



## REGULAR MEETING OF COUNCIL

George Fraser Community Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet, and  
Electronically via Zoom ([Ucluelet.ca/CouncilMeetings](https://ucluelet.ca/CouncilMeetings))  
**Tuesday, November 26, 2024 @ 4:00 PM**

### AGENDA

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1. CALL TO ORDER	
1.1. ACKNOWLEDGEMENT OF THE YUULU?I?ATH	
Council would like to acknowledge the Yuulu?i?ath, on whose traditional territories the District of Ucluelet operates.	
1.2. NOTICE OF VIDEO RECORDING	
Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.	
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Re: West Coast Bus Plans	
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Re: Human-Bear Conflicts Overview, Path Ahead & Funding Request	
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*Maddie Haynes, Planning Assistant*

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- 7.3. 2025-2029 Five-Year Financial Plan - Capital Projects (Verbal Report)  
*Jeffrey Cadman, Director of Finance*
- 7.4. 2023 Annual Report 31 - 86  
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8. NOTICE OF MOTION
9. CORRESPONDENCE
- 9.1. Management and Operations of Public Washrooms in the Ucluelet Aquarium Building 103 - 104  
*Laura Griffith-Cochrane, Executive Director, Ucluelet Aquarium Society*  
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- 9.2. Housing Accelerator Fund - District of Ucluelet Reply 105  
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10. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS
- 10.1. Councillor Shawn Anderson  
*Deputy Mayor, April 1 - June 30, 2024*
- 10.2. Councillor Jennifer Hoar  
*Deputy Mayor, January 1 - March 31, 2024*
- 10.3. Councillor Ian Kennington  
*Deputy Mayor, July 1 - September 30, 2024*
- 10.4. Councillor Mark Maffei

Deputy Mayor, October 1 - December 31, 2024

10.5. Mayor Marilyn McEwen

11. QUESTION PERIOD

12. ADJOURNMENT





## **SPECIAL MEETING OF COUNCIL**

George Fraser Community Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet, and  
Electronically via Zoom (Ucluelet.ca/CouncilMeetings)  
**Tuesday, October 29, 2024 @ 3:30 PM**

### **MINUTES**

Present:       **Chair:**           Mayor McEwen  
                  **Council:**       Councillors Anderson, Hoar (Via Zoom), Kennington and Maftai  
                  **Staff:**           Duane Lawrence, Chief Administrative Officer  
                          Jeffrey Cadman, Director of Finance  
                          Joseph Rotenberg, Manager of Corporate Services  
                          Nancy Owen, Executive Assistant

Regrets:

#### **1. CALL TO ORDER**

The October 29, 2024, Special Council Meeting was called to order at 3:30 PM.

##### **1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH**

**Council acknowledged the Yuulu?il?ath, on whose traditional territories the District of Ucluelet operates.**

##### **1.2 NOTICE OF VIDEO RECORDING**

**Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.**

#### **2. LATE ITEMS**

There were no late items.

#### **3. APPROVAL OF AGENDA**

##### **3.1 October 29, 2024, Special Meeting Agenda**

2024.2038.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT the October 29, 2024, Special Council Meeting Agenda be adopted as presented.***

**CARRIED.**

#### 4. CLOSED SESSION

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

2024.2039.SPECIAL *IT WAS MOVED AND SECONDED:*

*THAT the October 29, 2024 Special Council Meeting be closed to the public pursuant to the following section of the Community Charter:*

- *90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].*

CARRIED.

The meeting was closed to the public at 3:34 PM and returned to open session at 4:06 PM.

Councillor Maftai entered the meeting at 3:39 PM, while Council was in closed session.

#### 5. ADOPTION OF MINUTES

##### 5.1 **October 10, 2024 Regular Council Meeting Minutes**

2024.2040.SPECIAL *IT WAS MOVED AND SECONDED:*

*THAT the October 10, 2024 Regular Council Meeting Minutes be adopted as presented.*

CARRIED.

#### 6. UNFINISHED BUSINESS

There was no unfinished business.

#### 7. BYLAWS

##### 7.1 **Permissive Tax Exemption Bylaw** *Jeffrey Cadman, Director of Finance*

Mr. Cadman presented this report.

2024.2041.SPECIAL *IT WAS MOVED AND SECONDED:*

*THAT Council adopt District of Ucluelet Permissive Tax Exemption Bylaw No. 1358, 2024.*

CARRIED.

##### 7.2 **Delegation of Authority Bylaw and Consequential Updates to the Procurement and Disposal Policy** *Joseph Rotenberg, Manager of Corporate Services*

Mr. Rotenberg presented this report. Council noted concerns with sections 20, 21 and 22 of the proposed Delegation of Authority Bylaw. In particular they noted concerns with restrictive covenants required by

the District and registered on title to property being a barrier for development. Council provided informal direction to staff to update the Bylaw by removing the delegated authority related to discretionary covenants and to present the updated bylaw at a later date.

## 8. REPORTS

### 8.1 Municipal Visitor Parking Program *Duane Lawrence, Chief Administrative Officer*

Mr. Lawrence presented this report and a slideshow that presented a series of questions and potential resolutions. The following outlines these questions and related Council discussion:

1. Does Council wish to proceed with the Municipal Visitor Parking Program and authorize an agreement with HotSpot?
  - Council discussed opposition to the parking program but noted the benefit of parking program revenues.
2. Does Council want Staff to use vehicle licence plate readers (V-LPR) to enforce the parking program?
  - Council discussed limited Bylaw enforcement capacity and efficiencies associated with using the V-LPR system to enforce the program.
3. Should the hiring of an additional Bylaw Officer be considered as part of the 2026 budget process or as part of the 2025 budget process?
  - Council discussed community interest in hiring an additional Bylaw Enforcement Officer as soon as possible.
  - In response to Council questions, Staff noted difficulties attracting applicants to the currently funded seasonal Bylaw Officer position, and explained that it is anticipated that a fulltime position may be more attractive to applicants. This fulltime position would be partially funded through parking program revenues.
4. Who should be exempt from parking fees and to what extent?
  - Council discussed the recommended exemptions and noted that there should be exemptions for vehicles used temporarily by residents.
  - In response to Council questions, Staff clarified that Bylaw Officers and designated District Staff would have access to vehicle registration for exempt vehicles but external enforcement agencies like the RCMP would not.
  - Council noted potential issues with seasonal workers proving residency.
  - Laura Griffith-Cochrane, resident and Executive Director of the Ucluelet Aquarium, was invited to speak and noted that volunteers should also be exempt.

5. How much should parking fines be?
  - Council discussed imposing higher fines than recommended by Staff. In response to Council questions, Staff outlined the ticketing process and enforcement mechanisms.
6. How much should parking fees be?
  - Laura Griffith-Cochrane, resident and Executive Director of the Ucluelet Aquarium, was invited to speak and advocated for lower parking fees, especially when the program is introduced. She noted that some visitors choose Ucluelet because it is more affordable than Tofino and many visitors are day visitors from Tofino, Port Alberni, and Nanaimo.
  - Council discussed fees being similar to Tofino's rates.
  - Council noted there should be an alternate rate for Recreation Vehicles and multi-day parking passes.
7. Should pay kiosks be purchased? If so, how many?
  - Council noted the value of using QR codes rather than kiosks.

2024.2042.SPECIAL *IT WAS MOVED AND SECONDED:  
**THAT** Council authorize the Mayor and Corporate Officer to execute a revenue sharing agreement between HotSpot and the District of Ucluelet for the implementation and provision of a visitor parking program.*

CARRIED.

2024.2043.SPECIAL *IT WAS MOVED AND SECONDED:  
**THAT** Council authorize the purchase of a vehicle mounted license plate reader system to be utilized for parking enforcement.*

CARRIED.

2024.2044.SPECIAL *IT WAS MOVED AND SECONDED:  
**THAT** Council direct staff to include a 3-year temporary Bylaw Officer position in the 2025 to 2029 financial plan for consideration.*

CARRIED.

2024.2045.SPECIAL *IT WAS MOVED AND SECONDED:  
**THAT** Council direct staff to draft a parking enforcement bylaw that:  
 a. exempts Ucluelet, Yuulu?it?ath, ACRD South Long Beach – Area C, Toquaht, Tla-o-qui-aht, Ahousaht, and Hesquiaht residents from the Ucluelet Visitor Parking Program;  
 b. exempts businesses from the Ucluelet Visitor Parking Program, subject to a \$50 annual registration fee; and,  
 c. exempts Tofino residents from the Ucluelet Visitor Parking Program, subject to a \$50 annual registration fee.*

CARRIED.

2024.2046.SPECIAL *IT WAS MOVED AND SECONDED:  
**THAT** Council direct staff to amend the municipal ticketing bylaw to include*



*fines for parking violations in an amount of \$50.00 for the first offence, reduced to \$10 if paid on the day the ticket was issued, and \$150 for the second offence and all subsequent offences.*

CARRIED.

2024.2047.SPECIAL  *IT WAS MOVED AND SECONDED:*

*THAT Council direct staff to present amendments to the Ucluelet Fees and Charges bylaw to include a visitor parking program daily rate of \$10.00.*

CARRIED.

## **8.2 Barkley Community Forest Legacy Reserve Fund** **Jeffrey Cadman, Director of Finance**

Mr. Cadman presented this report.

In response to Council questions, Staff clarified that the 3% revenue projection presented in the report is a conservative projection based on a ten year forecast.

2024.2048.SPECIAL  *IT WAS MOVED AND SECONDED:*

*THAT Council direct staff to prepare an allocation of \$1,500,000 from the Barkley Community Forest Reserve Fund to the Barkley Community Forest Legacy Reserve Fund for consideration in the 2025-2029 Financial Plan.*

CARRIED.

2024.2049.SPECIAL  *IT WAS MOVED AND SECONDED:*

*THAT Council direct staff to develop a Barkley Community Forest Legacy Reserve policy that:*

- a. allocates fifty percent of the annual interest earned on investment income from the Barkley Community Forest Legacy Reserve Fund to the Grants in Aid program and reinvests the remainder of the investment income back into the legacy reserve;*
- b. allocates fifty percent of the future dividends received from the Barkley Community Forest to the Barkley Community Forest Legacy Reserve Fund;*
- c. authorizes staff to allocate up to \$100,000 of unallocated operational surplus annually to the Barkley Community Forest Legacy Reserve if feasible; and*
- d. allows for the acceptance of community donations to the Barkley Community Forest Legacy Reserve.*

CARRIED.

## **8.3 Five-Year Financial Plan Meeting Schedule (2025 - 2029)** **Jeffrey Cadman, Director of Finance**

Mr. Cadman presented this report.

2024.2050.SPECIAL  *IT WAS MOVED AND SECONDED:*

*THAT Council receive the Five-Year Financial Plan Meeting Schedule (2025 – 2029) as presented.*

CARRIED.

**8.4 Ucluelet 2024 Interim Housing Needs Report**  
***Bruce Greig, Director of Community Planning***

Duane Lawrence, Chief Administrative Officer, presented this report.

Council discussed the need to update the Housing Needs Report / West Coast Housing Need and Demand Study, which was developed in 2021.

2024.2051.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT*** Council endorse the 2024 Ucluelet Interim Housing Needs Report - Appendix to the 2021 Ucluelet Housing Needs Report / West Coast Housing Need and Demand Study.

CARRIED.

**9. INFORMATION ITEMS**

**9.1 Ucluelet Housing Actions - Update**  
***Bruce Greig, Director of Community Planning***

Duane Lawrence presented this report. Council noted the need to update the Official Community Plan Bylaw to reflect current construction costs and attract developers.

In response to Council questions, Mr. Lawrence clarified that Housing Accelerator Program funding is allocated to updating the District's Development Cost Charges Bylaw, updating the District's Works and Services Bylaw, partially funding an additional Planning Department position, and constructing infrastructure upgrades required to further housing development. Mr. Lawrence also outlined the potential for a regional housing authority. It was noted that Ucluelet's Housing Authority needs may differ from Tofino's.

**9.2 RCMP Monthly Policing Report September 2024**  
***Marc Jones, Sergeant, Ucluelet RCMP Detachment***

**9.3 Follow Up to Meeting with Ministry of Housing Representatives at the 2024 UBCM Convention**  
***Teri Collins, Deputy Minister, Ministry of Housing***

**10. CORRESPONDENCE**

**10.1 Request for Letter of Support for Ucluelet Aquarium**  
***Rachel Baker, Interim Assistant Curator, Ucluelet Aquarium***

2024.2052.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT*** Council authorize a letter of support for the Ucluelet Aquarium's application to Rural Economic and Diversification Grant, for funding to

*complete essential upgrades to the Aquarium.*

CARRIED.

**10.2 Q&A to September 24th Regular Council Meeting for 221 Minato Rd  
*Juliette Green, Strategic Impact Director, ERIF Sustainable  
Solutions***

**10.3 Correspondence Related to ERIF 221 Minato Rd. Proposed  
Development  
*Giovanni Corlazzoli, Resident***

**10.4 Correspondence Related to Sea Lions on 52 Steps Dock**

In response to Council questions, Duane Lawrence, Chief Administrative Officer, noted that a non-permanent railing has been installed to dissuade Sea Lions from using the dock and Staff are seeking necessary approvals from the Department of Fisheries and Oceans to install a permanent railing.

**10.5 2025 AVICC AGM & Convention**

2024.2053.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT** Council Authorize Mayor McEwen, Councillors Hoar, Anderson and Maftei to represent the District of Ucluelet at the 2025 AVICC Annual General Meeting and Convention; and*

***THAT** Council direct Staff to complete all related accommodation and convention bookings.*

CARRIED.

**10.6 2025 Appointments: Vancouver Island Regional Library Board**

**11. NOTICE OF MOTION**

There were no notices of motions.

**12. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS**

**12.1 Councillor Shawn Anderson  
*Deputy Mayor, April 1 - June 30, 2024***

Councillor Anderson:

- attended an Alberni Clayoquot Health Network meeting where a housing needs study that featured a case study on Area C of the Alberni Clayoquot Regional District was presented;
- met with representatives from Centre for Applied Research, Technology and Innovation to discuss seaweed farming in the region; and
- attended Vancouver Island Economic Alliance Annual Summit. Councillor Anderson noted the good work that the Ucluelet and

Tofino Long Beach Chamber of Commerce Executive Directors do at this conference.

2024.2054.SPECIAL *IT WAS MOVED AND SECONDED:*

*THAT the Council meeting go beyond three and a half hours.*

CARRIED.

This motion was adopted at 6:55 PM.

**12.2 Councillor Jennifer Hoar**  
***Deputy Mayor, January 1 - March 31, 2024***

Councillor Hoar attended a Vancouver Island Regional Board Meeting where collections management issues were discussed. Councillor Hoar is interested in continuing to serve on this Board.

**12.3 Councillor Ian Kennington**  
***Deputy Mayor, July 1 - September 30, 2024***

Councillor Kennington attended Vancouver Island Economic Alliance Annual Summit and noted a meetings with Staff from the Port Alberni Port Authority, University of Victoria, and the Energy Conservation Assistance Program.

**12.4 Councillor Mark Maffei**  
***Deputy Mayor, October 1 - December 31, 2024***

Councillor Maffei attended Clayoquot Biosphere Trust's Regional Forum and subsequently met with representatives from that organization to discuss engaging stakeholders to connect existing climate and other environment related programs with funding. This could include revitalizing the Ucluelet Harbour. He also attended Halloween Howl.

**12.5 Mayor Marilyn McEwen**

Mayor McEwen attended:

- a Coastal Safety Meeting called by MP Gord Johns, where options for bringing back the Surf Guard Program were discussed on October 16th;
- an inclusive governance workshop hosted by the Alberni-Clayoquot Regional District on October 18th;
- the finish line for the Edge to Edge marathon on October 20th;
- Vancouver Island Economic Alliance summit on October 23rd; and
- an Alberni Clayoquot Regional District open house on their Solid Waste Management Plan, on October 28th.

**13. QUESTION PERIOD**

There were no questions.

**14. CLOSED SESSION**

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

2024.2055.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT** the October 29, 2024 Special Council Meeting be closed to the public pursuant to the following section of the Community Charter:*

- *90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.*

CARRIED.

The meeting was closed to the public at 7:08 PM.

**15. ADJOURNMENT**

**15.1 Procedural Motion to Adjourn the Meeting**

The meeting returned from closed session at 8:13 PM.

2024.2056.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT** the October 29, 2024, Special Council Meeting be adjourned at 8:14 PM.*

CARRIED.

**CERTIFIED CORRECT:**

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Duane Lawrence, Corporate Officer

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Marilyn McEwen, Mayor





# 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 12:00 p.m. five clear days before a 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 McEwen.

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: Dec-10-2024

Organization Name: WildSafeBC Pacific Rim

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

Topic: Human-Bear Conflicts Overview, the Path Ahead & WSBC PR Funding Request

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

Please describe:

Bob Hansen and Caitlin Beaudin will provide an overview of the season, the scope of efforts to reduce human-wildlife conflicts in the region as well as a series of recommendations for actions to assist in preventing H-W conflicts in 2025 and years to come. WildSafeBC Pacific Rim hopes for continued financial support of the program initiatives, including support for the full-time year around community coordinator.

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

Telephone Number and Email: \_\_\_\_\_

- 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.

The personal information you provide on this form is collected under s. 26(c) of the FOIPPA and will be used for the purpose of processing your application to appear as a delegation before the District of Ucluelet Council. The application will form part of the meeting's agenda and will be published on the website. Your personal telephone number and e-mail address will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Manager of Corporate Services 200 Main Street, PO Box 999, Ucluelet BC, V0R 3A0 or by telephone at 250-726-7744.





**FROM:** MADDIE HAYNES, PLANNING ASSISTANT

**FILE No:** 2450-20-127081

**SUBJECT:** ADU COVENANT AUTHORIZATION – 828 RAINFOREST DRIVE

**REPORT No:** 24-120

**ATTACHMENT(s):** APPENDIX A - S.219 COVENANT

**RECOMMENDATION:**

**THAT** Council authorize the Mayor and Corporate Officer to execute the Section 219 restrictive covenant for 828 Rainforest Drive for registration at the Land Title Office.

**PURPOSE:**

The purpose of this report is to inform Council of the requirement for a Section 219 covenant as stipulated by Section 408.1(8) of the *District of Ucluelet Zoning Bylaw No. 1160, 2013*, and to seek authorization to enter into an agreement for 828 Rainforest Drive (Lot 32, Plan VIP79602, District Lot 282, Clayoquot Land District – the “**subject property**”).

The covenant pertains to an Accessory Dwelling Unit (ADU) to be built on the applicant’s property and establishes that the property owner cannot create a separate title for the accessory dwelling unit. The new dwelling is currently at the building permit review phase, and the covenant must be registered as part of the requirements prior to issuance of final occupancy.



**Figure 1:** Subject property

**BACKGROUND:**

Section 408.1(8) of the zoning bylaw was introduced through amendments adopted by Council in *Bylaw No. 1310, 2022*, and stipulates the following:

*An Accessory Residential Dwelling Unit is only permitted where the owner of the lot has registered a covenant under section 219 of the Land Title Act against the title of the lot, in favour of the District of Ucluelet and satisfactory in its form and priority of registration, providing that the Accessory Residential Dwelling Unit must not be subdivided from the lot containing the principal building, whether pursuant to the Strata Property Act, the Land Title Act, or otherwise.*

This provision is common in municipal zoning bylaws for ADUs. The covenant for the subject property was prepared based on a template provided by the municipal solicitors.

**DISCUSSION:**

The applicant has provided the attached covenant to meet the requirements of the zoning bylaw for their project.

The current process requires a Council resolution authorizing each covenant. If adopted, section 21 of Delegation of Authority Bylaw No. 1338, 2024 would streamline this process by delegating the Director of Community Planning the authority to sign these covenants as they are related to the Building Inspectors authority to issue occupancy permits.

**ANALYSIS OF OPTIONS:**

<b>A</b>	Approve authorization of the ADU Covenant for 828 Rainforest Dr	<b><u>Pros</u></b>	<ul style="list-style-type: none"><li>Allows the applicant to obtain occupancy for the ADU</li></ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"><li>Unknown at this time</li></ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"><li>Creates a new long-term dwelling unit within the community</li></ul>
<b>B</b>	Reject authorization of the ADU Covenant for 828 Rainforest Dr <b>[not recommended]</b>	<b><u>Pros</u></b>	<ul style="list-style-type: none"><li>Unknown at this time</li></ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"><li>Does not allow the applicant to obtain final occupancy for the ADU</li></ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"><li>Does not allow a new long-term dwelling unit within the community</li><li>Would call into question the goal of current housing regulations and policies and, in particular, would trigger review of section 408.1(8) of the zoning bylaw.</li></ul>
		<b><u>Suggested Wording</u></b>	<b>THAT</b> Council reject authorization of the ADU Covenant for 828 Rainforest Drive.

**Next steps:**

If authorized by Council, the covenant can be signed and then registered with the Land Title Office by the owner. The ADU could then receive final occupancy.

Respectfully submitted:      Maddie Haynes, Planning Assistant  
Bruce Greig, Director of Community Planning  
Duane Lawrence, Chief Administrative Officer



**TERMS OF INSTRUMENT - PART 2**

**SECTION 219 COVENANT – ACCESSORY RESIDENTIAL DWELLING UNIT**

THIS AGREEMENT dated for reference the date shown on the Form C hereto.

BETWEEN:

**GABRIENE LEIGH KAECHLE**, Civil Engineer, and **DANE RUSSELL KAECHLE**, Provincial Snowboard Coach, as **JOINT TENANTS**, both of 828 Rainforest Drive, UCLUELET, BC, VOR 3A0

(the "**Grantor**")

AND:

**DISTRICT OF UCLUELET**  
Box 999  
200 Main Street  
Ucluelet BC VOR 3A0

(the "**District**")

WHEREAS:

- A. The Grantor is the registered owner of the land legally described in Item 2 of Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement (the "**Lands**");
- B. Section 219 of the *Land Title Act* of British Columbia permits the registration of a covenant of a negative or positive nature in favour of a municipality, in respect of the use of land, the building on land, the subdivision of land and the preservation of land or specified amenity on the land;
- C. The Grantor has made an application to the District for a building permit to construct an accessory residential dwelling on the Lands (the "**Accessory Residential Dwelling Unit**"); and
- D. In connection with the Grantor's application for a building permit to construct the Accessory Residential Dwelling Unit, the District's zoning bylaw requires, and the Grantor has agreed to grant to the District, a covenant under section 219 of the *Land Title Act* prohibiting any subdivision that would create a separate title for the Accessory Residential Dwelling Unit or the area of the Lands on which the Accessory Residential Dwelling Unit is or will be constructed.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the covenants herein contained and the sum of one dollar (\$1.00) paid by the District to the Grantor, the receipt and sufficiency of which the Grantor acknowledges, the Grantor and the District agree, pursuant to section 219 of the *Land Title Act* as follows:

1. **Definitions** – In this agreement:
  - (a) **“Parcel”** has the meaning assigned to it the *Land Title Act*.
  - (b) **“Principal Residence”** means a dwelling or building that is the principal building or dwelling on a Parcel for the purposes of the Zoning Bylaw, and:
    - (i) if the resident owns the property on which the residence is located, the dwelling or building where the resident lives and claims the provincial home owner grant; or
    - (ii) if the resident does not own the property on which the residence is located, the dwelling or building where the resident lives, makes their home, and conducts their daily affairs including, without limitation, paying bills and receiving mail and is generally the dwelling unit with the residential address used on documentation related to billing, identification, taxation and insurance purposes, including, without limitation, income tax returns, Medical Services Plan documentation, driver’s licences, personal identification, vehicle registration and utility bills
  - (c) **“Subdivision”** means to divide, apportion, consolidate or subdivide land or any building on land, or the ownership or right to possession or occupation of land or any building on land, into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or a “shared interest in land” as defined in the *Real Estate Development Marketing Act*.
  - (d) **“Zoning Bylaw”** means District of Ucluelet Zoning Bylaw No. 1160, 2013.
2. **Subdivision Restrictions** – The Lands shall not be Subdivided if such Subdivision will result in the Accessory Residential Dwelling Unit, land containing the Accessory Residential Dwelling Unit, or any portion thereof, being located on or within a Parcel that is separate from the Parcel containing the Principal Residence located on the Lands.
3. **Inspection** – The District, its officers, employees, contractors and agents, shall have reasonable access to the Lands and any buildings thereon at all reasonable times in order to ascertain compliance with Agreement.

4. **Bylaws to the Contrary** – This Agreement shall restrict use of the Lands in the manner provided herein despite any right or permission to the contrary contained in any bylaw or permit of the District.
5. **Municipal Permits** – The Grantor agrees that the District may withhold building permits and occupancy permits with respect to any building or other structure from time to time constructed or proposed to be constructed on the Lands, as the District may, in its sole discretion, consider necessary to ensure compliance with this Agreement.
6. **Indemnity** – As an integral part of this Agreement, pursuant to section 219(6)(a) of the *Land Title Act*, the Grantor hereby indemnifies the District and each of its elected or appointed officials, officers, employees or agents:
  - (a) from and against any and all liability, actions, causes of action, claims, suits, proceedings, judgements, damages, expenses, legal fees, demands and losses at any time suffered or incurred by, or brought against, the District, or any of its elected or appointed officials, officers, employees or agents, arising from or in connection with the granting or existence of this Agreement, the performance of any of the Grantor's obligations under this Agreement, any breach of any provision under this Agreement; and
  - (b) for all costs, fees and expenses, including legal fees, incurred by the District in the enforcement of this Agreement as result of any breach of any provision of this Agreement by the Grantor.
7. **Release** – The Grantor, on its behalf, hereby releases and forever discharges the District and each of its elected or appointed officials, officers, employees or agents, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the terms and operation of this Agreement, or, except to the extent arising from the negligence or wilful misconduct of the District or those for whom it is at law responsible, the exercise by the District of any of its right under this Agreement.
8. **Survival** – The indemnity and release set out in this Agreement will survive termination or discharge of this Agreement.
9. **Specific Relief** – The Grantor agrees that the public interest in ensuring that all of the provisions of this Agreement are complied with strongly favours the award of a prohibitory or mandatory injunction, or an order for specific performance or other specific relief, by the Supreme Court of British Columbia at the instance of the District, in the event of an actual or threatened breach of this Agreement.
10. **No Effect on Powers** – Nothing in this Agreement shall:

- (a) affect or limit the discretion, rights or powers of the District or the District's Approving Officer under any enactment or at common law, including in relation to the use, development or subdivision of the Lands;
- (b) affect or limit any enactment relating to the use, development or subdivision of the Lands; or
- (c) relieve the Grantor from complying with any enactment, including in relation to the use, development or subdivision of the Lands;

And the Grantor covenants and agrees to comply with all such enactments with respect to the Lands.

11. **District Discretion** – Where the District or a representative of the District is required or permitted under this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent:
  - (a) the relevant provision shall not be considered fulfilled unless the approval, opinion, determination, consent or expression of satisfaction is in writing signed by the District or the representative, as the case may be;
  - (b) the approval, opinion, determination, consent or satisfaction is in the sole discretion of the District or the representative, as the case may be; and
  - (c) the District or the representative, as the case may be, is under no public law duty of fairness or natural justice in that regard and the District or the representative may do any of those things in the same manner as if it were a private person and not a public body or employee or officer thereof.
12. **No Obligation to Enforce** – The rights given to the District under this Agreement are permissive only and nothing in this Agreement shall give rise to any legal duty of any kind on the District to anyone or obligate the District to enforce this Agreement or to perform any act or incur any expense.
13. **Agreement Runs with Lands** – This Agreement shall burden and run with, and bind the successors in title to, the Lands and each and every part into which the Lands may be subdivided by any means (including by deposit of a strata plan of any kind under the *Strata Property Act* (British Columbia)).
14. **Waiver** – No waiver by the District of any requirement or breach of this Agreement shall be effective unless it is an express waiver in writing that specifically references the requirement or breach and no such waiver shall operate as a waiver of any other requirement or breach or any continuing breach of this Agreement.
15. **Remedies** - No reference to or exercise of any specific right or remedy by the District shall prejudice or preclude the District from exercising any other right or remedy, whether



allowed at law or in equity or expressly provided for in this Agreement, and no such right or remedy is exclusive or dependent upon any other such remedy and the District may from time to time exercise any one or more of such remedies independently or in combination.

16. **Priority** – The Grantor shall cause this Agreement to be registered in the applicable land title office against title to the Lands with priority over all financial liens, charges and encumbrances, and any leases and options to purchase, registered or pending registration at the time of application for registration of this Agreement, including by causing the holder of each such lien, charge, encumbrance, lease or option to purchase to execute an instrument in a form required by the District under which such holder postpones all of the holder’s rights to those of the District under this Agreement in the same manner and to the same extent as if such lien, charge, encumbrance, lease or option to purchase had been registered immediately after the registration of this Agreement.
17. **Modification** – This Agreement may not be modified except by an agreement or instrument in writing signed by the Grantor or its successor in title and the District or a successor or assignee.
18. **Further Assurances** – The Grantor shall do and cause to be done all things, including by executing further documents, as may be necessary to give effect to the intent of this Agreement.
19. **Grantor’s Expense** – The Grantor shall perform its obligations under this Agreement at its own cost and expense and without compensation from the District.
20. **Severance** – If any part of this Agreement is for any reason held to be invalid by a decision of a court with the jurisdiction to do so, the invalid portion is to be considered severed from the rest of this Agreement and the decision that it is invalid shall not affect the validity or enforceability of the remainder of this Agreement.
21. **Interpretation** – In this Agreement:
  - (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
  - (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this agreement;
  - (c) the term “enactment” has the meaning given to it under the *Interpretation Act* (British Columbia) on the reference date of this Agreement;
  - (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;

- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced from time to time, unless otherwise expressly provided;
  - (f) reference to a particular numbered section, or to a particular lettered schedule, is, unless otherwise expressly provided, a reference to the correspondingly numbered section or lettered schedule of this Agreement;
  - (g) time is of the essence; and
  - (h) where the word "including" is followed by a list, the contents of the list are not intended to limit or otherwise affect the generality of the expression preceding the word "including".
22. **Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed to be the proper law hereof.
23. **Enurement** – This Agreement hereof shall enure to the benefit of the parties and their respective successors and assigns, as the case may be.
24. **Entire Agreement** – This Agreement is the entire agreement between the parties regarding its subject.
25. **Execution in Counterparts & Electronic Delivery** – This Agreement may be executed in any number of counterparts and delivered by e-mail, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, provided that any party delivering this Agreement by e-mail shall also deliver to the other party an originally executed copy of this Agreement.
26. **Priority Agreement** – CANADIAN IMPERIAL BANK OF COMMERCE, the registered holder of charge by way of Mortgage against the within described property which said charge is registered in the Land Title Office at Victoria, British Columbia, under No. CB1685572 for and in consideration of the sum of ONE DOLLAR (\$1.00) paid by the Transferee to the said Chargeholder (the receipt whereof is acknowledged) agrees with the Transferee, its successors and assigns, that the within Covenant shall be an encumbrance upon the within described property in priority to the said charge in the same manner and to the same effect as if it had been dated and registered prior to the said charge.

As evidence of their agreement to be bound by the terms of this instrument, the parties have executed the General Instrument – Part 1 (*Land Title Act Form C*) attached to and forming part of this Agreement.



## REPORT TO COUNCIL

Council Meeting: November 26, 2024  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** ABBY FORTUNE, DIRECTOR OF COMMUNITY SERVICES

**FILE NO:** 7900-10

**SUBJECT:** RESORT DEVELOPMENT STRATEGY FOR FIRST NATIONS PROJECTS

**REPORT NO:** 24-123

**ATTACHMENT(S):** NONE

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### RECOMMENDATION:

THAT Council direct staff to engage Yuułuʔiłʔatḥ on formalizing support and guidance on proposed heritage and cultural awareness projects funded through the Resort Municipality Initiative in an amount up to \$95,202 as part of the 2022 - 2024 Resort Development Strategy.

### BACKGROUND:

As laid out in the Resort Development Strategy (RDS) (2022-2024) the District of Ucluelet will be supporting Yuułuʔiłʔatḥ to create a shared vision and strategy to support indigenous tourism programming and infrastructure in the Ucluth area.

The Province is committed to supporting Indigenous tourism development as a vehicle for Indigenous community and Provincial development in the spirit of reconciliation. Each Resort Municipality Initiative (RMI) community must clearly demonstrate how they are supporting reconciliation through the projects and goals outlined in their Resort Development Strategy.

RDS goals related to First Nations projects and planning for Ucluelet are as follows:

- To increase sustainable tourism practices by working with partners to ensure sustainability through programming.
- To support economic strategies that attract more visitors and extend stays through more visitor services/activities/accommodations resulting in a more vibrant economy.
- To extend the tourism season by providing infrastructure and amenities that support year-round enjoyment and access to the West Coast.
- To increase repeat visitor visitation through education amenities, and quality events.

Recently the Director of Community Services met with Melissa Boucha, Manager of Intergovernmental Affairs Communications and Public Relations at the Yuułuʔiłʔatḥ Government (YG) to discuss RMI parameters and potential Yuułuʔiłʔatḥ involvement. From this meeting and internal discussion with YG staff, Ms. Boucha presented the following potential projects for further discussion moving forward:

- Increase the presence of Nuu Cha Nulth language throughout the community by adding wiinapuʔi (STOP) on all District stop signs.
  - Ucluelet Stop Signs 100 X \$15 per sticker = \$1500
- Install Nuu Cha Nulth place name signage at various locations throughout the community. Locations could include Big Beach, Terrace Beach, Amphitrite Point, etc.
  - \$500 - \$1,500 per sign
- Increase cultural awareness by adding storyboards at Amphitrite House speaking to the traditional heritage and culture of the Yuułuʔiłʔatḥ.
  - approx. \$6,000 - \$8,000
- Design and install a mural on the bottom of Amphitrite House depicting Yuułuʔiłʔatḥ heritage and culture.
  - approx. \$50 per sq ft. (41 ft wide X 4 ft high) = \$8,000
- Request the design of a totem at Village Green and/or Amphitrite Point to recognize and honor the traditional lands on which we reside.
  - \$2000 - \$2,500 per foot
- Development of a business plaque program facilitating local businesses to buy and or receive plaques with their annual business license renewal that states "[the business] operates on the Һahuuli (traditional territory) of the Yuułuʔiłʔatḥ (Government) - Ucluelet First Nation". Included in the plaque would be the logos. Plaque sizes could vary, and distribution could vary. Details to be determined as part of the project.
  - Plaque Program approximately per plaque \$60



**ANALYSIS OF OPTIONS:**

<b>A</b>	Engage Yuułuʔiłʔatḥ on formalizing support and guidance on a heritage and cultural awareness projects	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Provides staff further direction to move forward on projects and engage Yuułuʔiłʔatḥ on formalizing support and guidance</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• None noted at this time</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Staff time would be required to flesh out the projects moving forward</li> </ul>

<b>B</b>	Council provides alternative direction to staff	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>• Council would have further opportunity to provide staff with direction</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>• None at this time</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>• To be determined on Council's direction</li> </ul>
		<b><u>Suggested Motion</u></b>	THAT Council direct the staff to _____.

**NEXT STEPS:**

- Staff to engage Yuułuᓃiᓃᓄᓄᓄ Government to formalize support and determine priorities.
- Staff to work with Yuułuᓃiᓃᓄᓄᓄ Government Staff on actioning project priorities as determined by Yuułuᓃiᓃᓄᓄᓄ Government, within the available budget.

Respectfully submitted:            **Abby Fortune, Director of Community Services**  
**Duane Lawrence, CAO**





## STAFF REPORT TO COUNCIL

Council Meeting: November 26, 2024  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0640-20

**SUBJECT:** 2023 ANNUAL REPORT

**REPORT NO:** 24-121

**ATTACHMENT(S):** APPENDIX A - 2023 ANNUAL REPORT

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**RECOMMENDATION(S):**

**THAT** Council adopt the District of Ucluelet 2023 Annual Report as attached.

**PURPOSE:**

The purpose of this report is for Council to review and adopt the annual report after considering submissions and questions from the public.

**BACKGROUND:**

The District must prepare an Annual Report each year in accordance with Section 98 of the *Community Charter*. This report must include several items including audited annual financial statements.

Section 99 of the *Community Charter* requires Council to consider the report and any submissions and questions from the public at a public meeting held at least 14 days after the report is available for public inspection. This meeting should have occurred by June 30<sup>th</sup>, however, the 2023 Audited Financial Statements were only made available at the end of October. As a result, the Annual Report was made available for public inspection on November 11<sup>th</sup> with the annual meeting being held on November 26<sup>th</sup>, at the earliest.

As noted above Council should provide an opportunity for the public to comment on the report at this meeting, prior to adopting the report. At the time that this report was drafted, the District had not received any written submissions from the public.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services  
Duane Lawrence, CAO







DISTRICT OF  
**UCLUELET**



# 2023 Annual Report

# 2023 Annual Report





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**2023 Annual Report**

January 1 to December 31, 2023

This document was prepared by the Corporate Services Department, with departmental information provided by each Department Head.

**Photography** Mike Dandurand, Jen McLeod, and District of Ucluelet Staff

# Overview

2023 Annual Report

## Our Role

The District of Ucluelet provides leadership in the community with emphasis on inclusive and strategic planning for the future. We play a role in unifying the community towards a common vision and communicating with our residents on issues that are important to them and the District. We collaborate with our neighbors to enhance our collective provision of services and to ensure effective advocacy on regional issues. Ultimately, our role is to pursue the aspirations of our community and leave a legacy for future generations.

## Our Community, Our Future

The District of Ucluelet is a self-contained community located on the rugged west coast of Vancouver Island within the traditional territory of the Yuułu?if?ath. Ucluelet has the benefit of a range of assets and amenities relative to its size and although remote, enjoys excellent physical and digital access to the rest of the world.

Ucluelet is a resort municipality with primary resource industry roots and a rich first nations history. This unique blend is valued by visitors, residents, and businesses that choose Ucluelet.

The community is defined by a deep appreciation for the natural environment and a culture of creativity and resilience. With a strong sense of community, residents rely on one another and take pride in their spirit of partnership, volunteerism, and entrepreneurship.

Despite changes in the economy and local industries, Ucluelet continues to adapt and thrive. We see a bright future for our community with quality, sustainable infrastructure and services to support a diverse population of residents and visitors.

As our community faces demands for growth, we strive to preserve our quality of life, historic character, and our natural assets while ensuring that future development is aligned with our community's values.



# Message from the Mayor

In 2023, the Ucluelet Council and staff undertook an ambitious year of progress, launching several significant projects throughout the community. Many of these initiatives were made possible through partial or full grant funding, enabling the town to address critical infrastructure gaps and embark on a strategic path to tackle the pressing housing needs crisis.

Some of our more significant projects included:

- Construction of the Amphitrite House project was initiated
- Larch Road Multi-Use Path and Peninsula Road Safety & Revitalization projects were finalized with construction set to commence in 2024
- The Village Green Revitalization project was completed, with the new playground set to be installed in 2024

Our housing initiatives included:

- Ucluelet sought funding through the Housing Accelerator Fund to enhance operational efficiencies in the approval process for new housing projects
- Council focused on improving efficiencies in housing development approvals by adding a new planning position, anticipating substantial progress in 2024 with this added support for the planning department
- Council endorsed the proposal for a supportive housing development, and staff are actively working to secure funding for five supportive housing units on District-owned land
- Council continued to collaborate with developers to address critical housing challenges, ensuring that new developments create an optimal housing mix for Ucluelet residents
- Council persisted in addressing Ucluelet's critical housing challenges, including responding to new B.C. legislation introduced in the fall to address the urgent housing demands

The District has recognized the challenges posed by aging infrastructure, particularly on the east side of the peninsula, and is committed to fully funding the replacement and renewal of this critical infrastructure over the next few years to support future development.

The Cameron Bluffs wildfire in June of last year led to a complete closure of Highway 4 for 17 days, followed by single-lane alternating traffic for the final week of June and throughout July and August. This event underscored the inherent vulnerability of having a single access route to the coast, exposing the community to a range of risks, including a significant loss of business. In response, regional committees have been working closely with the Province to explore viable

solutions for establishing a secondary access road to the coast, with the goal of accomplishing this in 2024.

Reflecting on 2023, our accomplishments are numerous, yet they represent only the beginning in addressing the pressing housing and infrastructure challenges we currently face. Council's priorities will remain firmly focused on these critical areas, while also seizing opportunities to foster economic diversity, ensuring a vibrant and resilient community in the years ahead.

I encourage all residents to subscribe to the District's Ukee Mail to stay informed and engaged with our community. Council meetings are available for in-person attendance, via Zoom, or for later viewing on YouTube, offering flexible opportunities for participation and keeping everyone connected.

**Marilyn McEwen**  
Mayor



### **Top**

Councillor Ian Kennington  
Councillor Mark Maftai  
Councillor Shawn Anderson

### **Bottom**

Mayor Marilyn McEwen  
Councillor Jennifer Hoar

# Message from the CAO

2023 was a year dedicated to deepening our understanding of Ucluelet's infrastructure investment needs. It was also a year marked by the commencement or completion of several key projects and objectives that were initiated both before and during the pandemic. Notable milestones included the start of construction on Phase One of the Amphitrite House project and the completion of the Village Green Revitalization & Expansion project. Additionally, plans were finalized for the Peninsula Road Safety & Revitalization, Larch Road Multi-Use Path, and the Peninsula Road Storm System Replacement projects. All of these initiatives are set for completion in the spring or early summer of 2024.

Since its incorporation in 1952, much of Ucluelet's original infrastructure has reached or exceeded its expected lifespan, necessitating significant upgrades. With the completion of our updated master infrastructure plans, we now possess a comprehensive understanding of the community's infrastructure needs and the investment required in the years ahead.

Looking ahead to 2024, our focus will shift toward developing a strategic infrastructure redevelopment plan that leverages grant funding, new development investments, and tax revenues to address long-term infrastructure demands. This plan will also facilitate the expansion of housing and commercial developments. Additionally, the District will continue to prioritize several key areas, including ongoing investment in critical infrastructure, advancing the development of affordable and attainable housing options, and implementing necessary changes as mandated by the provincial government to alleviate housing shortages.

Thank you for reviewing Ucluelet's annual report and gaining an overview of the activities and initiatives that were completed or initiated over the past year.

**Duane Lawrence**  
Chief Administrative Officer



# Organizational Structure



# Council's Strategic Priorities

During the Strategic Priorities Setting Session in March 2023, Council considered local conditions, issues, and opportunities to establish the following Strategic Topics for Council's term:

## **Affordable Housing & Affordability**

Maintain the livability of the community, through the creation of diverse housing options and ensure we meet the future needs of our existing and future residents while managing the impacts of increased tourism and development.

## **Infrastructure & Asset Management**

Adequately fund, service and maintain existing infrastructure while investing in high quality, resilient infrastructure that supports the future needs of the community.

## **Emergency Management Services**

Ensure the community, residents and the District, are prepared for and able to support its residents and visitors during future climate related and general emergencies.

## **Service Delivery Capacity & Fiscal Responsibility**

Provide the right level of service that balances the needs of residents and tourism while working towards balancing the costs of those services between residents and visitors.

## **Sustainable Economy**

Create an environment that encourages and is open to the development of high-quality business opportunities.

## **Community to Community Collaboration**

Ucluelet is committed to working with all West Coast communities proactively and collaboratively to ensure growth and development are undertaken purposefully and with understanding of future impacts.

## **Environmental Protections**

Understanding and investing in the future of our Natural assets and protecting the lands and waters that surround Ucluelet are essential to the well being of the community.

## **Recreation Opportunities**

Invest in the development and maintenance of our natural recreation amenities and indoor and outdoor venues, to provide quality and diverse recreation opportunities.

Action items were identified for each Strategic Topic and included in the annual work plan for all departments. The result is the Strategic Priorities Summary which outlines the current priorities District staff work towards in support of Council's Strategic Priorities. The Strategic Plan is a living document amended by Council as priorities shift and when actions are complete.

The Strategic Topics are the District's 2023 and 2024 objectives, and the District's ability to complete corresponding actions is the measure of its success. To view Council's Strategic

Priorities Summary and Council's Strategic Plan visit [Ucluelet.ca/Council](https://ucluelet.ca/Council)

## How are Projects Funded?

District projects are funded through internal and external funding sources. District taxpayers provide internal funding through fees and property taxes. External funding is derived from grants, provincial funding sources like the Resort Municipality Initiative, and dividends issued by Barkley Community Forest.

Externally funded projects have limited financial implications for District taxpayers. For example, funding for the Amphitrite House project is derived exclusively from the Resort Municipality Initiative, and grants through the Investing in Canada Infrastructure Program and Tourism Vancouver Island. As a result, the financial impact of this project on District taxpayers is limited to the staff time required to oversee the project.

In contrast, projects that are financed entirely internally, or through a mix of internal and external funding sources, have a greater proportional impact on taxpayers. For example, The District of Ucluelet's new self-contained breathing apparatus for the volunteer firefighters is entirely funded through tax dollars and the Water Treatment System Upgrade project will be funded through tax dollars, service fee increases, borrowing, and the Investing in Canada Infrastructure Program's Green Infrastructure Stream.

The District is committed to minimizing the impact on taxpayers by aligning major capital projects with available grant funding opportunities whenever possible. There are occasions when certain projects or essential systems, such as water and sewer infrastructure, require timely replacement and may not be eligible for grants. In these instances, the District seeks to utilize

the most efficient funding strategies to minimize impacts on taxpayers. Amidst high interest rates, the District is focused on minimizing debt to reduce borrowing costs. However, with interest rates expected to decrease in the future, long-term borrowing may become a more advantageous option.

Throughout this Annual Report project funding sources will be identified using the following symbols:

1. ! = project funded through grant
2. @ = project completed in house by Staff with no additional tax or service fees required
3. \$ = project funded through additional taxation or service fees
4. \* = project funded through provincial funding sources like the Resort Municipality Initiative
5. BCF = project funded by Barkley Community Forest dividend
6. SCH = funding provided by revenues generated by the Small Craft Harbour



# Community Planning

## Key Responsibilities

### Planning Duties

- Prepare long range land use plans and policies
- Process development permits, board of variance referrals, rezoning and subdivision applications
- Serve the community by responding to a wide range of inquiries and applications related to the use and development of land
- Plan and design improvements for public pathways, roads, trails and open space
- Building Inspection services and permit administration

### Bylaw Duties

- Bylaw enforcement and business licensing
- Administer land use bylaws, standards and policies in light of legislation and other approving agency jurisdictions
- Provide public education and respond to inquiries

## Department Overview

The Community Planning Department provides professional and technical advice to Council on current and future uses of land within Ucluelet and insight into issues concerning housing, the environment, culture and heritage preservation, transportation, tourism, harbour, and managed water uses, and socioeconomic policies.

The planning division of this Department is responsible for the administration of zoning, land use and development applications, community planning, parks and trail network systems, streamside protection and long-term policy such as the Official Community Plan (OCP) bylaw, keeping these all current to reflect community priorities guides the yearly work plans and objectives of this Department.

The building, license and bylaw division of this Department maintains the quality of life for the District of Ucluelet's citizens, by ensuring safety through compliance with established building codes and the community's adopted bylaws. This division also receives and processes complaints and coordinates the bylaw enforcement activities for the District.

## 2023 Completed Projects

- Canada Mortgage and Housing Corporation (CMHC) - Rapid Housing Initiative grant - @\*
- 1300 Peninsula Road - Supportive Housing design - @\*
- BC Housing - Community Housing Fund grant - @\*
- CMHC - Housing Accelerator Fund grant - @

## 2024 Planned Projects

- Zoning amendments to comply with Provincial housing legislation - @
- Development Application Procedures bylaw update - @
- Subdivision & Development Standards bylaw update - !
- Ucluelet Housing Needs Report update - @
- Revisit OCP growth analysis - @
- OCP amendments to reflect updated housing projections - @
- Small Scale Multi-Unit Housing bylaw amendments - @
- Terms of Reference for environmental studies - @!



2023 Annual Report Joseph Rotenberg, Manager of Corporate Services



# Parks & Recreation

## Key Responsibilities

- Community health & wellness
- Community & adaptable programming
- Community special events & partnerships
- Support for Community Services
- Tourism & Recreation facilities and amenities
- Tourism partnerships & planning
- Trails & green space maintenance and planning
- Beautification of green spaces & recreation facilities
- Playground maintenance & planning
- Public Realm Projects (parks, paths, facilities)



## Department Overview

The Parks & Recreation Department provides the fundamental building blocks for a healthy and flourishing community. Our focus is to provide excellent, accessible programs through community involvement and outstanding facilities. The Ucluelet Parks & Recreation Department is committed to providing a high level of excellence in its service to the community, and continues to strive to promote an atmosphere of friendly, effective, and inclusive service. The Department also supports and plans various tourism infrastructure projects with its focus on the Resort Development Strategy.

## 2023 Completed Projects

- Winter Lights Beautification project - \*
- Wild Pacific Trail bridge replacement - \$
- Alder Park kayak launch - \*
- Ucluelet Community Centre exterior painting - \$

## 2024 Planned Projects

- Parks & Recreation Master Plan - (reserve fund funded)
- First Nation tourism projects & planning - \*
- District of Ucluelet accessibility policy - @
- Brown's Beach and He-Tin-Kis public washrooms - !
- Tourism metrics - \*
- Hard sports study & facility design - BCF
- Inner harbour pathway - SCH \*
- Village Green playground install - \*
- Wayfinding signage installation - \*
- Ucluelet heritage signage - \*



# Fire & Emergency Services

## Department Overview

Ucluelet Fire Rescue (UFR) has been providing fire services for the District of Ucluelet and contracted areas since 1949. 2023 was the fire department's busiest year on record as the upward trend in call volume continues.

The Emergency Support Services (ESS) team is a group of volunteers responsible for coordinating the provision of shelter, food, clothing, transportation, medical services, and reunification services to victims of emergencies and disasters.

The Ucluelet Emergency Planning Committee is comprised of representatives from agencies in the Ucluelet area that may prepare, respond, recover, and mitigate emergency events. The committee's purpose is to facilitate communication, provide coordination amongst partner agencies, and support emergency management training and exercises throughout the region.

## Key Responsibilities

- Response for fire, rescue, motor vehicle incidents, and medical first responder calls in Ucluelet and contracted areas
- Fire prevention and public education
- Fire safety inspections
- Community emergency preparedness
- Emergency Support Services (ESS)
- Ucluelet Emergency Program (UEP) oversight
- Emergency Operations Centre (EOC) training and activations



## 2023 Completed Projects

- Hiring of a fulltime Deputy Fire Chief - \$
- Three new recruits were added to the team and immediately began the firefighter certification program - @
- Completion of the community assembly area/emergency kiosk at Tugwell Field - BCF
- Joint EOC training with Alberni Clayoquot Regional District and District of Tofino - !
- Proactive fire safety inspection program was initiated - @
- EOC Essentials training course for Ucluelet Emergency Program staff and volunteers - !
- Continued joint wildfire training with Parks Canada and the District of Tofino - @
- High Ground Hike community evacuation drill and emergency preparedness fair - @
- National Fire Protection Association (NFPA) 1001 certification for firefighters - \$
- Fire officer development training - @
- Recruit training for three new firefighters - @



## 2024 Planned Projects

- Replacement of the electronic components for the Cedar Rd. tsunami warning system - !
- Purchase of eight sets of firefighter turnout gear that will provide a backup set for each firefighter - !
- Replacement of the fire department's self-contained breathing apparatus - \$
- Design of a new firehall - \$
- Safety repairs to the firehall - \$
- Heat pump installation for the firehall - \$
- Completion of the community assembly area/emergency kiosk at Tugwell Field - BCF
- Completion of fire safety inspections for all restaurants in Ucluelet - @
- Community Evacuations course for Ucluelet Emergency Program staff and volunteers. Funded through a UBCM grant - !
- Joint wildfire training with Parks Canada and the District of Tofino - @
- High Ground Hike community evacuation drill and emergency preparedness fair - @
- National Fire Protection Association (NFPA) 1001 certification for firefighters - \$
- Fire officer development training - \$
- Recruit training for three new firefighters - \$
- Updating of fire services and emergency support services agreements with ACRD - \$
- First Responder license scope of practice endorsements - \$

# Public Works

## Key Responsibilities

- Management and maintenance of the municipal water, wastewater, and storm networks, as well as all District roads, sidewalks, street-lights, facilities, and fleet
- Infrastructure support and development for the District's growing utilities needs
- 24-hour emergency services for the community's public works

## Department Overview

The Ucluelet Public Works Department is on call 365 days a year to ensure the community's infrastructure is in a state of good repair, and provide necessary services to residents, visitors and businesses.

In addition to daily infrastructure, facility maintenance, and long-term infrastructure planning, the Public Works department takes on key projects each year.

### 2023 Completed Projects

- Village Green Revitalization project - !\*\$
- Lot 16 Matterson Drive Development off-site sanitary and water servicing upgrades
- Sanitary bypass project for Victoria Road lift station assessment - \$
- Tender process initiated for submarine water supply line replacement project - \*\$
- Annual water supply line flushing - @
- New fleet storage structure at Public Works yard - \$
- Commencement of refurbishing old light keeper's residence at Amphitrite Point Park into a new public facility - !\*
- Begin refurbishing of Imperial Lane lift station - \$

### 2024 Planned Projects

- Water treatment facilities design tender - !\$
- Peninsula Road design and construction - !\*\$
  - Safety and Revitalization Project
  - Storm system design and replacement
  - Highway resurfacing
- Larch Road multi-use path design and installation - !\$
- Final installation of new playground structure at the Village Green completing the revitalization project - !\*\$
- Finish construction of the new public facility at Amphitrite House - !\*
- Finalize Imperial Lane lift station rebuild - \$
- Installation of new sanitary line to reduce system capacity on Norah and Rainforest Drive - \$
- Ongoing implementation and advancement to the District's long-term infrastructure master plans for sanitary, water and storm.

# Finance & Corporate Services

## Key Responsibilities

### Finance Services

- Financial planning and budgeting
- Reporting and fiscal management
- Procurement and purchasing
- Treasury and taxation
- Manage business licensing
- Accounting for transactions
- Support services to all departments

### Corporate Services

- Corporate leadership and administrative support to Council and Chief Administrative Officer
- Management, information and support services to Council and Committees
- Information technology services, legislative services and records management
- HR and communications
- Freedom of information, land acquisitions/disposition and legal/



## Department Overview

The Finance and Corporate Services Department's primary responsibility is to maintain the business foundation of the District. Its objective is to provide accurate, timely information and support to the community, District departments, and Council. The department invests a considerable portion of time and resources to Council-decision support and managing the District's financial, administrative, and legislative responsibilities. Additionally, the department provides IT-related support to improve internal and external effectiveness and holds the communications and human resources portfolios.

## 2023 Completed Projects

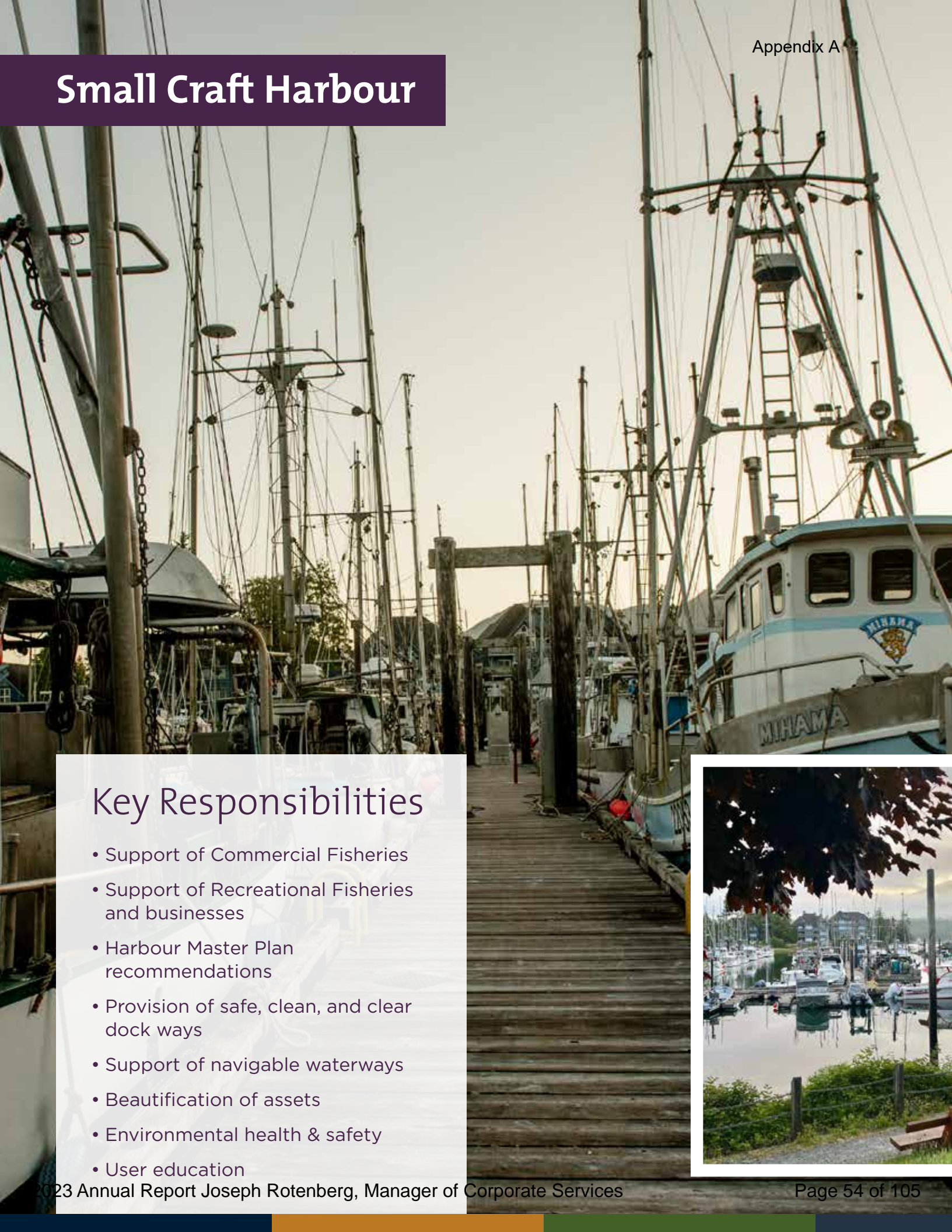
- Privacy Management Program - @
- Council Code of Conduct - @
- George Fraser Room audio visual upgrades - !
- Accessibility Committee establishment - @

## 2024 Planned Projects

- 20-year Capital Plan
- Development Cost Charges (DCC) bylaw update
- Ongoing bylaw and policy updates - @
- Municipal website rebuild - \$
- Collective Bargaining - @, \$
- Alternative approval process for future Food Bank on the Edge site - @



# Small Craft Harbour



## Key Responsibilities

- Support of Commercial Fisheries
- Support of Recreational Fisheries and businesses
- Harbour Master Plan recommendations
- Provision of safe, clean, and clear dock ways
- Support of navigable waterways
- Beautification of assets
- Environmental health & safety
- User education



## Department Overview

Ucluelet's Small Craft Harbour is the West Coast's most comprehensive marine facility. Our Small Craft Harbour is a classic example of a true working harbour, situated on the outskirts of Barkley Sound.

The jurisdictional boundary for the District of Ucluelet extends approximately 200 metres into the Pacific Ocean surrounding the Ucluth Peninsula. The facilities include, the Boat Basin, Whiskey Dock and 52 Steps which are all within walking distance of the village center.

The Small Craft Harbour is overseen by the Ucluelet Harbour Authority and the Department of Fisheries and Oceans.

## 2023 Completed Projects

- Small Craft Harbour beautification work - @
- Cleaning station education signage - SCH
- New pilings at Whiskey Dock - SCH
- Inner Boat Basin Pathway application to the province - \*

## 2024 Planned Projects

- 52 Steps upgrade - SCH
- Fish Cleaning Station upgrade - SCH
- Small Craft Harbour beautification & upgrade - @
- Boat launch design - SCH
- Whiskey Dock expansion - SCH



# Sustainability & Climate Action





## Overview

As a signatory member to the BC Climate Action Charter, Ucluelet has been working towards local and provincial climate resiliency goals for over two decades. Local governments play a critical role in establishing and implementing place-based climate adaptation, environmental protection, and clean energy plans and programs.

In March of 2019, Ucluelet adopted its first Climate Action Clean Energy Plan. Funded by the Federation of Canadian Municipalities (FCM) Municipalities for Climate Innovation Program, the plan focuses on goals and strategies to achieve carbon neutrality. Ucluelet continues to work towards targets to reduce emissions by 40% by 2030, as well as reduce emissions by 80% and shift to 100% renewable energy by 2050.

In January of 2021, Ucluelet adopted its first Climate Change Adaptation Plan after conducting risk assessments to identify current and future climate impacts. This project was funded under the International Council for Local Environmental Initiatives Changemakers Project.

Shortly after, the 2022 Official Community Plan was adopted, which contains over 100 policies and eight maps aimed to inform decision making that effectively protects the environment and adapts to a changing climate through regional collaboration, land-use and infrastructure management, education and outreach, and community initiatives.

## 2023 Projects and Progress:

- Ucluelet continued to participate in regional discussions including the Clayoquot Biosphere Trust Regional forum on environmental stewardship and sustainable development, as well the Coastal Food Round Table on food security emergency planning.
- Throughout 2023, Ucluelet built momentum for the expansion of local and regional public and active transportation options, which ultimately led to the adoption of the Peninsula Revitalization Project and extension of the Multi-Use Path along Larch Road.
- Throughout 2023, Ucluelet processed six environmental development permits, safeguarding sensitive environmental areas and supporting sustainable development.
- Ucluelet completed annual reporting to the Province for the Local Government Climate Action Initiative Program, and in turn received monetary support for climate resiliency initiatives.
- Continued the electrification of municipal operations, including electric hand tools and an e-bike.

Please visit our Sustainability and Climate webpage at [ucluelet.ca](https://ucluelet.ca) to view our Climate Change Adaption Plan and 100% Renewable Energy Plan – Clean Energy for the Safe Harbour.

# Financial Statement

District of Ucluelet - December 31, 2023



## Management's Responsibility

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To the Mayor and Council of District of Ucluelet:

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of the consolidated financial statements.

Council is composed entirely of Members who are neither management nor employees of the District. Council is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. Council fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. Council is also responsible for recommending the appointment of the District's external auditors.

MNP LLP is appointed by Mayor and Council to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both Council and management to discuss their audit findings.

October 29, 2024



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Director Finance

## Independent Auditor's Report

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To the Mayor and Council of District of Ucluelet:

### Qualified Opinion

We have audited the consolidated financial statements of District of Ucluelet (the "District"), which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2023, and the results of its consolidated operations, changes in its consolidated net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Qualified Opinion

As at December 31, 2023, the District has not recorded an asset retirement obligation for potential remediation costs. We were unable to obtain sufficient appropriate audit evidence that the asset retirement obligation should be nil. Consequently, we were not able to determine whether adjustments might be necessary to asset retirement obligation liabilities, tangible capital assets, amortization and accretion expenses, annual surplus, accumulated surplus or change in net financial assets for the year-ended December 31, 2023.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

### Other Information

Management is responsible for the other information, consisting of an annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

#### **Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the District to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

October 29, 2024

The logo for MNP LLP, featuring the letters 'MNP' in a large, bold, handwritten-style font, followed by 'LLP' in a smaller, clean, sans-serif font.

Chartered Professional Accountants

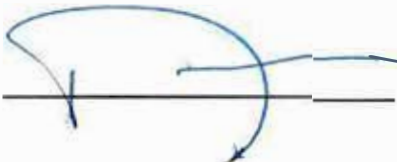
## District of Ucluelet

### Consolidated Statement of Financial Position

*As at December 31, 2023*

	2023	2022
<b>Financial assets</b>		
Cash and cash equivalents	5,469,398	2,252,236
Investments (Note 5)	12,035,392	11,462,768
Accounts receivable (Note 6)	1,533,103	1,915,706
Investment in Government Business Enterprise (Note 7)	1,630,730	2,516,852
	20,668,623	18,147,562
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 8)	1,012,456	755,188
Refundable deposits (Note 9)	426,875	192,610
Deferred revenue (Note 10)	1,493,130	2,372,629
Prepaid property taxes and utilities	149,222	100,080
Development cost charges (Note 11)	1,027,598	770,715
Equipment financing (Note 12)	338,713	434,044
Debt (Note 13)	1,549,997	1,653,969
	5,997,991	6,279,235
<b>Net financial assets</b>	<b>14,670,632</b>	<b>11,868,327</b>
<b>Commitments and contingencies (Note 22)</b>		
<b>Non-financial assets</b>		
Tangible capital assets (Note 14) (Schedule 1)	42,488,529	41,156,770
Inventory of supplies	20,944	20,944
Prepaid expenses	153,491	114,645
<b>Total non-financial assets</b>	<b>42,662,964</b>	<b>41,292,359</b>
<b>Accumulated surplus (Note 15)</b>	<b>57,333,596</b>	<b>53,160,686</b>

Approved on behalf of the Council



**Chief  
Administrative  
Officer**

**District of Ucluelet**  
**Consolidated Statement of Operations and Accumulated Surplus**  
*For the year ended December 31, 2023*

	2023 <i>Budget (Note 23)</i>	2023	2022
<b>Revenue</b>			
Grant revenue	9,497,404	<b>4,789,457</b>	2,272,415
Taxation, net <i>(Note 19)</i>	4,363,077	<b>4,383,550</b>	3,952,968
Sale of services	2,051,920	<b>2,097,209</b>	2,171,429
Investment income	62,000	<b>488,047</b>	162,587
Other revenue from own sources	429,000	<b>465,416</b>	389,791
Earnings from Investment in Government Business Enterprise <i>(Note 7)</i>	-	<b>113,878</b>	1,160,481
Developer contribution revenue	-	-	379,769
	16,403,401	<b>12,337,557</b>	10,489,440
<b>Expenses</b>			
General Government	1,597,288	<b>1,835,766</b>	1,535,471
Protective Services	689,658	<b>697,483</b>	748,274
Transportation Services	1,461,952	<b>1,616,971</b>	1,562,875
Planning and Environmental Services	489,529	<b>390,662</b>	385,195
Recreation and Cultural Services	2,812,323	<b>2,313,529</b>	2,628,959
Water Utility	1,112,823	<b>611,338</b>	870,715
Sewer Utility	808,438	<b>698,898</b>	672,209
	8,972,011	<b>8,164,647</b>	8,403,698
<b>Annual surplus</b>	7,431,390	<b>4,172,910</b>	2,085,742
<b>Accumulated surplus, beginning of year</b>	53,160,686	<b>53,160,686</b>	51,074,944
<b>Accumulated surplus, end of year</b>	60,592,076	<b>57,333,596</b>	53,160,686

**District of Ucluelet**  
**Consolidated Statement of Change in Net Financial Assets**

*For the year ended December 31, 2023*

	2023 <i>Budget (Note 23)</i>	2023	2022
<b>Annual surplus</b>	7,431,390	<b>4,172,910</b>	2,085,742
Acquisition of tangible capital assets	(10,391,120)	<b>(2,693,048)</b>	(1,465,001)
Amortization of tangible capital assets	1,168,995	<b>1,361,289</b>	1,287,391
Change in prepaid expenses	-	<b>(38,846)</b>	(30,655)
<b>Increase (decrease) in net financial assets</b>	(1,790,735)	<b>2,802,305</b>	1,877,477
<b>Net financial assets, beginning of year</b>	11,868,327	<b>11,868,327</b>	9,990,850
<b>Net financial assets, end of year</b>	10,077,592	<b>14,670,632</b>	11,868,327



## District of Ucluelet Consolidated Statement of Cash Flows

*For the year ended December 31, 2023*

	2023	2022
<b>Operating activities</b>		
Annual surplus	4,172,910	2,085,742
Non-cash items		
Amortization	1,361,289	1,287,391
Earnings from investment in Government Business Enterprise	(113,878)	(1,160,481)
Actuarial adjustment on debt	(26,238)	(22,861)
	<b>5,394,083</b>	<b>2,189,791</b>
Changes in working capital accounts		
Accounts receivable	382,603	(1,395,268)
Accounts payable and accrued liabilities	257,268	(57,157)
Refundable deposits	234,265	(28,454)
Deferred revenue	(879,499)	221,332
Prepaid expenses	(38,846)	(30,655)
Development cost charges	256,883	(267,754)
Prepaid property taxes and utilities	49,142	24,555
	<b>5,655,899</b>	<b>656,390</b>
<b>Financing activities</b>		
Proceeds from equipment financing	-	350,000
Debt repayments	(173,065)	(137,516)
	<b>(173,065)</b>	<b>212,484</b>
<b>Capital activities</b>		
Purchases of tangible capital assets	(2,693,048)	(1,465,001)
<b>Investing activities</b>		
Increase in investments	(572,624)	(3,219,802)
Dividend received from Government Business Enterprise	1,000,000	367,000
	<b>427,376</b>	<b>(2,852,802)</b>
<b>Increase (decrease) in cash resources</b>	<b>3,217,162</b>	<b>(3,448,929)</b>
<b>Cash resources, beginning of year</b>	<b>2,252,236</b>	<b>5,701,165</b>
<b>Cash resources, end of year</b>	<b>5,469,398</b>	<b>2,252,236</b>

## District of Ucluelet

### Notes to the Consolidated Financial Statements

*For the year ended December 31, 2023*

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#### 1. General

The District of Ucluelet (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and Community Charter of British Columbia. The District's principal activities include the provision of government services to residents of the incorporated area.

#### 2. Significant accounting policies

These consolidated financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

##### ***Reporting entity consolidated***

The consolidated financial statements reflect the financial activities of the reporting entity. This entity is comprised of the municipal operations plus all organizations that are owned or controlled by the District and are, therefore, accountable to Council for the administration of their financial affairs and resources. The consolidated financial statements exclude trust assets that are administered for the benefit of external parties.

All inter-entity balances have been eliminated on consolidation; however, transactions between segments have not been eliminated in order to present the results of operations for each specific segment.

Government business entities, owned or controlled by the District's Council but not dependent on the District for their continuing operations, are included in the financial statements using the modified equity method. Under the modified equity method, the equity method of accounting is modified only to the extent that the government business entity accounting principles are not adjusted to conform to those of the District. Thus, the District's investment in these entities is recorded at acquisition cost and is increased for the proportionate share of post acquisition earnings and decreased by post acquisition losses and distributions received. Entities accounted for by the modified equity basis include:

Barkley Community Forest Limited Partnership (50% ownership)  
Ucluelet Economic Development Corporation (wholly owned)

##### ***Revenue recognition***

###### ***Grant revenue***

The District recognizes grants as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A grant with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the District recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable.

###### ***Tax revenue***

The District recognizes taxes as assets and revenue when they meet the definition of an asset; are authorized by a legislature, council, or legislative convention; and the taxable event has occurred.

Tax revenue is initially measured at management's best estimate of the amount resulting from the original taxable event in accordance with tax legislation. The related tax receivable is initially recognized at its realizable value at the date of acquisition. At each financial statement date, the District evaluates the tax receivable for collectability and records a valuation allowance to reflect the tax receivable at its net recoverable amount, if necessary.

## District of Ucluelet

### Notes to the Consolidated Financial Statements

*For the year ended December 31, 2023*

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#### 2. Significant accounting policies *(Continued from previous page)*

##### **Revenue recognition** *(Continued from previous page)*

###### **Other revenue**

Sales of services and other revenue from own sources are recognized when the service is provided and collection is reasonably assured.

Investment income is recognized as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue, development cost charges and deposits and prepayments is added to the investment and forms part of the liability balance.

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated costs.

###### **Employee future benefits**

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other benefits are available to District employees. The cost of these benefits are estimated based on accumulated sick leave and best estimates of future usage and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

###### **Financial instruments**

The District recognizes its financial instruments when the District becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, the District may irrevocably elect to subsequently measure any financial instrument at fair value. The District has not made such an election during the year.

The District subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses. Interest income is recognized in the statement of operations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost using the effective interest rate method.

Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operating annual surplus. Conversely, transaction costs are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

All financial assets except derivatives are tested annually for impairment. Management considers whether the investee has experienced continued losses for a period of years, recent collection experience for the loan, such as a default or delinquency in interest or principal payments, etc. in determining whether objective evidence of impairment exists. Any impairment, which is not considered temporary, is recorded in the statement of operations. Write-downs of financial assets measured at cost and/or amortized cost to reflect losses in value are not reversed for subsequent increases in value. Reversals of any net remeasurements of financial assets measured at fair value are reported in the statement of remeasurement gains and losses.

A Statement of Remeasurement Gains and Losses has not been included in these consolidated financial statements as the District does not have any balances giving rise to unrealized gains or losses.

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2023*

**2. Significant accounting policies** *(Continued from previous page)*

***Inventory of supplies***

Inventory of supplies held for consumption are recorded at the lower or cost and replacement cost.

***Tangible capital assets***

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to the acquisition, construction, development, or betterment of the asset.

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

Contributed tangible assets are recorded at their fair value at the date of contribution.

When conditions indicate that a tangible capital asset no longer contributes to the District's ability to provide goods and services, or that the value of future economic benefits associated with a tangible capital asset is less than its net book value, the District reduces the cost of the asset to reflect the decline in its value. Write-downs of tangible capital assets are not reversed.

***Amortization***

The cost, less residual value, of the tangible capital assets, excluding land and work in progress, are amortized on a straight-line basis over their estimated useful lives as follows:

	<i>Rate</i>
Buildings	10 - 60 years
Vehicles and equipment	5 - 25 years
Other structures	15 - 50 years
Roads	20 - 60 years
Drainage structures	30 - 50 years
Water structures	10 - 50 years
Sewer structures	10 - 50 years

***Natural resources and works of art and cultural historical assets***

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

***Liability for contaminated site***

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the District is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2023.

At each financial reporting date, the District reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

***Measurement uncertainty***

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenue and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of tangible capital assets. Contributed tangible capital assets are estimated based on the best available fair value information on the date of contribution. Provision for sick pay is based on the best information available at the time.

## District of Ucluelet

### Notes to the Consolidated Financial Statements

*For the year ended December 31, 2023*

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#### 2. Significant accounting policies *(Continued from previous page)*

##### **Measurement uncertainty** *(Continued from previous page)*

A liability for asset retirement obligations reflects management's best estimate of the amount required to retire the related tangible capital asset (or component thereof). The best estimate of the liability is based upon assumptions and estimates related to the amount and timing of costs for future asset retirement.

Changes to the underlying assumptions and estimates or legislative changes in the near term could have a material impact on the provision recognized.

By their nature, these judgments are subject to measurement uncertainty, and the effect on the consolidated financial statements of changes in such estimates and assumptions in future years could be material. These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in earnings in the years in which they become known.

##### **Asset retirement obligation**

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date when there is a legal obligation for the District to incur retirement costs in relation to a tangible capital asset (or component thereof), the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at December 31, 2023. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset (or component thereof). The asset retirement cost is amortized over the useful life of the related asset.

At each financial reporting date, the District reviews the carrying amount of the liability. The District recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset.

The District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

#### 3. Change in accounting policy

##### **Asset retirement obligations**

Effective January 1, 2023, the District adopted the Public Sector Accounting Board's (PSAB) new standard for the recognition, measurement and disclosure of a liability for asset retirement obligations under PS 3280 *Asset Retirement Obligations*. The new standard establishes when to recognize and how to measure a liability for an asset retirement obligation, and provides the related financial statement presentation and disclosure requirements. Pursuant to these recommendations, the change was applied prospectively, and prior periods have not been restated.

Under the new standard, a liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset when certain criteria are met.

There was no material impact on the consolidated financial statements from the prospective application of the new accounting recommendations.

##### **Financial instruments**

Effective January 1, 2023, the District adopted the Public Sector Accounting Board's (PSAB) new recommendations for the recognition, measurement, presentation and disclosure of financial assets, financial liabilities and derivatives under Section PS 3450 *Financial Instruments*. The new Section is applied prospectively, and prior periods have not been restated. There was no material impact on the consolidated financial statements from the prospective application of the new accounting recommendations.

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2023*

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**4. Recent account pronouncements**

PS 3400 *Revenue* issued November 2018, establishes standards on how to account for and report on revenue and is effective January 1, 2024. Specifically it differentiates between revenue arising from transactions that include performance obligations, referred to as "exchange transactions", and transactions that do not have performance obligations referred to as "non-exchange transactions".

Revenue from transactions with performance obligations should be recognized when (or as) the District satisfies performance obligations by providing the promised goods or services to the payor.

Revenue from transactions with no performance obligations should be recognized when the District:

- i) had the authority to claim or retain an inflow of economic resources; and
- ii) identifies a past transaction or event that gives rise to an asset.

Management anticipates the new standard will not have a material impact on the 2024 financial statements.

**5. Investments**

Investments include funds invested in Guaranteed Investment Certificates and Money Market funds with CIBC Wood Gundy and the Municipal Finance Authority of B.C. The investments are carried at market value which is equal to the carrying value.

**6. Accounts receivable**

	<b>2023</b>	<b>2022</b>
Property taxes	<b>349,345</b>	288,822
User fee and other	<b>684,483</b>	1,376,456
Due from other governments	<b>499,275</b>	250,428
	<b>1,533,103</b>	1,915,706

## District of Ucluelet

### Notes to the Consolidated Financial Statements

*For the year ended December 31, 2023*

#### 7. Investment in Government Business Enterprise

The Barkley Community Forest Limited Partnership is a limited partnership owned by the District and Toquaht Nation as limited partners and Barkley Community Forest Corporation as the general partner. The objective and purpose of the partnership is to hold one or more Community Forest Agreements and to carry on such business and activities as may be desirable and permitted under the Community Forest Agreements.

The following table provides condensed supplementary financial information for the limited partnership at December 31, 2023:

	2023	2022
<b>Statement of Financial Position</b>		
<b>Assets</b>	<b>3,583,965</b>	6,224,737
<b>Liabilities</b>		
Current	10,675	631,950
Silviculture accrual	311,831	559,082
	<b>322,506</b>	1,191,032
<b>Equity</b>		
Retained earnings	3,261,459	5,033,705
	<b>3,583,965</b>	6,224,737
<b>Operations</b>		
Revenue	726,163	2,700,927
Expenses	(498,409)	(379,965)
	<b>227,754</b>	2,320,962

The District's share of income from the government business enterprise was \$113,878 (2022 - \$1,160,481). During 2023, the District received \$1,000,000 (2022 - \$367,000) in dividends from the government business enterprise, which was recorded as a reduction in its investment. No other transactions occurred between the two entities.

#### 8. Accounts payable and accruals

	2023	2022
Trade accounts payable	702,246	473,633
Salaries and wages payable	142,035	110,748
Employee future benefits	113,362	113,362
Due to other governments	45,439	40,472
Accrued interest	9,374	16,973
	<b>1,012,456</b>	755,188

## District of Ucluelet

### Notes to the Consolidated Financial Statements

*For the year ended December 31, 2023*

#### 9. Refundable deposits

	2023	2022
Damage deposits	214,100	127,850
Developer performance deposits	212,775	64,760
	426,875	192,610

#### 10. Deferred revenue

	Opening balance	Interest	Receipts	Revenue recognized	Ending balance
Resort Municipality	1,286,584	57,142	518,326	1,028,210	833,842
Grants	1,062,842	-	570,675	1,004,851	628,666
Other	23,203	-	7,419	-	30,622
	2,372,629	57,142	1,096,420	2,033,061	1,493,130

#### 11. Development cost charges

Development cost charges represent funds received from developers and deposited into a separate fund for capital expenditures. The District records these funds as a liability upon receipt which is then recognized as revenue when the related costs are incurred.

	Opening balance	Interest	Receipts	Revenue recognized	Ending balance
Roads	153,741	10,573	74,311	-	238,625
Storm water	68,381	4,413	22,570	-	95,364
Sewer	244,189	14,239	25,773	-	284,201
Water	238,070	14,937	63,198	-	316,205
Parks	66,334	4,299	22,570	-	93,203
	770,715	48,461	208,422	-	1,027,598

#### 12. Equipment financing

The District is party to two equipment loans financed through the Municipal Finance Authority for the acquisition of vehicles. The loans have a term of five years and bear interest of 4.87%. The vehicles under this loan have a carrying value of \$138,603 (2022 - \$150,399) and are recorded as non-financial assets in the consolidated financial statements.

The equipment financing was paid in full in 2024.



**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2023*

**13. Debt**

The District obtains debenture debt through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under the authority of the Local Government Act, to finance capital expenditures.

				2023	2022
	Interest rate	Original amount	Repayments and actuarial earnings		
MFA issue 1074	2.90	1,948,000	74,365	<b>1,240,195</b>	1,314,560
MFA issue 1195	2.65	475,000	29,607	<b>309,802</b>	339,409
	-	2,423,000	103,972	<b>1,549,997</b>	1,653,969

As a condition of borrowing through MFA, a portion of the debenture proceeds is retained by the MFA as a debt reserve fund. As at December 31, 2023, the cash balance of the District's debt reserve fund was \$32,443 (\$31,465).

The loan agreements with the Alberni-Clayoquot Regional District and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the District.

Principal payments on the debt for the next five years are as follows:

2024	77,734
2025	77,734
2026	77,734
2027	77,734
2028	77,734

Interest paid during the year was \$41,936 (2022 - \$41,936).

**14. Tangible capital assets**

For detailed information see Schedule 1.

**(a) Contributed tangible capital assets**

Contributed tangible capital assets of nil (2022 - nil) were recognized during the year.

**(b) Tangible capital assets disclosed at nominal values**

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value.

**(c) Write-down of tangible capital assets**

No write-down of tangible capital assets occurred during the year.

**(d) Work in progress**

During the year there were net transfers from work in progress of \$1,617,386 (2022 - \$219,997).

Amortization of work in progress commences in the year the asset is put into service.

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2023*

**15. Accumulated surplus**

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	<b>2023</b>	2022
Investment in tangible capital assets	<b>40,599,819</b>	39,068,757
Reserves (Note 16, 17, and 18)	<b>10,194,944</b>	6,898,234
Unrestricted surplus	<b>6,538,833</b>	7,193,695
	<b>57,333,596</b>	53,160,686

**16. Community Works Fund**

The Community Works Fund (Gas tax) is provided by the Government of Canada. The use of the funding is established by a funding agreement between the District and the Union of British Columbia Municipalities. This funding may be used toward designated public transit, community energy, water, wastewater, solid waste, and capacity building projects, as specified in the funding agreements.

	<b>2023</b>	2022
Opening balance	<b>1,382,048</b>	1,279,120
Add: funding received during the year	<b>139,682</b>	133,449
Add: interest	<b>79,751</b>	18,546
Less: amount spent on projects	<b>(24,124)</b>	(49,067)
	<b>1,577,357</b>	1,382,048

**17. COVID-19 Safe Restart Fund**

The COVID-19 Safe Restart Grant for Local Governments was provided to local governments to assist with the increased operating costs and revenue short-falls as a result of the COVID-19 pandemic. The COVID-19 Safe Restart Grant may be used towards specific eligible costs for funding operations such as addressing revenue short-falls, facility reopening and operating costs, emergency planning and response costs, bylaw enforcement and protective services, computer and other technological costs, and services for vulnerable persons.

The District of Ucluelet received \$764,000 COVID-19 Safe Restart funding in 2020 and reports the balance in a reserve fund until it is used to fund eligible costs.

	<b>2023</b>	2022
Opening balance	<b>123,656</b>	324,706
Add: interest	<b>6,849</b>	3,160
Less: amount spent on lost recreation and other revenue	<b>-</b>	(204,210)
	<b>130,505</b>	123,656

## District of Ucluelet

### Notes to the Consolidated Financial Statements

*For the year ended December 31, 2023*

#### 18. Growing Communities Fund

The Province of British Columbia distributed conditional Growing Communities Fund (GCF) grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The District received \$1,489,000 of GCF funding in March 2023

	2023	2022
Funding received during the year	1,489,000	-
Add: interest	36,092	-
Less: amount spent on projects	(185,785)	-
	1,339,307	-

#### 19. Taxation

Taxation revenue, reported on the consolidated statement of operations, is comprised of the following:

	2023	2022
<b>Municipal purposes</b>		
General	4,021,466	3,603,249
Utility	46,114	46,114
Parcel taxes	245,520	244,860
Grants in lieu of taxes	70,450	58,745
	4,383,550	3,952,968
<b>Taxes levied for other authorities</b>		
School authorities	2,099,145	1,773,376
RCMP	268,063	199,724
Regional Hospital	213,319	183,149
Regional District	569,252	445,242
BC Assessment Authority	53,835	46,024
Vancouver Island Regional Library	153,321	133,373
Municipal Finance Authority	307	249
	3,357,242	2,781,137
<b>Total taxes collected</b>	7,740,792	6,734,105

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2023*

**20. Trust funds**

Trust funds administered by the District have not been included in the consolidated financial position nor have their operations been included in the consolidated statement of operations. The District holds trust funds under British Columbia law for the purpose of maintaining a public cemetery.

	<b>2023</b>	2022
Opening balance	<b>3,641</b>	26,327
Interest earned	<b>69</b>	-
Funds used	-	(22,686)
	<b>3,710</b>	3,641

**21. Pension plan**

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee plan). The board of trustees, representing plan members and employers is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefits pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the plan has approximately 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for the average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3.761 billion funding surplus for basic pension benefits on a going concern basis.

The District paid \$235,992 (2022 - \$219,697) for employer contributions to the plan in fiscal 2023.

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of the employer contributions during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets, and cost to the individual employers participating in the plan.

## District of Ucluelet

### Notes to the Consolidated Financial Statements

*For the year ended December 31, 2023*

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#### 22. Commitments and contingencies

Debt incurred by the District is issued by the Alberni Clayoquot Regional District (ACRD), under provisions of the Local Government Act, is a direct, joint and several liability of the ACRD and each member municipality with the ACRD, including the District.

In the normal course of a year, claims for damages are made against the District. The District records an accrual in respect to legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of \$5,000. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with other participants, would be required to contribute toward the deficit.

The District has entered into contracts for tangible capital asset projects. Under the terms of these contracts, the District is committed to costs of \$2,698,533 for the Peninsula Road Safety and Revitalization Project and \$1,240,000 for the Lost Shoe Creek Aquifer Filtration Plant.

#### 23. Budget

The budget presented in these consolidated financial statements includes both operating and capital budgets. The District of Ucluelet budget was approved by Council on May 9, 2023, with the adoption of the Five-Year Financial Plan (2023 - 2027) Bylaw No. 1329, 2023. The table below reconciles the approved budget to the budget figures reported in these financial statements.

Consolidated budgeted surplus, per District of Ucluelet Bylaw 1329, 2023	-
Add	
Acquisition of capital assets	10,391,120
Debt repayment	503,824
Transfers to reserves	1,182,542
Less	
Amortization	1,168,995
Transfers from reserves	3,477,101
Consolidated budgeted surplus, per Consolidated Statement of Operations	7,431,390

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2023*

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**24. Segments**

The District is a diversified municipal organization that provides a wide range of services to its citizens. District services are provided by departments and their activities reported separately. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

**General government services**

The general government operations provide the functions of corporate administration and legislative services and any other functions categorized as non-departmental.

**Protective services**

Protective services are comprised of three different functions, including the District's emergency management agency, fire, and regulatory services. The emergency management agency prepares the District to be more prepared and can respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The mandate of the regulatory services function is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits, and current regulatory issues.

**Transportation services**

Transportation services is responsible for a wide variety of transportation functions such as roads and streets. As well, services are provided around infrastructure, transportation planning, pedestrian and cycling issues, harbour facilities, and on-street parking regulations, including street signs and painting.

**Planning and environmental services**

Planning works to achieve the District's community planning goals through the official community plan, and other policy initiatives. Environmental services were established to assist the Emergency, Planning, Public Works, and Recreation Departments with programs associated with the maintenance or improvement of the natural ecosystem.

**Recreation and cultural services**

Parks is responsible for the maintenance and development of all park facilities. Cultural services facilitate the provision of recreation and wellness programs and services.

**Water and Sewer utilities**

The water and sewer utilities operate and distribute the water and sewer networks. They are responsible for the construction and maintenance of the water and sewer distribution systems, including mains and pump stations.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. Taxation revenue is recognized as general government revenue and has not been allocated to other segments.

**25. Financial Instruments**

The District as part of its operations carries a number of financial instruments. It is management's opinion that the District is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

**26. Comparative figures**

Certain comparative figures have been reclassified to conform with current year's presentation.

## District of Ucluelet Schedule 1 - Consolidated Schedule of Tangible Capital Assets

*For the year ended December 31, 2023*

	<i>Land</i>	<i>Buildings</i>	<i>Vehicles and equipment</i>	<i>Other structures</i>	<i>Subtotal</i>
<b>Cost</b>					
Balance, beginning of year	14,718,568	11,068,744	3,751,455	3,871,054	33,409,821
Acquisition of tangible capital assets	-	-	203,097	-	203,097
Transfers	-	152,406	-	1,464,980	1,617,386
Disposal of tangible capital assets	-	-	(41,666)	-	(41,666)
Balance, end of year	14,718,568	11,221,150	3,912,886	5,336,034	35,188,638
<b>Accumulated amortization</b>					
Balance, beginning of year	-	3,533,460	2,412,772	2,512,425	8,458,657
Annual amortization	-	227,632	166,115	190,338	584,085
Accumulated amortization on disposals	-	-	(41,666)	-	(41,666)
Balance, end of year	-	3,761,092	2,537,221	2,702,763	9,001,076
<b>Net book value of tangible capital assets</b>	<b>14,718,568</b>	<b>7,460,058</b>	<b>1,375,665</b>	<b>2,633,271</b>	<b>26,187,562</b>
	2022				
Net book value of tangible capital assets	14,718,568	7,535,284	1,338,683	1,358,629	24,951,164

**District of Ucluelet**  
**Schedule 1 - Consolidated Schedule of Tangible Capital Assets**

*For the year ended December 31, 2023*

	<i>Subtotal</i>	<i>Roads</i>	<i>Drainage structures</i>	<i>Water structures</i>	<i>Subtotal</i>
<b>Cost</b>					
Balance, beginning of year	33,409,821	8,924,083	1,704,502	6,710,742	50,749,148
Acquisition of tangible capital assets	203,097	-	-	-	203,097
Transfers	1,617,386	-	-	-	1,617,386
Disposal of tangible capital assets	(41,666)	-	-	-	(41,666)
Balance, end of year	35,188,638	8,924,083	1,704,502	6,710,742	52,527,965
<b>Accumulated amortization</b>					
Balance, beginning of year	8,458,657	4,655,409	834,271	3,500,491	17,448,828
Annual amortization	584,085	214,452	37,395	218,341	1,054,273
Accumulated amortization on disposals	(41,666)	-	-	-	(41,666)
Balance, end of year	9,001,076	4,869,861	871,666	3,718,832	18,461,435
<b>Net book value of tangible capital assets</b>	<b>26,187,562</b>	<b>4,054,222</b>	<b>832,836</b>	<b>2,991,910</b>	<b>34,066,530</b>
	2022				
Net book value of tangible capital assets	24,951,164	4,268,674	870,231	3,210,251	33,300,320



## District of Ucluelet

### Schedule 1 - Consolidated Schedule of Tangible Capital Assets

*For the year ended December 31, 2023*

	<i>Subtotal</i>	<i>Sewer structures</i>	<i>Work in progress</i>	<i>2023</i>	<i>2022</i>
<b>Cost</b>					
Balance, beginning of year	50,749,148	12,135,715	1,304,124	64,188,987	62,720,989
Acquisition of tangible capital assets	203,097	-	2,489,951	2,693,048	1,465,001
Transfers	1,617,386	-	(1,617,386)	-	-
Disposal of tangible capital assets	(41,666)	-	-	(41,666)	-
Balance, end of year	52,527,965	12,135,715	2,176,689	66,840,369	64,185,990
<b>Accumulated amortization</b>					
Balance, beginning of year	17,448,828	5,583,389	-	23,032,217	21,741,829
Annual amortization	1,054,273	307,016	-	1,361,289	1,287,391
Accumulated amortization on disposals	(41,666)	-	-	(41,666)	-
Balance, end of year	18,461,435	5,890,405	-	24,351,840	23,029,220
<b>Net book value of tangible capital assets</b>	<b>34,066,530</b>	<b>6,245,310</b>	<b>2,176,689</b>	<b>42,488,529</b>	<b>41,156,770</b>
	2022				
Net book value of tangible capital assets	33,300,320	6,552,326	1,304,124	41,156,770	

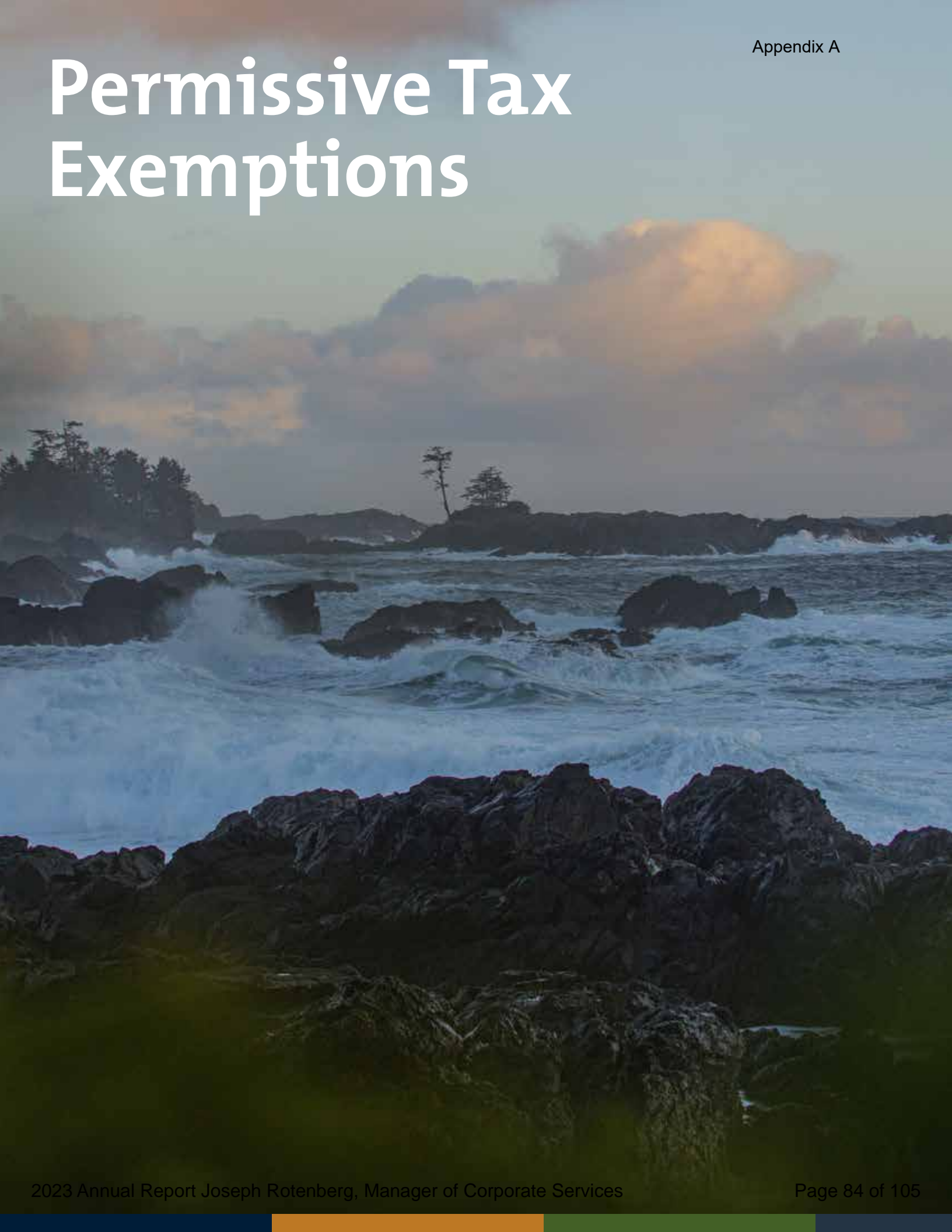
**District of Ucluelet**  
**Consolidated Schedule of Segment Disclosure**  
*Year ended December 31, 2023*

	General Government Services	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2023 Actual
<b>Revenue</b>								
Taxation, net	\$ 4,138,030	\$ -	\$ -	\$ -	\$ -	\$ 119,040	\$ 126,480	\$ 4,383,550
Sale of services	23,622	-	474,877	(15,861)	439,925	692,932	481,714	2,097,209
Grants and contributions	3,401,712	31,468	7,000	-	1,349,277	-	-	4,789,457
Investment income	488,047	-	-	-	-	-	-	488,047
Earnings from Government Business Enterprise	113,878	-	-	-	-	-	-	113,878
Other revenue from own sources	88,077	39,993	-	332,805	-	1,491	3,050	465,416
	<b>8,253,366</b>	<b>71,461</b>	<b>481,877</b>	<b>316,944</b>	<b>1,789,202</b>	<b>813,463</b>	<b>611,244</b>	<b>12,337,557</b>
<b>Expenses</b>								
Salaries and wages	\$ 933,087	\$ 406,052	\$ 467,119	\$ 306,977	\$ 1,078,647	\$ 157,920	\$ 111,810	\$ 3,461,612
Contracted services	80,994	40,532	417,896	43,319	159,023	64,890	166,267	972,921
Materials and supplies	35,146	87,416	205,434	9,729	342,811	66,632	69,879	817,047
Interest and other	476,008	119,179	50,608	1,822	263,967	46,532	2,495	960,611
Audit and legal	251,795	-	-	28,815	-	-	-	280,610
Telephone and utilities	58,736	44,304	57,952	-	51,111	57,023	41,431	310,557
Amortization	-	-	417,962	-	417,970	218,341	307,016	1,361,289
	<b>1,835,766</b>	<b>697,483</b>	<b>1,616,971</b>	<b>390,662</b>	<b>2,313,529</b>	<b>611,338</b>	<b>698,898</b>	<b>8,164,647</b>
<b>Annual surplus (deficit)</b>	<b>\$ 6,417,600</b>	<b>\$ (626,022)</b>	<b>\$ (1,135,094)</b>	<b>\$ (73,718)</b>	<b>\$ (524,327)</b>	<b>\$ 202,125</b>	<b>\$ (87,654)</b>	<b>\$ 4,172,910</b>

	General Government Services	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2022 Actual
<b>Revenue</b>								
Taxation, net	\$ 3,708,108	\$ -	\$ -	\$ -	\$ -	\$ 118,720	\$ 126,140	\$ 3,952,968
Sale of services	16,881	-	470,365	108,365	406,095	703,093	466,630	2,171,429
Grants and contributions	880,575	29,990	7,000	-	1,268,925	85,925	-	2,272,415
Investment income	162,587	-	-	-	-	-	-	162,587
Recognition of DCC	144,469	-	-	-	-	-	235,300	379,769
Earnings from Government Business Enterprise	1,160,481	-	-	-	-	-	-	1,160,481
Other revenue from own sources	66,028	36,030	-	237,440	-	50,293	-	389,791
	<b>6,139,129</b>	<b>66,020</b>	<b>477,365</b>	<b>345,805</b>	<b>1,675,020</b>	<b>958,031</b>	<b>828,070</b>	<b>10,489,440</b>
<b>Expenses</b>								
Salaries and wages	\$ 889,636	\$ 381,636	\$ 363,321	\$ 284,559	\$ 989,893	\$ 255,314	\$ 191,308	\$ 3,355,667
Contracted services	77,852	36,958	440,713	45,383	164,289	176,476	84,781	1,026,452
Materials and supplies	70,373	169,979	231,217	9,035	281,128	113,394	65,321	940,447
Interest and other	341,515	120,178	46,752	12,632	744,182	42,546	2,687	1,310,492
Audit and legal	90,414	-	-	33,586	-	-	-	124,000
Telephone and utilities	65,681	39,523	85,795	-	51,766	63,620	52,857	359,242
Amortization	-	-	395,077	-	397,701	219,365	275,255	1,287,398
	<b>1,535,471</b>	<b>748,274</b>	<b>1,562,875</b>	<b>385,195</b>	<b>2,628,959</b>	<b>870,715</b>	<b>672,209</b>	<b>8,403,698</b>
<b>Annual surplus (deficit)</b>	<b>\$ 4,603,658</b>	<b>\$ (682,254)</b>	<b>\$ (1,085,510)</b>	<b>\$ (39,390)</b>	<b>\$ (953,939)</b>	<b>\$ 87,316</b>	<b>\$ 155,861</b>	<b>\$ 2,085,742</b>



# Permissive Tax Exemptions




<b>Organization Name</b>	<b>2023 Municipal Taxes</b>
Christ Community Church of Ucluelet	\$8,065.59
Bishop of Victoria	\$8,859.18
Ucluelet Congregation of Jehovah's Witnesses	\$6,355.40
Food Bank on the Edge	\$1,067.41
Westcoast Community Resources Centre	\$1,467.14
Westcoast Community Resources Centre	\$1,509.41
Nuu-Chah-Nulth First Nations	\$503.40
Ministry of Child and Family Development	\$503.40
Vancouver Island Regional Library	\$3,360.37
Ucluelet Daycare Society	\$1,371.70
Army & Navy Airforce Veterans - Ucluelet Unit #293	\$4,300.39
Ucluelet Aquarium Society	\$23,061.34
KUU-US Crisis Line Society	\$1,675.38

# 2023 Annual Report

## Administration Office

200 Main Street, Ucluelet BC, V0R 3A0

 (250) 726-7744

 [info@ucluelet.ca](mailto:info@ucluelet.ca)



Visit [Ucluelet.ca](http://Ucluelet.ca)



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FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 0550-01

SUBJECT: 2025 ANNUAL COUNCIL MEETING SCHEDULE

REPORT NO: 24-118

ATTACHMENT(S): APPENDIX A – 2025 ANNUAL COUNCIL MEETING SCHEDULE

APPENDIX B – REVISED FIVE-YEAR FINANCIAL PLAN MEETING SCHEDULE (2025 – 2029)

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**RECOMMENDATION(S):**

**THAT** Council adopt the 2025 Annual Council Meeting Schedule as presented in Appendix A to Report No. 24-118, and direct Staff to give notice of the 2025 Annual Council Meeting Schedule.

**THAT** Council receive the revised Five-Year Financial Plan Meeting Schedule (2025 – 2029) as presented in Appendix B to Report No. 24-118.

**PURPOSE:**

The purpose of this report is for Council to consider an Annual Meeting Schedule for 2025 and to receive the revised Five-Year Financial Plan Meeting Schedule.

**BACKGROUND:**

The proposed Annual Council Meeting Schedule determines the date, time, and place of regularly scheduled Council and Committee of the Whole meetings. Under the proposed schedule there are no meetings in August, and only one meeting in December. All other months have at least two regular Council meetings. Harbour authority issues will be dealt with at four or more Council meetings.

The schedule is attached as **Appendix A** to this report. It is tailored to avoid conflicts with conferences (including travel) and other George Fraser Community Room bookings. As a result, most meetings are scheduled for Tuesdays at 4:00 PM, except the following meetings which are scheduled for 4:00 PM on:

- |                        |  |
|------------------------|--|
| • Thursday, February 6 | Regular Committee of the Whole Meeting |
| • Monday, March 10     | Regular Council Meeting                |
| • Thursday, October 2  | Regular Council Meeting                |
| • Thursday, October 16 | Regular Committee of the Whole Meeting |

After the schedule is adopted, regular meetings can be rescheduled or cancelled by Council resolution or by the Mayor. The Corporate Officer is also authorized to cancel or reschedule

meetings in limited circumstances. Additional meetings termed Special Meetings may be called if needed.

The February 6<sup>th</sup> Committee of the Whole meeting is intended to be an opportunity for Grants In Aid and In-Kind Contribution funding applicants to present. The remaining Committee of the Whole meetings are an opportunity for the Committee to meet with community groups.

The March 10<sup>th</sup> meeting is scheduled for a Monday rather than a Tuesday to accommodate Council travel to the Local Government Leadership Academy Leadership Forum in Richmond which starts on March 12<sup>th</sup>. Scheduling this meeting for March 10<sup>th</sup> rather than the 11<sup>th</sup>, requires two changes to the Budget Meeting Schedule initially presented at the October 29<sup>th</sup> Council meeting. The March 11<sup>th</sup> Regular Meeting would occur on March 10<sup>th</sup>, and the formal budget public input period would close on March 4<sup>th</sup> rather than March 5<sup>th</sup>. A revised version of the Budget meeting schedule is attached as **Appendix B** to this report.

**ANALYSIS OF OPTIONS:**

Council could adopt the Annual Council Meeting Schedule as presented or make changes to the meeting dates, times, or add/subtract meetings from the schedule. Council could also receive the Budget Meeting Schedule or direct Staff to change it.

<b>A</b>	Adopt the 2025 Meeting Schedule as presented and direct Staff to give notice and receive the revised Budget Meeting Schedule	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>• This Meeting Schedule generally aligns with the 2024 schedule</li> <li>• Harbour Authority meetings are incorporated into the regular meeting schedule</li> <li>• Scheduling conflicts avoided</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>B</b>	Amend the meeting schedule	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>• This schedule may better align with member schedules</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>• Unknown</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>• An amended schedule may have staffing and/or financial implications depending on the changes</li> </ul>
		<b><u>Suggested Motion</u></b>	<p><b>THAT</b> Council amend the 2025 Annual Council Meeting schedule attached to report number 24-118 as follows:</p> <p style="padding-left: 40px;">a. delete the [meeting type] meeting scheduled for [date] and insert a [meeting type] on [date];</p> <p><b>THAT</b> Council adopt the 2025 Annual Council Meeting Schedule as presented in Appendix A to Report No. 24-118, as amended, and direct Staff to give notice of the amended 2025 Annual Council Meeting Schedule.</p>



**POLICY OR LEGISLATIVE IMPACTS:**

The [S. 127 of the Community Charter](#) requires that Council make available to the public a schedule of the date, time and place of Regular Council Meetings and give notice of the schedule annually.

**NEXT STEPS:**

If the Meeting Schedule is adopted, Staff will give notice in accordance with the *Community Charter*.

Respectfully submitted:        Joseph Rotenberg, Manager of Corporate Services  
   Duane Lawrence, Chief Administrative Officer





## 2025 ANNUAL COUNCIL MEETING SCHEDULE

Meetings will be held both electronically\* and in-person in the George Fraser Community Room in the Ucluelet Community Centre located at 500 Matterson Drive, Ucluelet, B.C., unless otherwise advertised.

DATE	TIME	MEETING TYPE
January 14	4:00 PM	Regular Council Meeting
January 28	4:00 PM	Regular Council Meeting
February 6	4:00 PM	Regular Committee of the Whole
February 11	4:00 PM	Regular Council Meeting
February 25	4:00 PM	Regular Council Meeting
March 10	4:00 PM	Regular Council Meeting
March 25	4:00 PM	Regular Council Meeting
April 15	4:00 PM	Regular Council Meeting
April 29	4:00 PM	Regular Council Meeting
May 6	4:00 PM	Regular Committee of the Whole Meeting
May 13	4:00 PM	Regular Council Meeting
May 27	4:00 PM	Regular Council Meeting
June 10	4:00 PM	Regular Council Meeting
June 24	4:00 PM	Regular Council Meeting
July 8	4:00 PM	Regular Council Meeting
July 22	4:00 PM	Regular Council Meeting
September 2	4:00 PM	Regular Council Meeting
September 16	4:00 PM	Regular Council Meeting
October 2	4:00 PM	Regular Council Meeting
October 16	4:00 PM	Regular Committee of the Whole Meeting
October 21	4:00 PM	Regular Council Meeting
November 4	4:00 PM	Regular Council Meeting
November 18	4:00 PM	Regular Council Meeting
December 9	4:00 PM	Regular Council Meeting

Harbour Authority issues will be considered during regular meetings of Council with a minimum of four meetings annually.

\*Information about attending meetings electronically is available by contacting the District ([info@ucluelet.ca](mailto:info@ucluelet.ca), 250-726-7744, and at the District Office at 200 Main Street) and online at [Ucluelet.ca/CouncilMeetings](https://ucluelet.ca/CouncilMeetings)





## **District of Ucluelet Five-Year Financial Plan (2025 – 2029)**

### **Meeting Schedule**

#### **November 26, 2024, Regular Council Meeting**

- Presentation of Capital Projects

#### **December 10, 2024, Regular Council Meeting**

- Presentation of Operational Projects

#### **January 30, 2025, Special Council Meeting & Budget Open House**

- Presentation of Draft Budget

**\* January 31, 2025 – February 5, 2025: Initial Budget Feedback Period \***

#### **February 11, 2025, Regular Council Meeting**

- Five Year Financial Plan Bylaw – 1-3<sup>rd</sup> Readings
- Tax Rates Bylaws – 1-3<sup>rd</sup> Readings

**\*\*February 12, 2025 – March 4, 2025: Formal Budget Feedback Period\*\***

#### **March 10, 2025, Regular Council Meeting**

- Council Considers Budget Feedback
- Five Year Financial Plan Bylaw – Adoption
- Tax Rates Bylaws – Adoption

#### **Further Meetings as Needed**

NOTE: Bylaws must be adopted prior to May 15, 2025

For information on how to participate in Council Meetings go to

[Ucluelet.ca/CouncilMeetings](https://ucluelet.ca/CouncilMeetings)

Questions and input may be sent to [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca) at any time up to  
March 5, 2025.

\*This schedule is tentative and subject to change\*





## REPORT TO COUNCIL

Council Meeting: November 26, 2024  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0390 -01 CONFERENCE  
SCHEDULE 2025

**SUBJECT:** 2025 CONFERENCE ATTENDANCE SCHEDULE

**REPORT NO:** 24-119

**ATTACHMENT(S):** APPENDIX A – 2025 CONFERENCE ATTENDANCE SCHEDULE  
APPENDIX B – ESTIMATED COST PER CONFERENCE

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### RECOMMENDATION(S):

THAT Mayor and Council are authorized to attend and represent the District of Ucluelet at the conferences listed in the 2025 Conference Attendance Schedule attached as Appendix A to report No. 24-119.

### BACKGROUND:

Annually Council members attend up to five conferences. These conferences offer educational and networking opportunities. Over the last several years members have attended the following conferences:

- [Local Government Leadership Academy Leadership Forum \(LGLA\)](#)
- [Association of Vancouver Island and Coastal Communities Annual Convention \(AVICC\)](#)
- [Union of British Columbia Municipalities Annual Convention \(UBCM\)](#)
- [Vancouver Island Economic Alliance Annual Summit \(VIEA\)](#)

From time to time the Mayor also attended [Federation of Canadian Municipalities Annual Conference and Trade Show \(FCM\)](#). Attendance at FCM is rare as this conference is often held outside BC and therefore costs are high.

Costs for attending these conferences vary depending on location but estimated costs per person are outlined in **Appendix B**. These estimates do not include Council per diems associated with attendance.

In 2024 the Council conference budget was \$43,250. This allowed five members to attend AVICC, UBCM and VIEA, and four members to attend LGLA. No funding was allocated for FCM.

According to the proposed Conference Attendance Schedule (**Appendix A**), no members would attend FCM, three members would attend LGLA, and four members would attend AVICC, and

five members would attend UBCM and VIEA. This attendance schedule reflects interest expressed thus far by individual Council members in attending LGLA, AVICC and assumes that all Council members will attend UBCM and VIEA.

The estimated cost of funding the Conference Attendance Schedule is \$39,950. This estimate does not include Council meeting per-diems. The projected savings are associated with fewer members attending LGLA and AVICC.

The estimate contemplates all Council members travelling to conferences in their own vehicles. Cost savings could be further achieved through carpooling.

Staff are seeking clarification on the number of Council members that will be attending each conference in 2025 for budgeting and registration purposes.

**ANALYSIS OF OPTIONS:**

<b>A</b>	Adopt the 2025 Conference Schedule as presented	<u>Pros</u>	<ul style="list-style-type: none"> <li>Allows Staff to present accurate budget and complete registration as needed</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>None that Staff are aware of</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Costs associated with registration and Staff time for registrations</li> </ul>
<b>B</b>	Amend the 2025 Conference Schedule	<u>Pros</u>	<ul style="list-style-type: none"> <li>Allows Staff to present accurate budget</li> <li>Better aligns with Council’s wishes</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>None that staff are aware of</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Costs associated with registration and Staff time for registrations</li> </ul>
		<u>Suggested Motion</u>	<p><b>THAT</b> the 2025 Conference Attendance Schedule attached as Appendix A to report No. 24 – 119 be amended as follows:</p> <p>[insert (name) under (convention)]</p> <p>[delete (name) under (convention)]</p> <p>[inserting (name) under convention) and delete (name) under convention]</p> <p><b>THAT</b> Mayor and Council are authorized to attend and represent the District of Ucluelet at the conferences listed in the amended 2025 Conference Attendance Schedule attached as Appendix A to report No. 24 – 119.</p>
<b>C</b>	Defer this matter to the budget process	<u>Pros</u>	<ul style="list-style-type: none"> <li>Provides additional time for Council to consider the conference attendance</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Potential delay in registrations, if Council has not approved attendance through separate resolution</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>None</li> </ul>



	<u>Suggested Motion</u>	THAT Staff present this report for consideration during the budget process.
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**POLICY OR LEGISLATIVE IMPACTS:**

Bylaw No. 1226, 2017 and Policy No. 5-1920-3 determine Council remuneration and expense reimbursement related to conference and course attendance.

**NEXT STEPS:**

- Integrate budget into proposed 2025 budget
- Register Council members and book accommodations, as needed

Respectfully submitted:          Joseph Rotenberg, Manager of Corporate Services  
 Duane Lawrence, Chief Administrative Officer



## 2025 Conference Attendance Schedule

<b>Local Government Leadership Forum (LGLA)</b>  <i>Mar. 12 – 14</i>	<b>Association of Vancouver Island and Coastal Communities Annual Convention (AVICC)</b>  <i>Apr. 11 – 13</i>	<b>Federation of Canadian Municipalities Annual Conference and Trade Show (FCM)</b>  <i>May 29 – June 1</i>	<b>Union of British Columbia Municipalities Annual Convention (UBCM)</b>  <i>Sept. 22 – 26</i>	<b>Vancouver Island Economic Alliance Annual Summit (VIEA)</b>  <i>Oct. 28 - 30</i>
Mayor McEwen Councillor Anderson Councillor Hoar	Mayor McEwen Councillor Anderson Councillor Hoar Councillor Maftei	None	Mayor McEwen Councillor Anderson Councillor Hoar Councillor Kennington Councillor Maftei	Mayor McEwen Councillor Anderson Councillor Hoar Councillor Kennington Councillor Maftei



### Estimated Cost Per Person, Per Conference

<b>Local Government Leadership Forum (LGLA)</b>  <i>Mar. 12 – 14</i>	<b>Association of Vancouver Island and Coastal Communities Annual Convention (AVICC)</b>  <i>Apr. 11 – 13</i>	<b>Federation of Canadian Municipalities Annual Conference and Trade Show (FCM)</b>  <i>May 29 – June 1</i>	<b>Union of British Columbia Municipalities Annual Convention (UBCM)</b>  <i>Sept. 22 – 26</i>	<b>Vancouver Island Economic Alliance Annual Summit (VIEA)</b>  <i>Oct. 28 - 30</i>
\$1,700	\$1,775	\$4,200	\$3,800	\$1,750

\*These estimates do not include meeting per diems.



Tuesday, 12<sup>th</sup> November 2024



Dear Honourable Mayor and Council,

I am writing to request that the Ucluelet Aquarium Society take over management and operations of the public washrooms located in the Ucluelet Aquarium building.

In 2011, the Ucluelet Aquarium Society worked with the District of Ucluelet to build the capacity for public washrooms into the construction of the Ucluelet Aquarium's current facility. At the time, there were no public washrooms in the village green area. For the last 13 years, this partnership has provided the community with access to public washrooms from the end of the Ucluelet Aquarium's facility just before stepping onto the whiskey dock. Management of these facilities occurs in partnership still, with the District of Ucluelet covering the cost of mid-week cleaning, maintaining fixtures, and restocking toilet paper and soap. The Ucluelet Aquarium pays for hydro, resolving plumbing issues such as replacing failed sewer pumps, emergencies, floods, and (unofficially) restocking items over the weekend.

During the creation of this agreement, how the facilities were to be managed was left open, and a long-term plan was not developed. The above management schedule is not something written in an agreement, but a pattern that we have established over the years.

Over the last 15 years, both the Ucluelet Aquarium, and our community, have changed. The Ucluelet Aquarium has grown from our original goal of 25,500 visitors per year, to over 50,000. We are in need of more bathroom access from within our facility in order to continue to grow. I would also like to have more control over how the bathrooms are accessed and maintained. There have been floods, sewage blockages, and occasional emergency situations such as smoking in the bathrooms, damage to the facilities, and drug or alcohol use which endanger our building and put our reputation at risk. Our hope is to continue to increase our capacity to support the tourism industry, and to grow our operations to invest in shoulder season opportunities such as research, educational partnerships, and courses.

It has been our policy over the years to welcome visitors and locals to use the Ucluelet Aquarium bathrooms in our facility regardless of whether they are paying customers. Our

intent would be to continue to do so whenever possible during our open hours. Since the majority of community events and tourism traffic is during the day, we anticipate that the Cedar Parking Lot washrooms that the district has invested in will support any needs after hours.

I am more than happy to expand on any details and answer questions. This has been a wonderful partnership, and I look forward to future ways that the Ucluelet Aquarium Society can support our community.

Thank you for your time,

A handwritten signature in black ink, appearing to read 'Laura Griffith-Cochrane', with a stylized flourish at the end.

Laura Griffith-Cochrane

Executive Director, Ucluelet Aquarium Society





Nov 6, 2024

Ministry of Housing Infrastructure and Communities  
Ottawa, Canada  
K1P 0B6  
Via electronic delivery: [Katherine.Cotman@infq.gc.ca](mailto:Katherine.Cotman@infq.gc.ca)

Honourable Minister Sean Fraser,

RE: Housing Accelerator Fund

Thank you for your correspondence dated October 30, 2024 regarding the potential impacts of changes to the Housing Accelerator Fund program.

I would like to extend our community's appreciation for the support given to Ucluelet through the HAF program. Similar to many communities, Ucluelet is facing substantive challenges with rising housing prices, escalating construction costs and limited housing availability, compounded by infrastructure designed in the 1970s that has exceeded its capacity to service our existing needs, let alone take on additional capacity for new housing developments.

The HAF program has allowed us to undertake significant steps to expedite the permit approval process by updating outdated policies and developing support mechanisms for builders that provide clear guidance on how to build in Ucluelet. This work will continue over the coming months and years supported by the HAF program, with the remaining funds being directed to assist in increasing the capacity of our water and sanitary systems.

Although the approvals process has a direct impact on how fast a contractor or developer can start building, a larger impact to development and housing affordability are the limits on existing infrastructure. Ucluelet has several potential developments on the horizon, all of which are triggering significant immediate investments for the municipality towards upgrading our infrastructure. These costs are born by both existing residents and future homeowners and impact both the cost of the new home as well as the property taxes they will have to pay. The HAF program helps offset a small portion of this, although similar to the cost of housing which has skyrocketed over the past several years, so has the cost of upgrading and replacing supporting infrastructure. For a small community updating these water and sanitary systems is extremely costly and invariably reduces the affordability of our community.

The support from the HAF program will help offset a small portion of these upgrade needs, reducing the property tax burden and assisting with the long-term affordability of our community. Losing any of the HAF program funds would mean that those costs would be placed squarely on our residents and further impact housing affordability.

The cost of upgrading infrastructure to meet the needs of housing targets is the biggest impact on affordability in our community outside of the construction costs, and anything the Government of Canada can do to assist in easing this burden would go a significant way in addressing the housing challenges we are all facing.

Yours Sincerely,

A handwritten signature in cursive script, appearing to read "M. McEwen".

Mayor Marilyn McEwen

**District of Ucluelet. Life on the Edge<sup>®</sup>**

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