Initiated - on hold pending Land Use Demand Study. Budget shifted to 2021
<b>Secondary Dwellings &amp; STR's Zoning Options</b>	Community Planning	Bruce Greig	Jan-20	Dec-20	\$0	\$0	General	15%	Analysis initiated.
<b>OCP Adoption</b>	Community Planning	Bruce Greig	Jan-20	Jul-20	\$0	\$0	General	90%	Final draft under development.
<b>Health Centre Design</b>	Asset Management	Mark Boysen	Sep-19	Jun-20	\$60,000	\$36,037	General	75%	Consultant work initiated.
<b>Tsunami Kiosk (Tugwell)</b>	Fire and Emergency	Rick Geddes	Mar-20	Jun-20	\$57,659	\$4,620	RMI	30%	Contract awarded
<b>Fire Hall/EOC Upgrades</b>	Fire and Emergency	Rick Geddes	Mar-20	Jun-20	\$33,000	\$0	General	10%	EOC grant application pending for additional \$25K.
<b>ESS Modernization and Trailer</b>	Fire and Emergency	Rick Geddes	Mar-20	Dec-20	\$25,000	\$0	Grant	0%	Grant approved May 2020.
<b>Bay Street Duplex and Pathway Construction</b>	Operations	Warren Cannon	Jan-20	Jun-20	\$530,000	\$100,000	Sewer Fees	80%	Sewer pipe connected, Path planned.
<b>Cedar Road Hub - Phase 2</b>	Operations	Warren Cannon	Jan-20	Jun-20	\$250,000	\$100,000	Gas Tax RMI	20%	Site in use, full construction this Summer.
<b>Well Upgrade</b>	Operations	Warren Cannon	Jan-20	Dec-20	\$120,000	\$10,000	Water Fees	0%	Initiated.
<b>Sewer/Storm Master Plan</b>	Operations	Warren Cannon	Jun-20	Jun-20	\$90,000	\$50,000	Sewer Fees	50%	Initiated.
<b>SCADA Water</b>	Operations	Warren Cannon	Sep-19	Jun-20	\$55,000	\$10,000	Water Fees	50%	Panel construction underway.
<b>Scada Sewer</b>	Operations	Warren Cannon	Jan-20	Dec-20	\$35,000	\$10,000	Sewer Fees	50%	Initiated.





## STAFF REPORT TO COUNCIL

Council Meeting: June 9, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING – MAY 2020

**REPORT NO:** 20-46

**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

## Appendix A

Resolution Tracker - May 2020 Nicole Morin, Corporate/Planning Clerk

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: Expected to return to Council for 3rd reading at the June 23 Regular Meeting.
Regular Council	14-May-19	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road)	THAT Council, with regard to the proposal to renovate the building on Lot 17, District Lot 281, Clayoquot District, Plan VIP76147 (354 Forbes Road) and request for zoning amendments to permit commercial tourist accommodation on the property: give third reading to the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1248, 2019"; give third reading to the "Ucluelet Housing Agreement Bylaw No. 1249, 2019"; and issue Development Variance Permit DVP19-03	Bring Bylaw No. 1248 & No. 1249 for adoption, once all subject to conditions being met	Planning	In Progress - waiting for applicant to meet conditions prior to adoption
Regular Council	08-Oct-19	Proposed Rezoning, Subdivision, and Development Permits for 221 Minato Road (Lot B, District Lot 286, Clayoquot District, Plan VIP79908)	THAT Council: a. indicate support for the updated proposal including an offer of a \$10,000 contribution to the District of Ucluelet for adding fencing, interpretive signs and protective barriers at trail ends to protect adjacent marine shoreline habitat; b. give the District of Ucluelet Zoning Amendment Bylaw No. 1244, 2019 First and Second reading; and, c. direct staff to prepare the necessary permits, covenants and agreements and present them to Council prior to Bylaw No. 1244 proceeding to a public hearing	Staff to prepare the necessary permits, covenants and agreements and present them to Council prior to Bylaw No. 1244 proceeding to a public hearing	Planning	In Progress - new plan received; preparing staff report
Regular Council	10-Dec-19	Temporary Use Permit - 1861 Peninsula Road	THAT Council provide an opportunity for public comment on this item; and, THAT, subject to public comment, Council authorize issuance of Temporary Use Permit 19-06 to allow residential and seasonal accommodation for up to three years in the Thornton Motel located at 1861 Peninsula Road	Staff to issue permit - sign, scan, file	Planning	In Progress - awaiting signature of second party
Regular Council	10-Dec-19		THAT Staff provide Council with options for rejuvenating the Frank Jones Memorial site	Staff to provide Council with options for rejuvenating the Frank Jones Memorial site	Recreation	In Progress - This will be part of overall master plan for Tugwell Field Area - Planning 2020
Regular Council	14-Jan-20		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	Pending - 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 be scheduled in the near future.
Regular Council	11-Feb-20	West Coast Multi-Use Path Extension Bruce Greig, Manager of Community Planning West Coast Multi-Use Path Extension	THAT the District of Ucluelet make application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to expand Licence of Occupation File 1407317, to allow for the extension of the West Coast Multi Use Path and other associated utility uses, between the existing Multi Use Path and Pacific Rim National Park Reserve	Apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development	Planning / Public Works	In Progress - ACRD staff submitting application

Regular Council	25-Feb-20	Ucluelet Economic Development Corporation	THAT Council direct Staff to take the steps necessary to: a. Update the Directors of the Ucluelet Economic Development Corporation (UEDC) to Mayco Noel, Lara Kemps, 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. THAT Council direct Staff to take the steps necessary	Update directors, officer and file 2019 annual report	Administration	In Progress - materials forwarded to lawyer
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	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 - delayed due to Covid requirements
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.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	Apply for Loan	Finance	In progress
Special Council	12-Mar-20	February 20, Special Budget Meeting Minutes	That Council adopts the February 20, 2020 Special Budget Meeting Minutes as amended.	Amend, sign, post, file	Administration	Complete
Special Council	12-Mar-20	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 adoption1. Update Bylaw and Tracker	Administration	In Progress: awaiting Ministerial approval
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 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	Staff to bring forward DVP20-02 to future Council meeting during consideration of a Development Permit for the project	Administration / Planning	Pending submission of DP/DVP application
Regular Council	17-Mar-20	Water Treatment Loan Authorization Donna Monteith, Chief Financial Officer	That Council approve recommendation 3 of report item, "Water Treatment Loan Authorization" which states: 3. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given third reading and referred to the Inspector of Municipalities for approval	Staff to refer bylaw to the Inspector for Municipalities for approval	Administration	Assigned: this project is on hold until 2021 fiscal year

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. 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	Staff to work with applicant. Details to be registered at subdivision stage	Planning / Finance	In progress
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. 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	Staff to work with lawyer to modify Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered	Planning	Pending
Regular Council	17-Mar-20	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council authorize the District to enter into a Master Partnering Memorandum of Understanding for the development of Affordable Home Ownership Program (AHOP) units in the District of Ucluelet with the British Columbia Housing Management Commission (BC Housing)	Staff to work with BC Housing to prepare MoU	Planning	Pending further stages of development approval
Regular Council	14-Apr-20	COVID-19 Bylaw Education and Enforcement	A. THAT Council engage the Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht and Yuułu?i?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. A. THAT Council engage the Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht and Yuułu?i?ath governments, District of Tofino and Alberni-Clayoquot Regional District to discuss a coordinated approach for the West Coast	Council to engage and lobby	Council	Assigned
Regular Council	28-Apr-20	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council authorize the discharge of "No Build" covenant FB154873 from the title of Lot 13, concurrent with the registration of the "No Subdivision Covenant with Option to Purchase" on the property's title	Discharge covenant once No Subdivision Covenant with Option to Purchase is registered on the property title	Planning	In Process: this action is contingent upon the parties agreeing on a option to purchase
Regular Council	12-May-20	Ucluelet COVID-19 Community Response Plan Mark Boysen, Chief Administrative Officer	THAT Council endorse the proposed Draft Ucluelet COVID-19 Community Recovery Plan	Publish current version of the plan online	Administration	Complete

Regular Council	12-May-20	Ucluelet COVID-19 Community Response Plan Mark Boysen, Chief Administrative Officer	THAT Council endorse the proposed Draft Ucluelet COVID-19 Community Recovery Plan.	Share plan with Stakeholders and update plan as time progresses	Environment-Emergency	Complete
Regular Council	12-May-20	Lot 13 Marine Drive - Correspondence from Weyerhaeuser Todd Powell, Vice President of Weyerhaeuser NR Company	THAT Council indicate that it is prepared to authorize modification of Master Development Agreement and Covenant EX125879 on lands owned by Weyerhaeuser Company Ltd. at the point when a Development Permit has been issued for the proposed subdivision and development of the land, subject to the concurrent registration of the "No Subdivision Covenant with Option to Purchase" being registered on the title of Lot 13	Modify Master Development Agreement at the time DP is issued, subject to the "No Subdivision Covenant with Option to Purchase" being registered on the Lot 13	Planning	Assigned
Regular Council	12-May-20	Lot 13 Marine Drive - Correspondence from Weyerhaeuser Todd Powell, Vice President of Weyerhaeuser NR Company	THAT Council indicate the following additional information should be provided at the time the Development Permit / Development Variance Permit application is submitted for the proposed subdivision and development of Lot 13: identify which lots would have the Affordable Rental housing agreement registered on their title, and which would have the Affordable Ownership housing agreement registered on their title; identify which lots would be developed as 1-bed, 2-bed or 3-bed homes; and, identify the prices of the lots and homes	Communicate this resolution to the developer	Planning	Assigned
Regular Council	12-May-20	Fire Safety Inspection Bylaw (Adoption) Joseph Rotenberg, Manager of Corporate Services	THAT Council adopt "District of Ucluelet Fire Safety Inspection Bylaw No. 1265, 2020."	Print, sign and file.	Administration	Complete
Regular Council	12-May-20	Five Year Financial Plan and Tax Rates Bylaws (Third Reading) Joseph Rotenberg, Manager of Corporate Services	THAT Council adopt "District of Ucluelet Annual Tax Rates Bylaw No. 1275, 2020."	Print, sign and file and upload to ucluelet.ca	Administration	Complete
Regular Council	12-May-20	Five Year Financial Plan and Tax Rates Bylaws (Third Reading) Joseph Rotenberg, Manager of Corporate Services	THAT Council adopt "District of Ucluelet 2020-2024 Financial Plan Bylaw No. 1274, 2020."	Print, sign and file and upload to ucluelet.ca	Administration	Complete
Regular Council	12-May-20	April 28, 2020 Regular Council Minutes	THAT Council adopt the April 28, 2020 Regular Council Minutes as presented.	Print, sign, scan, upload and file	Administration	Complete
Regular Council	12-May-20	April 27, 2020 Special Council Minutes	THAT Council adopt the April 27, 2020 Special Council Minutes as presented.	Print, sign, scan, upload and file	Administration	Complete
Regular Council	26-May-20	Streamlined Temporary Approval for Expanded Outdoor Seating Areas Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1 of report item "Streamlined Temporary Approval for Expanding Outdoor Seating Areas" which states: 1. THAT Council direct Staff to prepare, as a District initiative, Development Permits valid from June 1, 2020, through October 31, 2020, for expanded outdoor seating areas in the locations generally shown in Appendix 'A' to the staff report dated May 26, 2020, for any adjacent business requesting such expansion	Staff to prepare, as a District initiative, Development Permits valid from June 1, 2020, through October 31, 2020	Planning	In process: approvals issued for 8 businesses so far.
Regular Council	26-May-20	Council Procedure Bylaw Update Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendation 2 of report item "Council Procedure Bylaw Update" which states: 2. THAT Council give "District of Ucluelet Council Procedures Bylaw No. 1264, 2020" second reading and direct Staff to provide notice of the proposed bylaw	Update Bylaw tracker and bylaw. Provide notice and bring back to Council for third reading	Administration	In Progress: Expected to return to Council for 3rd reading at the June 23 Regular Meeting.
Regular Council	26-May-20	Reserved Berth Fees Information Abby Fortune, Manager of Recreation & Tourism	THAT Council direct Staff to provide a report about amending the Ucluelet Harbour Regulation Bylaw No. 1134, 2011 to allow for monthly reserved berths	Draft report regarding amending Bylaw 1134 to allow for monthly reserve berths	Recreation	In progress for June 23, 2020 meeting
Regular Council	26-May-20	May 12, 2020 Regular Minutes	THAT Council adopt the May 12, 2020 Regular Meeting Agenda as presented	Sign, upload, update minute tracker and file	Administration	Complete

Regular Council	26-May-20	Streamlined Temporary Approval for Expanded Outdoor Seating Areas Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 6 of report item "Streamlined Temporary Approval for Expanding Outdoor Seating Areas" which states: 6. THAT Council direct Staff to share the staff report dated May 26, 2020, with the Liquor and Cannabis Regulation Branch (LCRB) and indicate that the District expresses pre-approval for any liquor primary and manufacturer establishments who may apply for an expanded service area per LCRB Policy Directive 20-13	Share Staff report with the LCRB	Planning	Complete
Regular Council	26-May-20	Streamlined Temporary Approval for Expanded Outdoor Seating Areas Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 5 of report item "Streamlined Temporary Approval for Expanding Outdoor Seating Areas" which states: 5. THAT Council request that the Ucluelet Chamber of Commerce assist in reaching out to all food and beverage operators located in the centre of town, to spread the message that any businesses wishing to expand their outdoor seating to enable safe distancing of patrons during the COVID-19 pandemic should contact the District by June 1st to discuss their plans and the streamlined process for obtaining their Development Permit and, if necessary, approvals for use of public space	Engage with the Chamber to contact local businesses about the Development Permit process	Planning	Complete
Regular Council	26-May-20	Grad Banner Request Abby Fortune, Manager of Tourism and Recreation	THAT Council approve recommendation 2 of report item "Grad Banner Request" which states: 2. THAT Council support installation of the temporary banners and the graduation parade scheduled for Saturday, June 20, 2020	Communicate resolution to Ucluelet Secondary School	Administration	Complete
Regular Council	26-May-20	Grad Banner Request Abby Fortune, Manager of Tourism and Recreation	1. THAT Council contribute \$1,000 towards the cost of 2020 Ucluelet Secondary School graduation banners	Communicate resolution to Ucluelet Secondary School and Tofino	Administration	Complete
Regular Council	26-May-20	Application for Liquor License Changes - Black Rock Resort Lobby and Foyer John Towgood, Planner 1	THAT Council approve recommendation 1 of report item "Application for Liquor License Changes - Black rock Resort Lobby and Foyer" which states: 1. THAT Council indicate that it does not wish to provide comments to the Liquor and Cannabis Regulation Branch on an application for changes to the liquor primary license for the Black Rock Oceanfront Resort lobby and foyer	Forward resolution to the LCRB and applicant	Planning	Complete
Regular Council	26-May-20	Streamlined Temporary Approval for Expanded Outdoor Seating Areas Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 4 of report item "Streamlined Temporary Approval for Expanding Outdoor Seating Areas" which states: 4. THAT Council direct Staff to make physical changes to outdoor spaces to increase public outdoor seating opportunities, as generally shown in Appendix 'A' to the staff report dated May 26, 2020, and report back to Council as necessary if such works exceed existing operational budgets	Make physical changes to public spaces	Public Works	In Progress
Regular Council	26-May-20	Streamlined Temporary Approval for Expanded Outdoor Seating Areas Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 2 of report item "Streamlined Temporary Approval for Expanding Outdoor Seating Areas" which states: 2. THAT Council direct Staff to explore options for a streamlined approval process for utilizing District road right-of-way areas for expanded outdoor seating, including confirmation of insurance	Explore options for a streamlined approval processes for the use of District road right-of-ways	Planning	In Progress





## STAFF REPORT TO COUNCIL

Council Meeting: June 9, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – MAY 2020

**REPORT NO:** 20-45

**ATTACHMENT(S):** APPENDIX : MAY 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  
Joseph Rotenberg, Manager of Corporate Planning

Appendix  
Cheque Listing May 2020

Cheque Listing - May 2020 Nicole Morin, Corporate/Planning Clerk

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
030173	2	2004-05-20	WG831	0870849 BC LTD	1201	BACKHOE REPAIRS	945	945
030174	2	2004-05-20	AS311	ACME SUPPLIES	917945	CLEANING SUPPLIES-UCC	115.82	115.82
030175	2	2004-05-20	AGS11	AGS BUSINESS SYSTEMS INC	253658	COPIER 03/29-04/28/2020	429.69	429.69
030176	2	2004-05-20	ACE07	ALBERNI COMMUNICATIONS & ELECTRONICS LTD	28645	WATER METER PARTS-PW	78.4	78.4
030177	2	2004-05-20	AHI01	ALLES HOLDINGS INC	50	APR 20-MAY 1/20 UVFB CONTRACT SRVCS	630	630
030178	2	2004-05-20	aa431		123052	GLEE PYMT RETURN	163	163
030179	2	2004-05-20	AFS01	ASSOCIATED FIRE & SAFETY	24762	UVFB FIREFIGHTING PPE	1648.5	1648.5
030180	2	2004-05-20	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10102141 VA10100089 VA10099693 VA10103001 VA10105597	SEWER TESTING SEWER TESTING WATER TESTING WATER TESTING WATER TESTING	334.64 263.55 1872.94 263.55 263.55	2998.23
030181	2	2004-05-20	CGISC	CGIS CENTRE	43922	APR-JUN/2020 SLIMS	2271.62	2271.62
030182	2	2004-05-20	CN038	COLYNS NURSERY & GARDEN CENTRE	22910	PLANTS FOR MARINE DR	1005.02	1005.02
030183	2	2004-05-20	CP300	CRITERION PICTURES	800069	2019 ON-DEMAND VIEWINGS	84	84
030184	2	2004-05-20	CUPE1	CUPE LOCAL #118	03/20	MAR/20 DUES	1846.1	1846.1
030185	2	2004-05-20	DFC01	DUMAS FREIGHT COMPANY	69112 69438	CLEARTECH CLEARTECH	614.03 670.89	1284.92
030186	2	2004-05-20	ECO77	ECONICS INNOVATIONS INC.	INV-0352	WATERWORTH SOFTWARE ANNUAL	5484.15	5484.15
030187	2	2004-05-20	FS004	EMCO CORPORATION	87100586-00 87100442-00 87100675-00 87100557-00	PW SUPPLIES PVC PIPE VARIOUS PARTS YARD HYDRANT PART	1926.49 176.7 813.96 47.96	2965.11
030188	2	2004-05-20	EL048	ERIK LARSEN DIESEL CO. LTD.	717715	FIRE TRUCK INSPECTIONS	722.4	722.4
030189	2	2004-05-20	EV001	EVITT ELECTRIC CO. LTD.	42167C	LIGHTBULB	44.79	44.79

Appendix  
Cheque Listing May 2020

Cheque Listing - May 2020 Nicole Morin, Corporate/Planning Clerk

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
030190	2	2004-05-20	GPC25	GREATPACIFIC CONSULTING LTD	1009	PROJECT REM2019 1005-007 (2019 WORK)	7915.95	7915.95
030191	2	2004-05-20	hou01	HOULE ELECTRIC LIMITED	349529HBR 352468	RELEASE OF DEFICIENCY HOLDBACK LOST SHOE CRK VFD PROGRESS #4	7350 3391.49	10741.49
030192	2	2004-05-20	IB275	ISLAND BUSINESS PRINT GROUP LTD	173022 173058	PRPTY TAX ENVELOPES X2500 #10 BLANK WINDOW ENVELOPES X3000	375.2 188.16	563.36
030193	2	2004-05-20	JR381	J. ROBBINS CONSTRUCTION LTD	4346	BLACK CHIP DELIVERY-MARINE DR	438.41	438.41
030194	2	2004-05-20	JAL42	JAL DESIGNS AND GRAPHICS INC.	40501483	UVFB T-SHIRTS X48	795.2	795.2
030195	2	2004-05-20	JI072	JUSTICE INSTITUTE OF B.C.	9438 9439	GEDDES-TUITION EMRG-1143-OL001 GEDDES-TUITION EMRG-1130-OL004	250.32 250.32	500.64
030196	2	2004-05-20	CK608	KASSLYN CONTRACTING	123060	FLOAT RECONSTRUCTION-SCH OUTER BASIN	3071.25	3071.25
030197	2	2004-05-20	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	0361-078 1763-010 1764-015 1643-027 1762-021	0361 SUBDIVISION REVIEWS-LOT 13 1763 MATTERSON ALTITUDE VALVE CHAMBER 1764 WELLFIELD VFD UPGRADES 1643 SEWAGE LAGOON REVIEW 1762 BAY ST SIMPLEX P/S REPLACEMENT	623.28 286.65 275.63 601.02 598.11	2384.69
030198	2	2004-05-20	MCG02	MCGILLIVRAY, ERIN	123049	WINTER/20 CLASSES	1738.4	1738.4
030199	2	2004-05-20	MF007	MINISTER OF FINANCE	94552969	UVFB-GLOVES/SYRINGES/NALOXONE	299.95	299.95
030200	2	2004-05-20	misc	TOFINO COMMUNITY FOOD INITIATIVE	123048	WINTER/20	168	168
030201	2	2004-05-20	MISC	[REDACTED]	123053	GLEE PYMT RETURNED	150	150
030202	2	2004-05-20	MISC	[REDACTED]	123054	GLEE PYMT RETURNED	150	150
030203	2	2004-05-20	MISC	[REDACTED]	123055	GLEE PYMT RETURNED	300	300
030204	2	2004-05-20	MISC	[REDACTED]	123057	GLEE PYMT RETURNED	150	150
030205	2	2004-05-20	misc	[REDACTED]	123061	1781 PENINSULA REFUND	429.95	429.95
030206	2	2004-05-20	M9412	MONTEITH DONNA	123058	REIMBRSMT BLUE ROOM STAFF LUNCH	535	535
030207	2	2004-05-20	NP156	NORTH PACIFIC REPAIR	128201	LADDER MOUNTS	180.54	4346.73

Appendix  
Cheque Listing May 2020

Cheque Listing - May 2020 Nicole Morin, Corporate/Planning Clerk

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
					128203	SEWAGE LAGOON-GATES/OTHER ITEMS	4166.19	
030208	2	2004-05-20	PBX12	PBX ENGINEERING LTD	8427	14282-03 UCLUELET SCADA LOST SHOE CRK	7401.45	7975
					8426	14282-01 UCLUELET SCADA MAINT SUPPORT	573.55	
030209	2	2004-05-20	PI110	PUROLATOR INC	444346755	BV LABS/LEVITT SAFETY	243.67	243.67
030210	2	2004-05-20	RJ107		123056	GLEE PYMT RETURNED	150	150
030211	2	2004-05-20	SK010	STRICKLAND KARLA	123018	SCULPTURE WINTER/20	1014	1014
030212	2	2004-05-20	SP010	SUPERIOR PROPANE	29524035	REC HALL-PROPANE REFILL	94.47	94.47
030213	2	2004-05-20	tu428	TOURISM UCLUELET	JAN/20	JAN/20 MRDT	6317.46	6317.46
030214	2	2004-05-20	TS002	TRAN SIGN 2019 LTD.	800560	PEDESTRIAN CROSSWALK SIGNS	1279.24	1279.24
030215	2	2004-05-20	ULFS1	UCLUELET LOCAL FOOD SOCIETY	123050	COMMUNITY GARDEN 2020	660	660
030216	2	2004-05-20	UPS20	UPS CANADA	5132409914	LATE PAYMENT FEE	4.26	4.26
030217	2	2004-05-20	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	16932B	PARKS MATERIALS/SUPPLIES	509.85	2856.4
					17152B	LUMBER-CERAMIC STUDIO	41.97	
					17568B	OUTER BASIN SCH WATER LINE	115.41	
					19288A	PARKS & REC SUPPLIES	1067.8	
					19289A	PW MATERIAL/SUPPLIES	1121.37	
030218	2	2004-05-20	WC345	WURTH CANADA LTD	23874193	MULTI-PURPOSE SPRAY	51.05	809.43
					23880737	FILTER CARTRIDGE	758.38	
030219	2	2004-05-20	CK608	KASSLYN CONTRACTING	D715	D715	1169.82	1969.73
					D717	D717	399.8	
					D716	D716	400.11	
030248	2	2015-05-20	MISC		123071	CHOIR REFUND	135	135
030247	2	2015-05-20	MISC		123070	CHOIR REFUND	135	135
030246	2	2015-05-20	misc		123069	CHOIR REFUND	135	135
030245	2	2015-05-20	misc		123068	CHOIR REFUND	135	135

Appendix  
Cheque Listing May 2020

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Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
030244	2	2015-05-20	misc		123067	CHOIR REFUND	135	135
030243	2	2015-05-20	MISC		123066	CHOIR REFUND	135	135
030242	2	2015-05-20	MISC		123065	CHOIR REFUND	135	135
030241	2	2015-05-20	MISC		123063	CHOIR REFUND	135	135
030240	2	2015-05-20	CK608	KASSLYN CONTRACTING	D718 D719	D718 D719	2501.03 2586.74	5087.77
030239	2	2015-05-20	FC000	JOHNSON COURTNEY	123064	GLEE-WINTER/20 CANCELLED	1680	1680
030238	2	2015-05-20	IO001	ISLAND OVERHEAD DOOR (1979) LTD.	61745	FIREHALL OVERHEAD DOOR MAINTENANCE	1357.13	1357.13
030237	2	2015-05-20	IC130	INFOSAT COMMUNICATIONS	427747	SAT PHONE MAY/20	65.13	65.13
030236	2	2015-05-20	GD215	GREGG DISTRIBUTORS LTD	011-765786	PW EQUIPMENT/SUPPLIES	1723.8	1723.8
030235	2	2015-05-20	FRE01		123072	CHOIR REFUND	135	135
030234	2	2015-05-20	FSC10	FOUR STAR COMMUNICATIONS INC	54711	APR/20 ANSWERING SERVICES	149.95	149.95
030233	2	2015-05-20	FW050	FAR WEST DISTRIBUTORS LTD	333209	BATHROOM/CLEANING SUPPLIES-UCC	442.42	442.42
030232	2	2015-05-20	EP047	ENGINEERED PUMP SYSTEMS LTD.	65803	SEWER LIFT STNS PARTS	339.91	339.91
030231	2	2015-05-20	DFC01	DUMAS FREIGHT COMPANY	58299 58298	FOUR STAR WATERWORKS FOUR STAR WATERWORKS	76.45 297.68	374.13
030230	2	2015-05-20	DC001	DOLAN'S CONCRETE LTD.	UK49208	CONCRETE	629.68	629.68
030229	2	2015-05-20	DAV01	DAVID STALKER EXCAVATING LTD.	11166	BAY ST SANITARY PROJ 20-22 PROGRESS #2	39363.57	35427.21
030228	2	2015-05-20	CP300	CRITERION PICTURES	801304	ON DEMAND PV	1317.75	1317.75
030227	2	2015-05-20	CCL88	CORLAZZOLI CONTRACTING LTD	101	DANGER TREE-FALLING	525	525
030226	2	2015-05-20	CHE01	CHERNOFF THOMPSON ARCHITECTS	15609	PROJ 39038.1 HEALTH CENTRE STUDY	9501.03	9501.03
030225	2	2015-05-20	CGISC	CGIS CENTRE	43907	GIS OCP LAYERS	498.75	498.75

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Cheque Listing May 2020

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Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
030224	2	2015-05-20	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10112933 VA10109285	WATER TESTING C030193 WATER TESTING C028439	263.55 263.55	527.1
030223	2	2015-05-20	BP940	BLACK PRESS GROUP LTD.	33862541 33894104	FEB/20 ADS APR/20 ADS	421.78 1131.18	1552.96
030222	2	2015-05-20	BC888	BETTSM CONTROL INC	1002814	ANNUAL SCADA LICENSE APR/20-MAR/21	3963.96	3963.96
030221	2	2015-05-20	AVI01	AVICC	202050	2020 AVICC ANNUAL DUES	259.17	259.17
030220	2	2015-05-20	ACE07	ALBERNI COMMUNICATIONS & ELECTRONICS LTD	28754	TSUNAMI ELECTRONICS INSTALL	1195.61	1195.61
030249	2	2015-05-20	MISC	[REDACTED]	123073	CHOIR REFUND	135	135
030250	2	2015-05-20	MISC	[REDACTED]	123074	PLAYSCHOOL REFUND	168	168
030251	2	2015-05-20	MISC	LING NICKY [REDACTED]	123075	AR RENTAL RETURN	31.5	31.5
030252	2	2015-05-20	MISC	LEAHEY WILLIAM	123077	WINTER SWIM/20	375	375
030253	2	2015-05-20	MISC	[REDACTED]	123078	SWIM LESSON-REFUND	55	55
030254	2	2015-05-20	MISC	[REDACTED]	123079	SWIM LESSON-REFUND	55	55
030255	2	2015-05-20	MISC	[REDACTED]	123080	SWIM LESSON-REFUND	44	44
030256	2	2015-05-20	MISC	[REDACTED]	123081	SWIM LESSON-REFUND	55	55
030257	2	2015-05-20	MISC	[REDACTED]	123082	SWIM LESSON-REFUND	110	110
030258	2	2015-05-20	MISC	[REDACTED]	123083	SWIM LESSON-REFUND	110	110
030259	2	2015-05-20	MISC	[REDACTED]	123084	SWIM LESSON-REFUND	55	55
030260	2	2015-05-20	MISC	[REDACTED]	123085	SWIM LESSON-REFUND	82.5	82.5
030261	2	2015-05-20	MISC	[REDACTED]	123086	SWIM LESSON-REFUND	55	55
030262	2	2015-05-20	MISC	[REDACTED]	123087	SWIM LESSON-REFUND	110	110
030263	2	2015-05-20	MISC	[REDACTED]	123088	SWIM LESSON-REFUND	55	55

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Cheque Listing May 2020

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Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
030264	2	2015-05-20	MISC	[REDACTED]	123089	SWIM LESSON-REFUND	55	55
030265	2	2015-05-20	MISC	[REDACTED]	123090	SWIM LESSON-REFUND	82.5	82.5
030266	2	2015-05-20	MISC	[REDACTED]	123091	SWIM LESSON-REFUND	82.5	82.5
030267	2	2015-05-20	MISC	[REDACTED]	123092	SWIM LESSON-REFUND	82.5	82.5
030268	2	2015-05-20	MISC	[REDACTED]	123093	SWIM LESSON-REFUND	137.5	137.5
030269	2	2015-05-20	MISC	[REDACTED]	123094	SWIM LESSON-REFUND	82.5	82.5
030270	2	2015-05-20	MISC	[REDACTED]	123095	SWIM LESSON-REFUND	137.5	137.5
030271	2	2015-05-20	MISC	[REDACTED]	123096	SWIM LESSON-REFUND	82.5	82.5
030272	2	2015-05-20	MISC	[REDACTED]	123097	SWIM LESSON-REFUND	82.5	82.5
030273	2	2015-05-20	MISC	[REDACTED]	BP18-02	BP18-02(DP17-08) DMG DEP RETURN	1000	1000
030274	2	2015-05-20	MISC	[REDACTED]	TUP20-02	TUP20-02 REFUND	850	850
030275	2	2015-05-20	NRG20	NRGWISE CONSULTING	UCL 2004	COLLECTIVE BARGAINING FOLLOW-UP	366.19	366.19
030276	2	2015-05-20	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF 04/20	D702-D717	869.11	869.11
030277	2	2015-05-20	PB104	PIONEER BOAT WORKS	79338	BRAIDED ROPE-UVFB	103.04	103.04
030278	2	2015-05-20	PI110	PUROLATOR INC	444397346	BV LABS	96.52	96.52
030279	2	2015-05-20	SC003	SHARE CANADA	19666	NATRAKLENE DEGREASER	2361.36	2361.36
030280	2	2015-05-20	SBR01	SONBIRD REFUSE & RECYCLING LTD.	38784 38782 38781 38780 38783 38779	UAC/UVFB GARBAGE APR/20 PW YARD GARBAGE APR/20 WHISKEY DOCK GARBAGE APR/20 52 STEPS GARBAGE APR/20 UCC GARBAGE APR/20 SCH GARBAGE APR/20	45.15 826.02 423.28 384.67 316.92 1385.71	3381.75
030281	2	2015-05-20	SNP74	STREAMSIDE NATIVE PLANTS	2991	MARINE DR PROJECT-PLANTS	3493.28	3493.28
030282	2	2015-05-20	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	81589	MAY/20 EAP PROGRAM	117.6	117.6

Appendix  
Cheque Listing May 2020

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Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
030283	2	2015-05-20	HI715	TERRAPURE	92902218 93053355	ADJUSTMENT ON INV# E-87400 WASTE OIL PADS REMOVAL-SCH	0.35 509.25	509.6
030284	2	2015-05-20	TU428	TOURISM UCLUELET	02/20	FEB/20 MRDT	7163.98	7163.98
030285	2	2015-05-20	TSC19	TRANSPARENT SOLUTIONS CORP	11222	CLEARMAIL SPAM FILTER JUN/20	20.95	20.95
030286	2	2015-05-20	U0148	UBCM	UBCM-1188 UBCM-613	2020 CALENDARS/PLANNERS 2021 DOG TAGS (X150)	86.04 114.77	200.81
030287	2	2015-05-20	UC141	UCLUELET CHAMBER OF COMMERCE	123076	EC DEV FUNDING 2020	25000	25000
030288	2	2015-05-20	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71340508 71339144 71339373 6455A 71341510 27APR2020#1523	#2 PREM FUEL #2 PREM FUEL #23 OIL CARDLOCK APR/20 #2 PREM FUEL PW COFFEE CREAMER	50.5 57.51 7.98 1974.72 39 41.11	2170.82
030289	2	2015-05-20	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	06/20	JUN/20 LEASE	250	250
030290	2	2015-05-20	UP459	UCLUELET PETRO-CANADA	8066 8087 7956 8161 8057 8064 8231	#1 SERVICING #1 SERVICING #12 LIGHTBULB #24 SERVICING #10 SERVICING MINIPUMPER WIPER BLADES #23 SERVICING	2457.17 68.31 13.7 579.32 545.22 142.02 2264.82	6070.56
030291	2	2015-05-20	UR849	UCLUELET RENT-IT CENTER LTD	37255 37224 36887 37371	ROAD SWEEPER RENTAL MARINE DR PROJECT-BARK MULCH COVID-HAND WASH STATION UCC DELIVERY-GRAVEL	502.1 1344 268.8 220.5	2335.4
030292	2	2015-05-20	UI923	UKEE INFO TECH	12079	IT SUPPORT APR/20	3351.95	3351.95
030293	2	2015-05-20	WM275	WHITE MAGNOLIA RESORT CO LTD	204	MAR/20 POOL RENTAL	1535.63	1535.63
030294	2	2015-05-20	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	19650A 19654A	COVID-DISPOSABLE COVERALLS WPT BENCH REPAIR	42.75 98.05	140.8



Appendix  
Cheque Listing May 2020

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
030295	2	2015-05-20	XC300	XPLORNET COMMUNICATIONS INC	INV31849269	EMRGNCY INTERNET FIREHALL MAY/20	70.55	70.55





## STAFF REPORT TO COUNCIL

Council Meeting: June 9, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0550-01 GEN

**SUBJECT:** HOLDING PUBLIC HEARINGS VIA ZOOM WEBINAR

**REPORT NO:** 20-47

**ATTACHMENT(S):** NONE

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

1. **THAT** Council direct Staff to conduct public hearings via Zoom Webinar.

### **PURPOSE:**

To introduce for Council's consideration, virtual public hearing options for use during the British Columbia Provincial State of Emergency.

### **BACKGROUND:**

On March 16, 2020 the Provincial Health Officer prohibited gatherings of more than 50 patrons and later recommended that individuals maintain 2 meters distance from one another.

On May 1, 2020, Ministerial Order No. M139 was adopted. The order allows public hearings to be conducted by means of electronic or other communication facilities and sets-out additional notice requirements for public hearings conducted in this manner.

Staff have engaged with other jurisdictions and investigated options for conducting public hearings electronically. Some municipalities have implemented a hybrid approach in which members of the public may:

- attend the public hearing in-person;
- listen to the hearing from overflow rooms within the same facility;
- attend the hearing via teleconference; and
- attend the hearing via Zoom Webinar (or another video conferencing application).

Staff do not recommend this approach due to the limited seating capacity in the George Fraser Room, increased staffing requirements and overtime needed to moderate and regulate meeting attendance as well as costs associated with hardware required to present the meeting in an overflow area.

Other municipalities such as Port Coquitlam have decided to only allow attendance at public hearings via Zoom Webinar. Members of the public may participate in Zoom Webinars via smart phone, tablet or computer. Zoom Webinar allows a moderator to regulate participation in the

meeting. If Zoom is the exclusive means of attendance, Staff recommend that correspondence be received up to the beginning of the public hearing for maximum community engagement.

Given space restrictions, maintaining current staffing requirements and lower costs, Staff recommend conducting public hearings solely via Zoom Webinar.

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

It will take approximately 3 hours for Staff to practice moderating public hearings with Zoom Webinar. Nominal additional Elected Official time will be required, as this platform is similar to the platform currently used by Elected Officials to participate in Council Meetings.

**FINANCIAL IMPACTS:**

Zoom Webinar costs approximately \$40.00 per month plus taxes. If approved, the subscription for Zoom Webinars will be maintained until the British Columbia Provincial State of Emergency expires.

**POLICY OR LEGISLATIVE IMPACTS:**

The recommendation will allow for public hearings to be conducted during the British Columbia State of Emergency. This will allow Council to conduct business that requires public hearings such as zoning bylaw amendments in a cost-effective manner.

**OPTIONS REVIEW:**

1. **THAT** Council direct Staff to conduct public hearings via Zoom Webinar. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

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